

8. Utilities



Printed 29-Dec-17 Utilities



Utilities



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8.1



System Parameters

System Parameter Options:

- Address Details
- Password Maintenance
- → Tax Codes and Costing
- Transaction Details
- Data Archiving



1. Address Details

System	Parameter - Address & Name Setup	
System Name	THE ACCIPION SYSTEM	
Address on Coourrents	F G BOX 1187 HILTON 3243	
Vat Registration	4525253636	

- (a) At the Address prompt, enter your business address.
- (b) At the Vat prompt, enter your business's vat number.

These details appear on all Point-of-Sale documents where blank stationery is used as well as on all Creditors' remittance advices.

- (c) At the Options prompt to reset registration number, click on [NO]. Access to the program will be denied if the registration number is changed. Only change the registration number on the instruction of an Accpick Consultant.
- (d) Click on End(ESC) to return to the Utilities Main Menu.

2. Password Maintenance

Password Hierarchy:

Highest Level Global Password

Second Level Entry level password per Module Third Level Selectable functions per Module.

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Global Password

Where this is set, the global password is needed to gain entry into "Password Maintenance".

Module Passwords

Selectable per Module. Option to block operator from entry into selected module without its specific password.

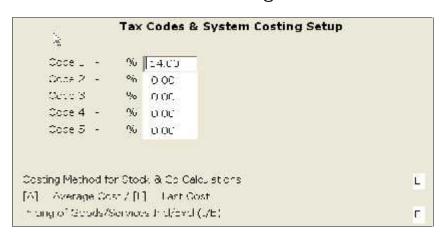
Functions Passwords

Maintenance, Transactions, Enquiry and Report passwords are available for each function.



- (a) At the Module listing, select the Module.
- (b) At the Password Maintenance screen, enter passwords for each function level as required.
- ₱ End(ESC) to return to the Utilities Main Menu. (c) Click on

Tax Codes and Costing



Five Tax Codes are available.

Tax Code 1 is normally used for the current VAT rate.

Tax Code 2 is normally used for Non – Taxable items.

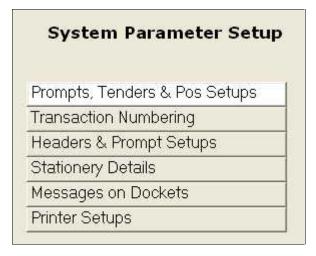
Costing Method for Stock and Gross Profit Calculations: Select A for Average or Select L for Last Cost

Pricing of Goods and Services:

Select I for Inclusive or E for Exclusive of Vat.



4. Transaction Details



Prompts, Tenders and POS Setups: Select the option for user access on all POS transactions:

Code	
Code Description	n e
Code Description	n Qty
Code Description	n Qty Unit Price
Code Description	n Qty Unit Price Disc%
Code Description	n Qty Unit Price Disc % Tax
ode Qty	

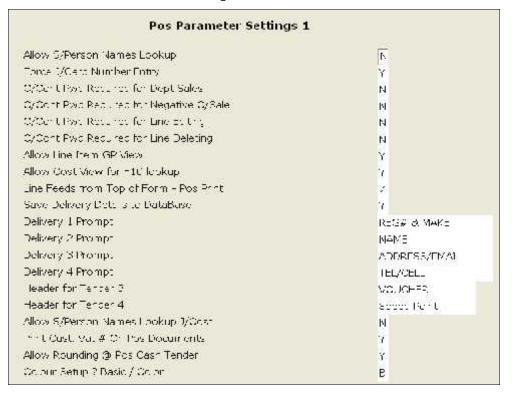
Select Tender Options prompts:

Tender	Options
Cash Only	
Cash / Choques	
Cashy Cheques / VOLICHER	
Cash / Cheques / VOUCHER	/ Speed Point

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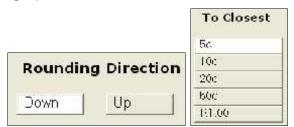
Select POS Parameter Settings:



Select Vat Reference prompt limits:

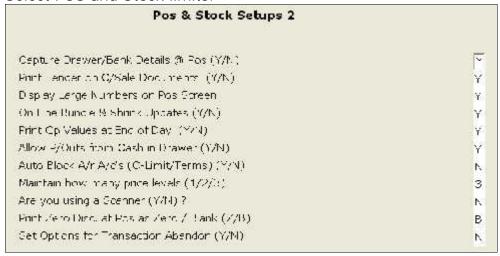


Select Rounding options:

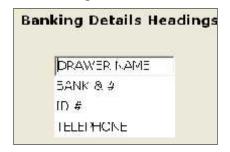




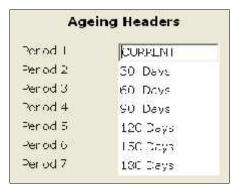
Select POS and Stock limits:



Select Banking Detail Headings:

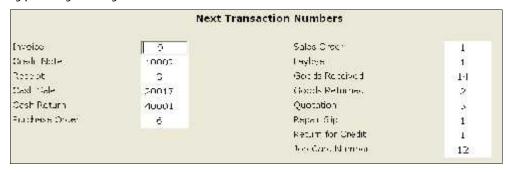


Select Ageing Headers:



Transaction Numbering:

This displays the next transaction number for each transaction type in your system.



