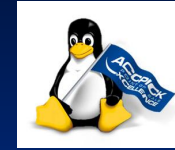# Year End and Archive A Year Procedures for Linux Operating System

Financial Year End Notes

February 2007
Dear **ACCPICK** User

FINANCIAL YEAR END FOR LINUX OPERATING SYSTEM
If your Financial Year ends on 28 February 2007, please find below a summary of recommended procedures for **YEAR END** and **ARCHIVING A YEAR**.

NOTE: **All USERS**
- Please check that your **Utils** version is dated 27 February 2007 or later by pressing Alt V at the *Accpick* Main Menu to display all version details. **If you do not have this version, download the latest version.**

To download:
- Click on the link below and when asked to save, save it directly into your ACCPICKX folder on the server.

  http://ftp.accpick.co.za/files/accpickx/linux/aputil.zip

To load the file:
- Ensure that everyone is out of Accpick

- Click on   or   to open Terminal Program (Konsole)
- Type in: **cd /accpickx**   *ENTER*
- Type in: **unzip aputil.zip**   *ENTER*
- At the replace prompt, select **y** *ENTER*
- Type: **Exit**   *ENTER*

- Select the Accpick icon; at the Main Menu press Alt V to display the Util version details for 27/02/2007 or later.

Financial Year End Notes cont

NOTE: GENERAL LEDGER USERS ONLY
- The latest General Ledger program includes a facility for ARCHIVING a year immediately after the final General Ledger PERIOD END has been processed.

- The General Ledger Year End procedure is completely separate from the main *Accpick* Year End and can be done at a later stage.

- Please check that your General Ledger version is dated 26 February 2007 or later by pressing Alt V at the *Accpick* Main Menu to display all version details. **If you do not have this version, download the latest version.**

To download:
- Click on the link below and when asked to save, save it directly into your ACCPICKX folder on the server.
- http://ftp.accpick.co.za/files/accpickx/linux/apgl.zip

To load it:
- Ensure that everyone is out of Accpick

- Click on ⬚ or ⬚ to open Terminal Program (Konsole)
- Type in: **cd /accpickx** *ENTER*
- Type in: **unzip apgl.zip** *ENTER*
- At the replace prompt, select **y** *ENTER*
- Type: **Exit** *ENTER*

- Select the Accpick icon; at the Main Menu press Alt V to display the G/Ledger version details for 26/02/2007 or later.

Your **ACCPICK** Support Team
Tel: 033 343 6000
Fax: 033 3434 6001
Email: pos@accpick.co.za

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Year End Procedures

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

- This procedure should be carried out only **after** the Month End procedures **for the last month of the financial year** have been completed.
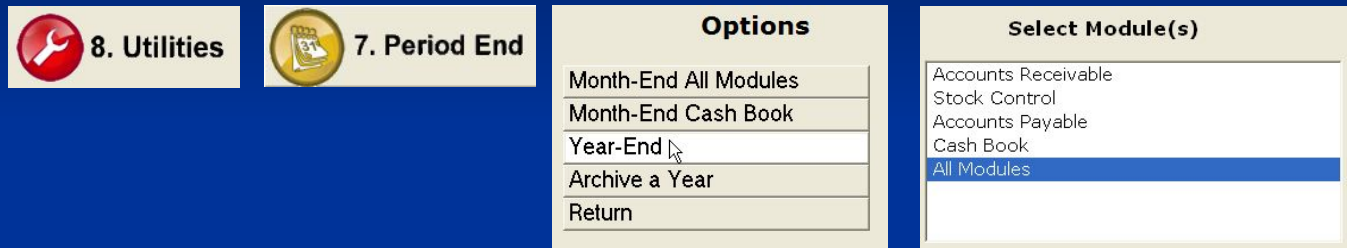
1. Log off all Accpick Users

- Year End is a single user operation. Ensure all other Accpick users have been logged off before proceeding with the Year End function.
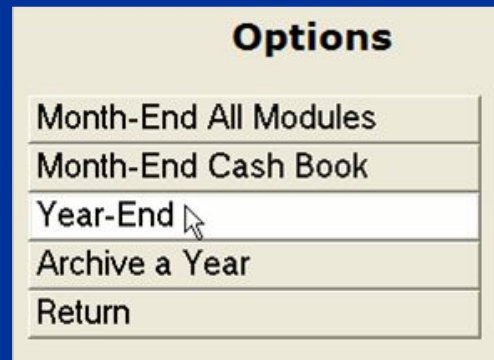
2. Year End Routines

From the Main Accpick Menu

- Select:

Note: If you are going to process the CASH BOOK MONTH END later, only process the Year End for the individual modules i.e.
- Debtors (Accounts Receivable)
- Stock Control
- Creditors (Accounts Payable)

and once you have processed the CASHBOOK MONTH END, then process the CASH BOOK YEAR END separately.

Select All Modules if you are not using the Cashbook Module or you want to include the Cash Book Module in the Year End.

3. Check Year End Clearance

- Select **2. Debtors** **3. Enquiries** **5. SALES DEPARTMENTS**
- Select an active department. Values should all be zero.

