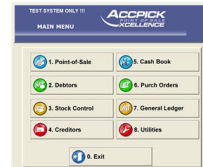Dear **ACCPICK** User

FINANCIAL YEAR END FOR LINUX OPERATING SYSTEM

If your Financial Year ends on 28th February 2015, please find below a summary of recommended procedures for **YEAR END** and **ARCHIVING A YEAR**.

NOTE: GENERAL LEDGER USERS ONLY

- The 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 note that should the Accpick Year End and Archive a Year procedure not be processed timeously; data correction (if possible) will be chargeable at our current Support Rates.

Your **ACCPICK** Support Team

MEMBER: **F P Maree BSc (Civ Eng)**

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 uses have been logged off before proceeding with the Year End function.

2. Year End Routines

(a) From the *Accpick* Main Menu, select:

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

Select Modules
Debtors
Stock Control
Creditors
Cash Book
All Modules

8. Utilities , 7. Period End ,

Note: If you are going to process 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 or you want to include the Cash Book Module in Year End

3. Check Year End Clearance

(a) Select [2. Debtors], [3. Enquiries], 5. SALES DEPARTMENTS

(b) Select an active department. Values should all be zero.

	Before	021 TYRES - PASS STEEL	Graph(G)
Department Number			
Department Name			

	Value	% of Total
January	148322. 56	6. 14
February	144568. 20	5. 98
March	165913. 45	6. 86
April	135960. 84	5. 62
May	189123. 24	7. 82
June	179642. 46	7. 44
July	319893. 61	13. 23
August	150605. 84	6. 23
September	287277. 11	11. 89
October	249140. 56	10. 31
November	260430. 12	10. 77
December	186032. 76	7. 70
Total Year to Date	2417110. 75	

	After	021 TYRES - PASS STEEL	Graph(G)
Department Number			
Department Name			

	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	

(c) Select [2. Debtors], [3. Enquiries], 6. SALESMAN

(d) Select an active Salesman/area. Values should all be zero.

Salesman Enquiry

Before

Salesman Number	1
Salesman Name	SALESMAN #1

	Value	% of Total
January	192732. 29	3. 84
February	210575. 88	4. 20
March	235424. 70	4. 69
April	330706. 69	6. 59
May	253768. 66	5. 06
June	349608. 90	6. 97
July	766820. 49	15. 28
August	551226. 61	10. 99
September	409506. 84	8. 16
October	526950. 39	10. 50
November	561134. 47	11. 18
December	628599. 86	12. 53
Total Year to Date	5017057. 98	

Salesman Number	1
Salesman Name	SALESMAN #1

After

	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	

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(e) Select ![3. Stock Control] , ![3. Enquiries] ![1. INDIVIDUAL Items]

(f) Select an active stock item – sales stats YTD and MTD should be zero.

STOCK ITEM ENQUIRY — Before

Stock Code	032180			
Description	195/50 15 FIREFORCE 70 SPORT			
Pref& Lst Supplier	FIRESTONE/BRIDGESTONE	FIRESTONE/BRIDGESTONE		
Department	FIRESTONE PASSANGER	Sell Qty	1.00	
Average Cost	387.47	Std M/up %	75.44	
Current Cost Price	389.88	Proj. G/Marg %	43.35	
Selling Prices	604.00	604.00	650.90	
Incl. S/Prices	779.76	779.76	742.12	
Qty on Hand	1	Value on Hand	387.47	
On Sales Order	0	On Purch Order	55	
		Re-Order Qty	4	

Sales Statistics	Month-To-Date	Year-To-Date	Last Purchased	Last Sold
Quantity Sold	4	70	12/01/2010	08/02/2010
Value of Sales	2736.00	31022.51		
Gross Profit	1186.12	4982.80	Q.Purch(MTD)	0
Gross Margin %	43.35	16.06	Q.Purch(YTD)	60

STOCK ITEM ENQUIRY — After

Stock Code	032180			
Description	195/50 15 FIREFORCE 70 SPORT			
Pref& Lst Supplier	FIRESTONE/BRIDGESTONE	FIRESTONE/BRIDGESTONE		
Department	FIRESTONE PASSANGER	Sell Qty	1.00	
Average Cost	389.66	Std M/up %	75.44	
Current Cost Price	389.88	Proj. G/Marg %	43.03	
Selling Prices	604.00	604.00	650.90	
Incl. S/Prices	779.76	779.76	742.12	
Qty on Hand	11	Value on Hand	4286.26	
On Sales Order	0	On Purch Order	55	
		Re-Order Qty	4	

Sales Statistics	Month-To-Date	Year-To-Date	Last Purchased	Last Sold
Quantity Sold	0	0	08/02/2010	08/02/2010
Value of Sales	0.00	0.00		
Gross Profit	0.00	0.00	Q.Purch(MTD)	0
Gross Margin %			Q.Purch(YTD)	0

(g) Select ![4. Creditors] , ![3. Enquiries] , ![1. INDIVIDUAL ACCOUNT]

(h) Select an active supplier – Purchases YTD and MTD should be zero.