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Headers and Prompts Set Ups.

Select Invoice Header settings for POS access:

No neader detais P	ompting
Date Crily	
Date, Belivery Detail	<u>F</u>
Date, Delivery, Orde	: Number
Date, Delivery, Orde	r. Customer reference
Date, Dəli⊻e∻, Orde	r, Custiref, Sales Person/Area
De vary Details only	
Saled Person only	
De very, Croer Num	ber
De very, Order, Cust	tomer reference
De vary Ordan Gust	tref, Beles Person/Area
Date: Salos Person?	Area

On-Line	Invoice Entry &	Print		HIST Sys. MICH Y	c III
				tat:	20401720066
1166 AFR	COAN HERCTAGE			Delivery Det	eis
(C)	D8 22a1		1 (4# 1 YAK)	MR DAGAS	
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			A 30 CSS/ MAIL	5.04 47 , 90.0	CVAP 15
355	3		TEL/CELL	033 0400047	
Cefar Numba	r Clust treft	4	- 1		Amer/Smar
15658	55.95	₩ Select(ENTER:	斯 Evil(ESC)		32

Select Cash Sale Header Settings



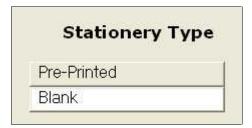




Select Headers and Prompt settings:

```
Headers & Prompt Setups
                                                                                            F
Print S/Person Name on Transaction Decayts ?
Warn on out of Stock of Posiboo pair
                                                                                            N
Print on Fos Dockets ? Code/Weight/Veither (C/W/N) ?
                                                                                            N
Print Order Number on (2nd 2nd) Statements 7
Ying Journal Details on Statements (Y/N) 7
Default Promotite infinite trivolets (Y/Y)^{\frac{1}{2}}
                CANCER (YA)?
                CASE by (YAN)?
                 C/Dollins (*/N), 7
                Recoipts (YAN) 7
Set Doviend Dolauts (Y本) 7
                                                                                            b.
Alter Rund bas Order Parumoters 7
                                                                                            N
```

Stationery Details Select Stationery type.



Message on Dockets:

Enter message for Invoices, Cash Sales, POS Returns, Statements and Repair dockets.

Example:



Printer Setups:

Set printers up according to Station, Function, Type and Port.

Station	Function	Printer Name	Туре	Port
1	POSDOCS	LPT:	D	1
1	FVQRFP	\\COUNTER2\HP1200	1	1
1	JOBCARD	//COUNTER/OKI	D	1
1	JOBINV	LPT:	D	1

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5. Data Archiving.

Set Data Archiving ON or OFF.

Suggest this be set to ON.

Where this is set ON, the month-end routine will transfer all the data for the month into the relevant month's archive before proceeding with the month-end clearing.

Enquiries and Reports into archived data may be made by selecting Month from the Quick Functions Menu on the Enquiry and Reports Menu.





Tax Control

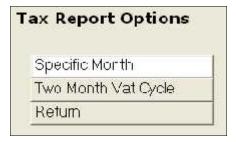
Vat Procedures:

- Print Tax Control Report
- Print Transaction Reports
- Reconcile Transaction Reports with Tax Control Report
- [↑] Complete Vat 201 Form.



Step 1: Print Tax Control Report.

(a) Select Tax Report Options:



- (b) For a Specific Month, select the month from the listing.
- (c) Enter the Date to appear on the report.
- (d) Click OK to print report.



Step 2: Print the Transactions Report for Debtors, Creditors and Cash Book.

Debtors Transaction Report select:



- (c) Quick Function: Select Month to access required month.
- (d) E. Transactions
- (e) Specific Date Range
- (f) Accept Default Dates. Do not alter these dates.
- (g) Select Totals only T.
- (h) Select All of the Above.



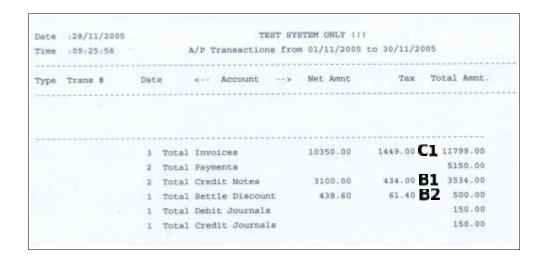
Printed 29-Dec-17 Tax Control 8.2



Date	128/11/2	1		TEST SYMMEN CHON !!!! A/R Transactions from UL/11/2005 to 10/11/2005									
туре	Trans		Date	Time	ee	-	Account		Net Anot	Yes		al Amount	
							invoices		29996.5E	4199.51	A1	14196.01	F1
					- 2	Total	Credit Notes		3140.00	439.00	D1	3579.60	
					3	THEAT	Cash Sales		31497.91	4409.70	Α2	35907.61	12
					2	Total	Cash Between		5922-20	829.10	D2	5751.30	
					3.1	Total	Receipts					3125.00	
					1	Total	Settle Disc.		65.79	9.21	E1	75.00	F8
					1	Total	Debit Jala					100.00	
					1	Total	Credit Jule					100.00	
					1	Total	L/Pye Sales		1920:00	254.60	ΑЗ	2074.86	18