Before	ACCPICK - Xcellence		
	Department Enquiry		
Department Number	21		Graph(G)
Department Name	TYRES - PASS STEEL		
	Value	% of Total	
January	9466.00	6.15	
February	8567.89	5.57	
March	7590.00	4.93	
April	6500.00	4.22	
May	4566.70	2.97	
June	4355.00	2.83	
July	3466.00	2.25	
August	75889.00	49.31	
September	10500.00	6.82	
October	11000.00	7.15	
November	8500.00	5.52	
December	3500.60	2.27	
Total Year to Date	153901.19		

After	ACCPICK - Xcellence		
	Department Enquiry		
Department Number	21		Graph(G)
Department Name	TYRES - PASS STEEL		
	Value	% of Total	
January	0.00		
February	0.00		
March	0.00		
April	0.00		
May	0.00		
June	0.00		
July	0.00		
August	0.00		
September	0.00		
October	0.00		
November	0.00		
December	0.00		
Total Year to Date	0.00		

- Select **2. Debtors** **3. Enquiries** **6. SALESMAN**
- Select an active Salesman/area.
- Values should all be zero as in the above example.

3. Check Year End Clearance cont…

- Select   3. Stock Control   3. Enquiries 1. INDIVIDUAL Items

- Select an active stock item – sales stats YTD and MTD should be zero.

3. Check Year End Clearance cont…

- Select   **4. Creditors**   **3. Enquiries**   **1. INDIVIDUAL ACCOUNT**

- Select an active supplier – Purchases YTD and MTD should be zero.

Before

ACCPICK - Xcellence

Individual Creditor Enquiry

Supplier Number	12		
Name	BRIDGESTONE/FIRESTONE		
	< ---- Postal ---- >	<< ---- Physical ---- >>	
Address			
Telephone & Fax			
Contact			
Our Account #		Current	74977.34
Standard Terms	30	30 Days	50100.00
Prompt Disc %	0.00	60 Days	10250.00
Date Last Paid	30/11/2006	90 Days	0.00
Amount Last Paid	2050.00	120 Days	0.00
Purchases MTD	74977.34	150 Days	0.00
Purchases YTD	173433.34	Total	135327.34

After

ACCPICK - Xcellence   Station :1

Individual Creditor Enquiry

Supplier Number	12		
Name	BRIDGESTONE/FIRESTONE		
	< ---- Postal ---- >	<< ---- Physical ---- >>	
Address			
Telephone & Fax			
Contact			
Our Account #		Current	74977.34
Standard Terms	30	30 Days	50100.00
Prompt Disc %	0.00	60 Days	10250.00
Date Last Paid	30/11/2006	90 Days	0.00
Amount Last Paid	2050.00	120 Days	0.00
Purchases MTD	0.00	150 Days	0.00
Purchases YTD	0.00	Total	135327.34

Note: **Year-to-Date Statistics will still be obtainable in your February archives.**
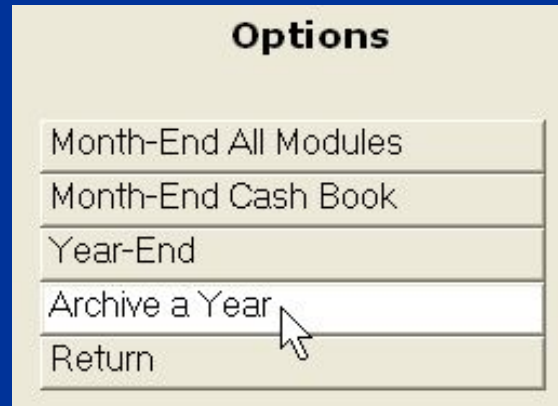
Archive a Year

- Archiving a Year copies the current annual data to another directory which can be accessed via [Alt] W at the Main Menu or Switch Company on the Quick Functions drop down Menu. Should this procedure not be adhered to, you will eventually lose all data relating to the previous years.

- **Note: This procedure must be done from the Server, AFTER Month End and Year End have been processed for ALL Modules, including the Cash Book, and BEFORE the March Month End is processed. This does not include the General Ledger which has its own Year End and Archiving facility.**

Options

Month-End All Modules
Month-End Cash Book
Year-End
Archive a Year
Return
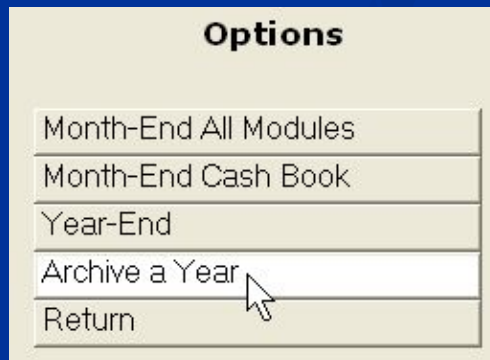
1. Log off all Users

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

Archive a Year Routines

- Select:

- The System will prompt you for:
COMPANY NAME: [Enter] to accept default name or amend as required.
DATA DIRECTORY: [Enter] to accept default name or amend as required.

- **Note: The Company Name and Data Directory selected must be a unique set, i.e. not already existing on your system.**
Do not use special characters i.e. / \ or , in the Company Name or / \ , – in the Data Directory.

Check Year End Archive

- At the *Accpick* Main Menu screen select:
  - **[ALT] W** or,
  - from the Quick Function drop down Menu select **Switch Company** and select archive data.

- **Note: Only** **nd** **vailable in the archives.**

You have successfully completed your

Year End & Archive procedures….

Tel: 033 343 6000
Email: sales@accpick.co.za

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