Individual Creditor Enquiry — Before

Supplier Number		12	
Name	BRIDGESTONE		
	< ---- Postal ---- >	<< ---- Physical ---- >>	
Address	P O BOX 7036		
	JHB	JHB	
	2000		
Telephone & Fax	011-9237555	0866041653	
Contact			
Our Account #		Current	75600.00
Standard Terms	30	30 Days	478593.62
Prompt Disc %	0.00	60 Days	1163661.43
Date Last Paid	11/01/2010	90 Days	0.00
Amount Last Paid	62934.42	120 Days	0.00
Purchases MTD	81678.90	150 Days	0.00
Purchases YTD	750955.70	Total	1717855.05

Individual Creditor Enquiry — After

Supplier Number		12	
Name	BRIDGESTONE		
	< ---- Postal ---- >	<< ---- Physical ---- >>	
Address	P O BOX 7036		
	JHB	JHB	
	2000		
Telephone & Fax	011-9237555	0866041653	
Contact			
Our Account #		Current	0.00
Standard Terms	30	30 Days	478593.62
Prompt Disc %	0.00	60 Days	1163661.43
Date Last Paid	11/01/2010	90 Days	0.00
Amount Last Paid	62934.42	120 Days	0.00
Purchases MTD	0.00	150 Days	0.00
Purchases YTD	0.00	Total	1642255.05

Note: Year-to-Date Statistics will still be accessible in your February archives.

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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.

Note: Should this procedure not be adhered to, you will eventually lose all data relating to the previous year.
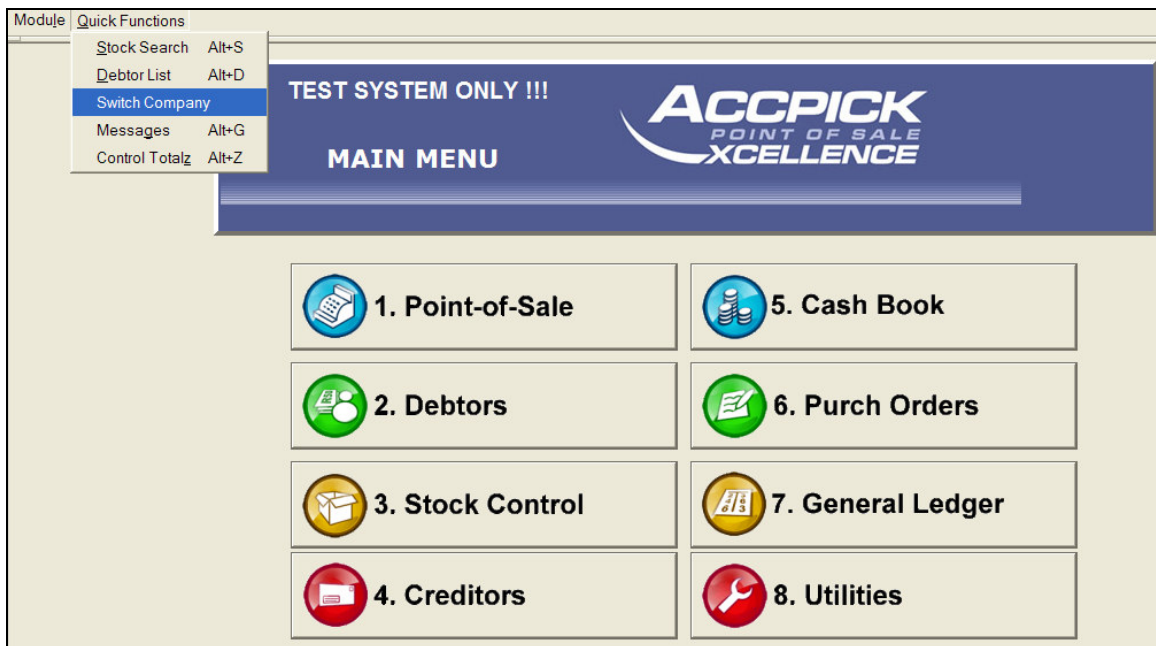
Note: This procedure must be done from the Server, AFTER Month End and Year End have been processed for ALL Modules, including the CASHBOOK Module, and BEFORE the March Month End is processed. This does not include the General Ledger which has its own Year End and Archiving facility.
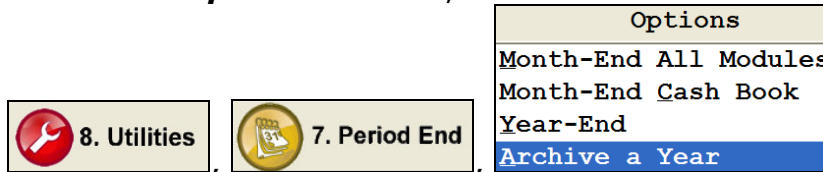
1. Ensure all other users are logged off.

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

2. Archive a Year Routines

(a) From the *Accpick* Main Menu, select:

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

 , ,

(b) 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
Names or. /, \ , or − in the directory name.**

Company Name   Test 2014-2015

Data Directory   1415 Test

3. Check Year End Archive

(a) At the Main Menu screen, select **[ALT] W** or from the Quick Function
drop down menu select **Switch Company** and select archive data.

Note: Only and available in the archives.

**Congratulations you have successfully completed your
Year End and Archive a Year Procedures.**

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