Creditors Transaction Report select:

- (a) 4. Creditors
- (b) 4. Reports
- (c) Quick Function: Select Month to access required month.
- (d) 4. Transaction Report
- (e) Accept Default Dates Do NOT alter these dates.
- (f) Select Totals only T
- (g) Select All of the Above
- (h) Print(*)



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Cash Book Transactions select:



- (b) 4. Reports
- (c) Quick Function: Select Month to Access Archives.
- (d) 2.Transactions
- (e) Accept Default Dates Do NOT alter these dates.
- (f) Select Totals only T
- (g) Select All of the Above





NOTE: F4 - only the vatable portion of the income is to be included.

To calculate vatable portion:

(a) A4/0.14 + A4

To check:



- (C) 3. Enquiries
- (d) 4. Category and Tax Analysis
- (e) 1.Income
- (f) [Enter] to view breakdown
- (g) [Enter] to view line item details for each income category.
- (h) Sum the total income of all items with vat portion.

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Step 3: Reconcile the Transactions Reports with the Tax Control Report to verify the values.

	Reports	Item	Vat Value
A1	Debtors Transactions	Total Invoices	4199.51
A2	Debtors Transactions	Total Cash Sales	4409.70
А3	Debtors Transactions	Total Laybye Sales	254.80
A4	Cash Book Transactions	Other Income	210.00
Total	= A on Tax Control Report	Total	9074.02
B1	Creditors Transactions	Total Credit Notes	434.00
B2	Creditors Transactions	Total Settlement	61.40
		Disc	
Total	= B on Tax Control Report	Total	495.40
C1	Creditors Transactions	Total Invoices	1449.00
C2	Cash Book Transactions	Other Expenses	21.00
Total	= C on Tax Control Report	Total	1470.00
D1	Debtors Transactions	Total Credit Notes	439.60
D2	Debtors Transactions	Total Cash Returns	829.10
Total	= D on Tax Control Report	Total	1268.70
E1	Debtors Transactions	Total Settlement	9.21
		Disc	
Total	= E on Tax Control Report	Total	9.21
	Gross Taxable Income incl Vat		
F1	Debtors Transaction Report	Total Invoices	34196.01
F5	Tax Control Report	Less: Zero Rated Inv	0.00
F2	Debtors Transaction Report	Add: Cash Sales	35907.61
F3	Debtors Transaction Report	Add: Laybye Sales	2074.80
F4	Cash Book Transaction Report	Add: Other Income	3860.00
F6	Tax Control Report	Less: Exempt and	(2150.00)
		Non Supplies	
Total	= F on Tax Control Report	Total	73888.42

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Step 4: Complete the Vat 201 form

Complete the Vat 201 form using the information provided in the Tax Control Report as follows:

SARS Tax Box No.	Accpick Tax Report Letter	Items	Vat Value
1	F -F7 -F8	Rate 1 14% Total Amount Less: C/Notes Debtors and Cash Less: Settlement Discount Total	73888.42 (10330.90) (75.00) 63482.52
2.	F5	Rate 2 0% Total Amount Zero Rated Sales Value	0.00
4 and 13	A -D -E	Rate 1 14% Tax Amount Less: C/Notes Debtors and Cash Less: Settlement Discount Total	9074.02 (1268.70) (9.21) 7796.11
14	Creditors Transaction Report	Should you have purchased Capital Goods: 1. Print a Transactions Report for the Asset Group e.g.: Office Furniture 2. Insert the vat amount manually in SARS Tax Box 14. 3. Deduct the vat amount from the Input Tax: Goods and Services value in 15. 4. Attach a copy of the Invoice to your workings for future reference for Auditing	
15	C-B-14 above	Input Tax: Goods and Services Less: Vat on all Capital Goods Less: Output Tax Supplier Credits Less: Output Tax Settle Discount Total	1470.00 0.00 (434.00) (61.40) 974.60

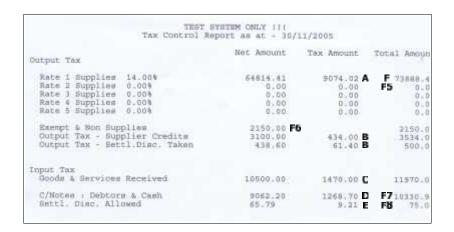
Printed 29-Dec-17 Tax Control 8.2



SARS Tax Box No.	Accpick Tax Report Letter	Items	Vat Value
17	Debtors Credit Jnl	Bad Debts: Example: Bad Debt = R114.00 1. Clear the Debtors Account:	
20		Total Output Tax (13) minus Total Input Tax (19). Indicate whether the Vat is Payable or Refundable by crossing out the option that is not applicable.	

