

Year End Procedure - Sage Pastel Accounting

Purpose

This documentation will guide users through the information required in order to successfully go through the Year End procedure for Sage Pastel Accounting (Partner or Xpress) software.

Scope

The year-end procedure itself is fully automated, and prepares your company for processing in the new financial year.

Unlike many other accounting systems, you can still post adjustments and accruals to the previous year once you have run the year-end procedure. So in effect, running the year-end is therefore not time critical, in that you can still run your year-end without waiting for all financial transactions to be done.

However, you cannot process customer sales documents and supplier purchases documents to the previous financial year. You must therefore ensure that you have processed all customer and supplier documents for the current year before running the year-end procedure. Journal and cashbook transactions/adjustments can be left for after the year-end.

Before performing the year end procedure, please take the time to read all instructions below so that the year end process can run as smoothly as possible.

Critical Notes

Before the Year End Procedure, you need to be aware of the following:

- **Backup** - Ensure you have made at least 2 working backups of your company data - to different locations.
- **Data Integrity** - Perform a Data Integrity (verify data only) check prior to running year end to ensure your data is free from errors. Further details below.
- **Periods** - Do not change the dates of your current year periods to next year. The year-end procedure does this for you.
- **Period 13** - You can use period 13 to post next year transactions, and thereby delay the year-end procedure for up to a month at most. (Please note that period 13 is **new** available in Sage Pastel Xpress also).
- **Supervisor Access** - You have sole access to your company data and are logged into Partner as a supervisor.
- **Retained Income Account** - This account exists in your General Ledger.
- **No Open Batches Exist** - Documents 'on hold' for users who have multiple period access are not considered to be open. You must update all open batches before running the year-end procedure. However Sales Orders, Purchase Orders and Quotations processed before the year-end procedure are carried over to the next year.
- **Last Period Processing** - You have processed transaction into last period of the current financial year. If there are no transactions in the last period of the current year, the system warns you, since in all probability you should not want to run the year-end. However, you can continue if you wish to.

IMPORTANT NOTE -

It is very difficult to predict how long the year process may take to completed as a number of variables such as, size of the data, PC hardware specifications as well as available system resources will impact on the duration of the process.

A common occurrence that tends to happen during the Year End process is that the system appears to hang when processing the **acctm.dat** (transactions), **acchisth.dat** (history header), **acchistl.dat** (history lines) files. Please note that these files are often very large and although the system seems to not be responding it is actually processing away as intended.

It is vital that you are patient during this process as shutting Partner down forcefully (i.e. by using ctrl-alt-del) will almost certainly corrupt your company data files. Resulting in you having to restore your company backup in Step 1.

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Official Gazette of the United States Patent Office United States. Patent Office,1915

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Pharmacy Hand Book Pharmacy Sop Com,2010-06-25 This book was created by a collaboration of pharmacists who needed a resource quick to hand which gave them immediate access to forms sheets and SOP s which they use in every day working life The content has been created by specifications set out by numerous Primary Care Trusts throughout the UK Usually these resources have already been created by the pharmacist but are in a hidden sub folder on their hard drive This book gives you immediate access not only online via www.pharmacysop.com but as a hard copy which you can scan and customise at will This is book like the site is being continuously updated as new services and legislation come out If you have any ideas about what the next edition should contain please contact us via www.pharmacysop.com

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Financial Management for Human Service Administrators Lawrence L. Martin, 2016-04-27 Aspiring and current human services and social work professionals will appreciate the practical advice and abundant examples that make this text an invaluable tool for achieving effective financial management of their programs and agencies The straightforward presentation and emphasis on conceptual understanding equip readers with the skills they need to use financial information to better manage their organizations This comprehensive volume covers all the fundamental topics including budgeting systems and other financial management tools financial accounting and the interpretation and analysis of financial statements performance measures forecasting of revenues expenses and caseloads fee setting government contracts Moreover case studies and end of chapter exercises encourage readers to apply chapter content to real world situations and provide additional reinforcement of key concepts

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Official Gazette of the United States Patent Office USA Patent Office, 1915

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