ACCPICK POINT OF SALE XCELLENCE

February 2015

Dear **ACCPICK** User

ACCPICK SYSTEM
Main Menu

1. POS TRANSACTIONS
2. ACCOUNTS RECEIVABLE
3. STOCK CONTROL
4. ACCOUNTS PAYABLE
5. CASH BOOK
6. PURCHASE ORDER PROCESSING
7. GENERAL LEDGER
8. UTILITIES

FINANCIAL YEAR END for DOS 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**.

GENERAL LEDGER USERS: Please note that the latest General Ledger program includes a facility for ARCHIVING a year immediately after the final GL PERIOD END has been processed. The General Ledger Year End is a separate procedure 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

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ACCPICK YEAR END

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

Ensure that your normal month end procedure has been processed for February before continuing

THIS IS A SINGLE USER OPERATION!!!
ENSURE ALL OTHER USERS ARE LOGGED OFF

This procedure must be done before commencing with March transactions

Proceed as follows:
Select   **8-UTILITIES**
              7-PERIOD END
              YEAR END

    (1)   *If you have not month-ended your Cash Book for February select:*

           INDIVIDUAL MODULES   **Accounts Receivable**
                                      Stock Control
                                      Accounts Payable
           Once your Cash Book has been completed, you will then return to this menu and Select ONLY Cash Book

                                  OR

    (2)   *If you have already completed your Cash Book month end for February or you do not use the Accpick Cash Book select:*

           ALL MODULES
           Ok to Continue   **YES**
           Are you Sure   **YES**

CHECK YEAR END CLEARANCE

ACCPICK MAIN MENU
2. Accounts Receivable
3. Enquiries
5. Sales Departments - select a department – values should all be zero
6. Salesman – select an active Salesman/area – values should be zero

ACCPICK MAIN MENU
3. Stock Control
3. Enquiries
1. Individual Stock Item
    Select an active stock item – Sales stats YTD and MTD should be blank

ACCPICK MAIN MENU
4. Accounts Payable
3. Enquiries
1. Individual Account Enquiry
    Select an active supplier – Purchases YTD and MTD should be zero

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

ARCHIVE A YEAR (Must be done from your server)
This is to be processed AFTER Month End and Year End has been processed for all Modules (Including Cash Book) and before the March Month End is processed - (see above)
Data will be COPIED to another directory, ie. data in the archives March 2014 to February 2015 currently residing in your Data Directory will be copied to a new directory, eg. \1415DATA from where it can be accessed via the F2 function key.
Should this procedure not be adhered to, you will eventually lose all archive data relating to the 2014/15 year.

THIS IS A SINGLE USER OPERATION!!!
ENSURE ALL OTHER USERS ARE LOGGED OFF
ACCPICK MAIN MENU
8 - UTILITIES
7 - PERIOD END
Archive a Year
         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 "-" or "\" or "/" in the names

CHECK YEAR END ARCHIVE
ACCPICK MAIN MENU
F2 - to allow access to the Archive (this may be password protected)
Highlight Company Name and Enter
             Only **Enquiry** and **Report** menus are accessible in the Archives....

Note: Once you are in a previous year you still need to use F6 option to access a specific month.

HAPPY NEW TRADING YEAR!!!!