Insert the relevant information:

Telephone, Fax Number, Signature, Capacity and Date.



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SARS	-	-	UE-ADDE					1E
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			Last day for rendering re	um	1			
		-			1.			
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		Ė			Change of	addess		
Visiding scratter name								
							-	
		1						-
Tax period eading		•	Data received				•	AT 201
VAT registration number			Aron	0	MANN		Y **	PART 1
A. CALCULATION OF OUTPUT TAX	RAND					R	*	C
Supply of goods and/or services by you:	COMBDERATO			Ų.,_		-	VAT	
Design of the control of the design of the second s	And the second of the second	and delivery	-F0		2430 **	4	A-D-E	-
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B. CALCULATION OF INPUT TAX (Input lax in respect of)				_		144 140	anual Ins	ortio
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Tax on adjustments						-	J-17 (II)	- 40
Creating of later						10		100
hal lett.						17 W	anual Ins	ertio
>-		-	-		-	144		
TOTAL B TOTAL INPUT TAX (14 + 15 + 16	+ 17 + 18)					10	Total	
VALPARABLE / PERSONNELE (Town A- Intel®)	The block	i man				20	13 19)
Address peakly # C - returns	4		100			22		
AMOUNT PAYABLE / REFUNDABLE	(TOTA	LA	- TOTAL	3)		23		T
	110000000000000000000000000000000000000					1000		_
Tatino I centroles-	(Signature)	true or	nd harast					

5/18834 | SARS4 BERTEILE R000325 8/15/05

Printed 29-Dec-17 Tax Control



Index File Maintenance

Indexing re-sorts the data files for Current or selected Archive Periods.

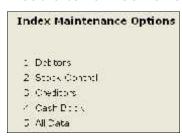
Note: This is a single user operation. All users to log off before this procedure is run or else data corruption may occur!

This procedure must be run in the following instances:

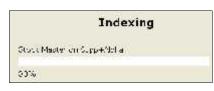
- 1 Immediately after restoring data from back up.
- After multiple deletions of Debtors/Suppliers/Sales
 Areas/Sales Departments/Income Categories/Expense
 Categories. Indexing frees the deleted numbers for re-use.
- Before Month-End reports are run.
- At any time that Enquiries/Reports appear to print irregularly or reports seem to be distorted, re-index and run the report again.



- (a) Select a period to re-index from the listing.
- (b) Select a Module to re-index or 5. All Data.



(c) All files will be indexed.



(d) Click on End(ESC) to return to the Utilities Main Menu.



Sanuary Hebriary March

November December

ar teri

Apri May June Sulv Anglish September Cotabar



File Clearance

File Clearance Options:

- Zero Values
- Create New Files
- Archive Files



File Clearance is a DANGEROUS operation and ought to be password protected!. Only to be run after consulting with Accpick Support and a backup has been done. Failure to follow these procedures can result in the loss of all data.

Note: This is a single user operation. All users to log off before this procedure is run or else data corruption may occur!

1. Zero Values

This will delete all transactions and set all values to zero for the selected module for the Current period leaving all Masterfile data in place. Masterfile data includes all Debtors Names, Creditors Names, Stock Codes and Cashbook Category Names. Transaction numbers will be reset to the default settings.

The General Ledger Module has a separate File Clearance option.

2. Create New Files

This destroys all existing data in the selected Modules for the Current period and creates new blank files.

3. Archive Files

This destroys selected archive data.

The amount of space occupied on the hard drive by each archive month will be displayed with an option to delete selected archives in order to create more space on the hard drive.

Printed 29-Dec-17 File Clearance 8.4



Consolidated Expenditure

Consolidated Expenditure Options:

- Specific Month
- Year-to-Date

This is a screen report of Expenditure sourced from the Creditors Expense and Cash Book Expense fields for either a specific month or for Year-to-Date.



1. Specific Month

	A Consolidated Expenses - Currer	Santor 6		
Vode	is Comanie Domais	Or ad to ra	Vzsh Japa	ota Lapennatura
×4000	4000 IN INC. 1	1000,000	246300	900,00
-010	45/45/19/19	877 10	0,00	877, 10
0.50	BANI ICHARIOSO	1 00	11.93	21.95
192	COMPLITER CONSUMABLES	2:9 30	0.00	219, 70
100	BITERTAINMENT	1 00	750.CC	750.00
4120	GILLS & PAUL AUCH	272 44	200,00	572.44
4170	MILESTON CONTINUE	0.000	45,000	45.00
4441	FA(1,000,0,11)	1.00	400,00	400.00
430C	FOSTAGE	7, 35	550,00	550,00
£15	FROMOTIONS	307 02	400.00	707.01
500	GALARIES	1 00	GECO. CC	GECC. CC
EEC	CTATIONER- & PRONT	101 21	0. CC	194, 21
22.04	4 8 200	.14 18 181	[*7e*8, .e1	2 197, 11

