

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 **acctrm.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.

Pastel Accounting Year End Guide 2013

Fenwick W. English



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Business and the Ethical Implications of Technology Kirsten Martin, Katie Shilton, Jeffery Smith, 2022-11-09. This book focuses on how firms should engage ethical choices in developing and deploying digital technologies. Digital technologies are devices that rely on rapidly accelerating digital sensing, storage and transmission capabilities to intervene in human processes. While the ethics of technology is analyzed across disciplines from science and technology studies, STS, engineering, computer science, critical management studies and law, less attention is paid to the role that firms and managers play in the design, development and dissemination of technology across communities and within their firm. This book covers the topic from three angles. First, it illuminates diverse facets of the intersection of technology and business ethics. Second, it uses themes to explore what business ethics offers to the study of technology and third, what technology studies offers to the field of business ethics. Each field brings expertise that together improves our understanding of the ethical implications of technology. Chapter A: Micro ethnographic Study of Big Data Based Innovation in the Financial Services Sector. Governance, Ethics and Organisational Practices. Chapter: The Challenges of Algorithm Based HR Decision Making for Personal Integrity. and chapter: Female CEOs and Core Earnings Quality. New Evidence on the Ethics Versus Risk Aversion Puzzle are available open access under a Creative Commons Attribution 4.0 International license via link.springer.com. Introduction to Qualitative Research Methods in Psychology Dennis Howitt, 2019-02-27. Now in its 4th Edition. Introduction to Qualitative Research Methods in Psychology by Dennis Howitt provides a comprehensive practical and up to date coverage of the area.

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OECD Public Governance Reviews Brazil's Federal Court of Accounts Insight and Foresight for Better Governance OECD,2017-08-07 This report suggests concrete steps Brazil s Federal Court of Accounts can take to adapt its own strategies approaches and audit programming to provide valuable insight and foresight to policy makers in the centre of government

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European Conference on Cyber Warfare and Security Tiago Cruz ,Paulo Simoes,2019-07-04 The SAGE Guide to Educational Leadership and Management Fenwick W. English,2015-01-29 The SAGE Guide to Educational Leadership and Management allows readers to gain knowledge of educational management in practice while providing insights into challenges facing educational leaders and the strategies skills and techniques needed to enhance administrative performance This guide emphasizes the important skills that effective leaders must develop and refine including communication developing teams coaching and motivating and managing time and priorities While being brief simply written and a highly practical overview for individuals who are new to this field this reference guide will combine practice and research indicate current issues and directions and choices that need to be made Features Benefits 30 brief signed chapters are organized in 10 thematic parts in one volume available in a choice of electronic or print formats designed to enable quick access to basic information Selective boxes enrich and support the narrative chapters with case examples of effective leadership in action Chapters conclude with bibliographic endnotes and references to further readings to guide students to more in depth presentations in other published sources Back matter includes an annotated listing of organizations associations and journals focused on educational leadership and administration and a detailed index This reference guide will serve as a vital source of knowledge to any students pursuing an education degree as well as for individuals interested in the subject matter that do not have a strong foundation of the topic **Sales and Revenue Generation in Sport Business** David J. Shonk,James F. Weiner,2021-10-20 Sales and Revenue Generation in Sport Business provides a comprehensive overview of the many ways in which sport organizations generate revenues across all avenues and segments of the industry Readers will learn a practical approach to sales and how to apply the method for a successful career **Events and Sustainability** Andrew Smith,Judith Mair,2022-09-05 This book examines the links between events and sustainability with a particular focus on how festivals and events contribute to making places more inclusive resilient and sustainable Previous sustainability research in events often focused on reducing the negative environmental impacts with a corresponding lack of consideration of socio economic dimensions More recently research has begun to consider events in relation to a range of economic and social issues highlighting the growing importance of examining events through a critical lens This book adopts a critical and broader approach to event sustainability arguing that scholars should examine how events might contribute to sustainable development rather than merely exploring how individual events could be made more sustainable Accordingly the contributors to this edited book address how events might change attitudes and behaviours by promoting sustainable lifestyles communities and technologies Following a detailed introduction the book features 16 chapters written by scholars from across the world The chapters in this book were originally published as a special issue of the Journal of Sustainable Tourism *Handbook of Research Methods in Corporate Social Responsibility* David Crowther,Linne Lauesen,2017-12-29 Corporate social responsibility now touches upon most aspects of the interaction between business and society The

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