- (a) From the Period listing, select a month.
- (b) Enter the date to appear on the report.
- (c) Select Yes or No to print zero expenditure categories.
- (d) A Consolidated Expense listing by category will be displayed.
- (e) Use the and keys to navigate through the listing.
- (f) Use the \(\bigcap \text{Locate(\)} \) facility to locate Account Categories.
- (g) Use the Print(*) facility to print the report.
- (h) Click on Find(ESC) to return to the Utilities Main Menu.



Day End Procedures:

- Ensure all Users are logged off.
- Back Up
- Print Day End Reports
- Clear Day End File
- 4 Check Cashier File has been Cleared

Previous Day End Procedures:

Printing a Previous Day End Report.

1. Ensure all Users are logged off.

Day End is a single user operation. Ensure all other uses have been logged off. Return to your desktop.



2. Back Up Daily Files

Note: This backup is of current data only.

- (a) Check the Status Bar at the bottom of the screen and ensure all other Accpick programs have been closed off before continuing. This must be done at the Server and all the Terminals.
- (b) Insert the Disk/CD/Flash Drive labeled for that day e.g. Monday into the drive.
- (c) Double Click on the Accpick Backup Icon.
- (d) Select 1. Daily Backup The backup procedure will run automatically.
- (e) Once the Backup has completed you will return automatically to the Backup Utility Main Menu.
- (f) Select Exit to return to the Windows/Linux Desktop
- (g) Remove the Disk/CD/Flash Drive and store in a safe place.

Printed 29-Dec-17 Day End 8.6





Print Day End Reports and Clear Cashier Data

- (a) Insert paper into the printer for Day End reports
- (b) Double Click on the Accpick Icon
- (c) Print the STOCK TRANSACTIONS REPORT for that day.



(d) Print the DAY END REPORT:

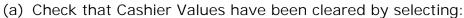


- (e) After all reports have printed successfully, click on YES at the Clear Daily Totals prompt.
- (f) At the Are you Sure? Prompt, click on YES.

Day End 8.6 Printed 29-Dec-17



4. Check Cashier Values have been Cleared





At Cashier to view, select [Enter] and check that all values are zeroed.

(b) Exit out of Accpick Xcellence.

Printing a Previous Day End Report

Before a previous Day End can be reprinted there needs to be at least one POS transaction on the file.

(a) Select



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- (b) Select
- (c) Select Previous Day End.



The system will display a listing of all Day Ends for the Current Month.

- (d) Select the required Day End to reprint.
- (e) Select the default options and the Day End Report will print.

Printed 29-Dec-17 Day End 8.6



Period End and Reporting

Period End Options:

- Month End All Modules with option to exclude Cash book
- Month End Cash Book Module.

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Note: General ledger has its own Period End Procedure

Year End Options:

- Year End
- Archive a Year



1. Month End

Month End Procedures.

There are 6 steps to be taken:

- 1. Ensure all users are logged off.
- 2. Data Integrity Report
- 3. Month End Back up
- 4. Period End Routines
- Check Month End has been successfully completed
- 6. Month End Reports

Note: Only Month End once all transactions, (including interest charging if required), have been processed.

1. Ensure all other users are logged off.

Month End is a single user operation. Ensure all other uses have been logged off.

Printed 29-Dec-17 1. Month-End 8.7





2. Data Integrity Report.

(a) Ensure there is paper in the printer and the printer is on line.





(c) Select



Should there be any duplicate Stock Codes, discrepancies with regard to Debtors and Creditors Transactions/Balances and discrepancies with Stock Movements, a report detailing these differences will be printed. The report will indicate the Module and relevant accounts / stock codes "out of synch". Call the ACCPICK help desk on (033) 3433047 should you need assistance in rectifying these discrepancies.

Data Integrity will also auto adjust markup % in stock maintenance where e.g. goods have been received at a cost different to last cost but the selling price remains unaltered.

If all is in order, nothing will print.



3. Month-End Backup

- (a) Return to your desktop and check the Status Bar at the bottom of the screen to ensure all other Accpick programs have been closed off before continuing.
- (b) Insert the Disk /CD/Flash Drive labeled for the month e.g. March into the drive.
- (c) Double Click on the Accpick Backup Icon.
- (d) Select 2. Monthly Backup The backup procedure will run automatically.
- (e) Once the Backup has completed you will return automatically to the Backup Utility Main Menu.
- (f) Select Exit to return to the Windows/Linux Desktop
- (g) Remove the Disk/CD/Flash Drive and store in a safe place.

8.7 1. Month-End Printed 29-Dec-17





4. Period End Routines

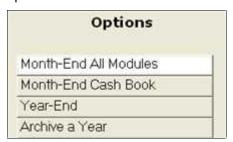


(b) Select



(c) Select Month End All Modules.

Note: This excludes the General Ledger, which has its own Period End procedure.



- (d) Select Month to month end e.g. March.
- (e) Select Month End Options:

Age Debtors Credit Balances NO

Monthly Backup been done? YES

Include Cash Book? NO/Yes

NO If Bank Statement still needs to be reconciled

YES If Bank Statement has been reconciled. The system will prompt for the Start Date of the New Month for the Cash Book Opening Balance.

Month End Cash Book

Note: If the Cash Book is not included, you will need to Period End the Cash Book separately once the Bank Reconciliation has been processed and printed.

Select



Select



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Select Month-End Cash Book.

Check Month End has successfully been completed

Debtors in New Month:



Select 4. Transactions

If a message is displayed confirming there are no transactions on file then the Month End procedure has been successful.

If this message is not displayed the Month End procedure has not been successful. Contact ACCPICK Help Desk on (033) 3433047 before processing transactions in the new month.

Debtors in Archive Month:

To check that the data has been month ended in the correct archive:



Select Month for which period end was run (e.g. March) from the Quick Functions facility.

Select 4. Transactions,

Select 1.Date Selection

The Dates for the Transactions in the previous month should be displayed e.g. Start Date 01/03/2006

End Date 31/03/2006

Creditors in New Month:



Select 3. Transaction Scroll

If a message is displayed confirming there are no transactions on file then the Month End procedure has been successful.

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If this message is not displayed the Month End procedure has not been successful. Contact ACCPICK Help Desk on (033) 3433047 before processing transactions in the new month.

Creditors in Archive Month:

To check that the data has been month ended in the correct archive:



Select Month for which period end was run (e.g. March) from the Quick Functions facility, 3. Transaction Scroll.

The Dates for the Transactions in the previous month should be displayed e.g. Start Date 01/03/2006

End Date 31/03/2006

Stock in New Month:



Select C. Stock Transactions

Select 1. Detailed

Start at Date and Stop at Date – should be blank.

Stock in Archive Month:

To check that the data has been month ended in the correct archive:



Select Month for which period end was run (e.g. March) from the Quick Functions facility,

Select C. Stock Transactions

Select 1. Detailed

The Dates for the Transactions in the previous month should be displayed e.g. Start Date 01/03/2006

End Date 31/03/2006

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Cash Book in New Month:



Select 2. Transaction Scroll

If a message is displayed confirming there are no transactions on file then the Month End procedure has been successful.

If this message is not displayed the Month End procedure has not been successful. Contact ACCPICK Help Desk before processing transactions in the new month.

Cash Book in Archive Month:

To check that the data has been month ended in the correct archive:



Select Month for which period end was run (e.g. March) from the Quick Functions facility

Select 2. Transaction Scroll

The Dates for the Transactions in the previous month should be displayed e.g. Start Date 01/03/2006

End Date 31/03/2006

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6. Month End Reports

Month End Reports may either be processed before or after the Period End Routines have been completed.

If Period end has been completed, then the Reports must be accessed via the Archives, i.e. at the Report Menu, select the month from the Quick Functions facility. The Data Status Block on the Report Enquiry Menu will always indicate which directory you are in. The default directory is the current directory.

This section requires that the printer be on-line.

The following reports are recommended:



Reports	Menu Process
Debtors Control Enquiry	The Control balance should agree to the Age Analysis balance. A Summary of Opening Balance, Invoices, Credit Notes, Payments, Settlement Discounts, Debit and Credit Journals, Interest Charged and the New Control Balance is displayed. 2. Debtors Quick Function: Select Month to Access Archives. 2. Total Debtors Summary 3. Control Enquiry Print(*)
Age Analysis	Listing of Debtors with Total of each account outstanding analysed into 30, 60, 90, 150, 180

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Reports	Menu Process
	days, amount and optional date last paid and telephone number.
	Report has weekly and monthly options.
	Select 2. Debtors , 4. Reports
Age Analysis	Quick Function: Select Month to Access Archives.
cont/d	B. Age Analysis
	2. Monthly
	Enter Month End date Select Apha / Numeric order
	Start at Area-Press Enter.
	End at Area-Press Enter
	Totals T Space between lines (1)
	Include PDC Y/N
	Print last paid, tel numbers and credit limits Y/N
	Select All with Balances
	Print(*)
Statements	Produce Statements for account customers. Use
	Accpick paper for monthly statement run.
	Select 2. Debtors , 4. Reports
	Quick Function: Select Month to Access Archives.
	C. Statements
	1. Current Period.
	Blank / Pre-Printed
	Address Details Enter date to appear on Statements
	Exclude Zero Balances
	Enter Statement Message, if required
	Statement Sequence Alpha / Numeric A/N
	Select From Short Name/ Account Name
	Select To Short Name/Account Name
	Print for a specific area No
	Print Open Item Statements as Balance Brought

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Reports	Menu Process
	Forward O/B Print a line-up or Statement print Print(*)
Departmental Analysis	Select 2. Debtors Quick Function: Select Month to Access Archives. D Departmental Analysis. 4. Cash /account Sales Leave the Default Start and Stop Dates. Print(*)
Transaction Report	Reports on all account related transactions. The system will default to earliest and latest date for which there are transactions. Do NOT alter these dates. Totals Report: Select 2. Debtors Select Transactions. Specific Date Range Select Default Dates – Do not alter these dates. Select Totals only T Print Report Print(*) Detailed Report Go back and print detailed reports only for those transaction types printed in the Totals Report above Select 2. Debtors Quick Function: Select Month to Access Archives. E Transactions. Specific Date Range Select Default Dates – Do not alter these dates. Select Default Dates – Do not alter these dates. Select Default Dates – Do not alter these dates. Select Default Dates – Do not alter these dates. Select Detailed D Select from the Transaction list the transaction type required Print Report Repeat until all detailed reports have been printed

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Reports	Menu Process
	for the selected transaction types.
	Print(*)



Reports	Menu Process
Transaction Report	Reports on all account related transactions. The system will default to earliest and latest date for which there are transactions. Do NOT alter these dates.
	Totals Report: Select 3. Stock Control, 4. Reports Quick Function: Select Month to Access Archives. C Stock Transactions 2. Total Quantities Select Start and End Default Dates – Do not alter these dates. Select default Departments Sort by Supplier / Department Print(*)
	Detailed Report Optional – not required if printing detailed report on a daily basis Select 3. Stock Control 4. Reports Quick Function: Select Month to Access Archives. C Stock Transactions 1. Detailed Select Default Start and End Dates – Do not alter these dates. Select Detailed D Select format of print required. Print(*)
Stock Valuation	Select 3. Stock Control , 4. Reports Quick Function: Select Month to Access Archives.

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Reports	Menu Process
Stock Valuation cont/d	3. All Values Select Departments Select Detailed or Totals Date to Print on Report: Month End Date New Page per Department Y/N Select Valuation Option: Last Cost / Average. Value Negatives Y/N sort by Department Code or Description.
Gross Profit	Lists total sales, gross profit, gross profit % for the current month and cost Select 3. Stock Control Quick Function: Select Month to Access Archives. H Gross Profit 2 Totals Only Current Month Enter Month End Date for Report Date. Select Default Departments Print(*)
Stock Received / Returned	Select 3. Stock Control Quick Function: Select Month to Access Archives. I Stock Received / Returned Process for both Report Types 1 and 2 Print(*) Option for report by Date/Dept/ Supplier and Dept

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Reports	Menu Process
Creditors Control Enquiry	The Control balance should agree to the Age Analysis balance. A Summary of Opening Balances, Invoices, Credit Notes, Payments, Settlement Discounts, Debit and Credit Journals, Interest Charged and the Control Balance is displayed. Select 4. Creditors Quick Function: Select Month to Access Archives. 2. Total Creditors Summary 2. Control Enquiry Print(*)
Age Analysis	Select Quick Function: Select Month to Access Archives. 2. Age Analysis 1. Account Balances Only. Select Apha / Numeric order A/N Print Zero Balances Y/N Print last paid details and terms details Y/N Print our Account Number and Supplier Banking Details Y/N Date on Report: Enter Month End Date Print(*)
Transaction Report	Repeat until all detailed reports have been printed for the selected transaction types.

8.7 1. Month-End Printed 29-Dec-17



Reports	Menu Process
Transaction Report cont/d	Reports on all account related transactions. The system will default to earliest and latest date for which there are transactions. Do NOT alter these dates. Totals Report: Select 4. Creditors 4. Reports Quick Function: Select Month to Access Archives. 4 Transaction Report. Select Default Dates – Do NOT alter these dates. Select Totals only T, Detailed Report Go back and print detailed reports. Select only those transaction types printed in the Totals Report. Select 4. Creditors 4. Reports Quick Function: Select Month to Access Archives. 4. Transaction Report. Select Default Dates – Do not alter these dates. Select Default Dates – Do not alter these dates. Select Detailed D
	Select required transaction type from the list Print(*)
Expense and Tax Report	Select 4. Creditors Quick Function: Select Month to Access Archives. 5. Expense and Tax Report. Expense and Tax Analysis Alphabetical or Numeric order A/N Report on Zero Expenses Y/N Date on Report: Enter Month End Date Start and Stop at Expense Category: Leave Defaults Print(*)
Stock on RFC	Select 4. Creditors 7. RFC Controls 4. Vale of Stock RFC Select Month from Archive

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Reports	Menu Process
	Select specific Department Y/N Print(*)



Once the cash book reconciliation has been completed, balanced, cash book transactions printed and Period End for the Cash Book has been processed, proceed with the following reports:

Reports	Menu Process
Control Summary	Select 5.Cash Book 6.control Summary Print(*) Date on Printout: Enter Month-End date.
Banking Account	Select Ouick Function: Select Month to Access Archives. 1.Banking Account Print Consolidated Report C Date on Report: Enter Month End Date Print(*)
Transaction Report	Repeat until all detailed reports have been printed for the selected transaction types. Reports on all account related transactions. The system will default to earliest and latest date for which there are transactions. Do NOT alter these dates. Totals Report: Select Select Ouick Function: Select Month to Access Archives. 2 Transactions

8.7 1. Month-End Printed 29-Dec-17



Dananta	Mars - Dragge
Transaction Report cont/d	Select Default Dates – Do NOT alter these dates. Select Totals only T Print(*) Detailed Report Go back and print detailed reports. Select only those transaction types printed in the Totals Report above Select Select Select Month to Access Archives. Transactions Select Default Dates – Do not alter these dates. Select required transaction type from the list Print(*)
Category and Tax Analysis 1. Income 2. Expenses 3. Cash Income and Tax 4. Cash Expenses & Tax 5. Historical Category	Select 5.Cash Book Select 3.Category and Tax Analysis Process for each of the following 1. Income, 2. Expenses, 3. Cash Income and Tax, 4. Cash Expenses and Tax or 5. Historical Categories Report on Zero Values Y/N Date on Report: Enter Month End Date Print(*)
Detailed Category Analysis 1. Income 2. Expenses	Select 5.Cash Book Quick Function: Select Month to Access Archives. 4. Detailed Category 1. Income. or 2. Expenses Print in Category Order C From and To Category: Select Default Date on Report: Enter Month End Date

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Reports	Menu Process
	Print(*)



In order to facilitate the completion of the Vat 201 return, the tax control report must be printed every month. Refer to notes for Utilities – Tax Control.

Record the data on a photocopy of the Vat 201 return, marked for the current month.



Where the return is rendered on a 2 month basis, combine the detail recorded for the applicable months, as described above. Compare the results of this calculation to the 2 Month Vat Cycle report, which is printed as follows:



8.7 1. Month-End Printed 29-Dec-17





2. Period End

Period End Options:

- Year End Procedures
- Year End Reports

Year End Procedures.

The Year-End Clearance will reset to zero all year to date values in the current directory.

This procedure should be carried our only after the Month End procedures for the last month of the financial year have been completed.

1. Ensure all other users are logged off.

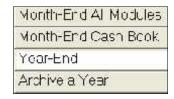
Year End is a single user operation. Ensure all other uses have been logged off.



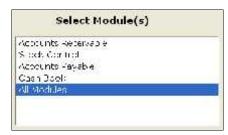
2. Year End Routines



(b) Select: Year-End.



(c) Select All Modules.



- (d) At the Continue prompts, click Yes.
- (e) The Year End procedure will run automatically.

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3. Archive-a-Year

Note: It is important that all Day End / Period End and Year End routines have been finalised for your specific Year End, BEFORE proceeding.

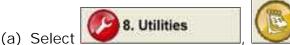
Data will be copied to another directory i.e. data in the archives Mar 2005 to Feb 2006 currently residing in \DATA will be copied to a new directory e.g. \0006DATA from where it will be accessed via the Quick Function: Switch Company.

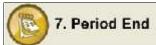
1. Ensure all other users are logged off.

Archive a Year is a single user operation. Ensure all other uses have been logged off.



2. Archive a Year





(b) Select: Archive a Year.

Month-End All Modules
Month-End Cash Book
Year-End
Archive a Year

- (c) At the Company Name prompt, press enter to accept default name or amend as required.
- (d) At the Data Directory prompt, press enter to accept the default directory or amend as required.

Note: The Company name and Data Directory must be unique. NO special characters, symbols, *, -, etc to be included in the name.

Check Year End Archiving

- (a) At the Accpick Main Menu, select Switch Company from the Quick Functions drop down Menu.
- (b) Highlight Company Name and press [Enter].
- (c) Only Enquiry and Report Menu's are accessible in the Archive Year.

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Data Integrity Report

The Data Integrity Report will run automatically.

Checking Validity of Stock Markups

27%

The Data Integrity Report will scan and validate

- Duplicate Stock Codes
- Stock Markups
- Stock Movements
- Account Balances
- Account Codes



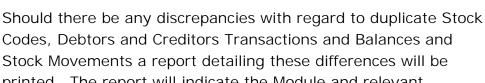
(a) Ensure there is white paper in the printer and the printer is on line.





8. Data Integrity

(c) Select



printed. The report will indicate the Module and relevant accounts / stock codes "out of synch". Call the ACCPICK help desk on (033) 3433047 should you need assistance in rectifying these discrepancies.

ser eparieres.

Data Integrity will also auto adjust markup % in stock maintenance where e.g. goods have been received at a cost different to last cost but the selling price remains unaltered.

If all is in order, nothing will print.