

Attaché Help Centre

Accounts End-of-Year 2019/20 Processing (Australia)

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Accounts End-of-Year 2019/20 Processing (Australia)

This area contains information and checklists for Accounts end-of-year 2019/20 processing for Australia as well as information about preparing for the new financial year. **It is suitable for all current versions of Attaché Accounts.**

Aimed at supervisors, the information is of a generic nature and not intended as definitive instructions for end-of-year processing. We recommend you discuss your specific end-of-year procedures with your Attaché consultant.

REF 240520

Which version for Accounts EOY processing?

Summary

Accounts EOY processing:

- Minimum: Attaché Accounts 1.17 (March 2016) or Attaché BI 3.4 (May 2016)
- Recommended Attaché 19.2 (November 2019)

Starting the 2019/20 financial year:

- Attaché 18.2 is required for TPAR reporting, which from 1 July 2018 included cleaning and courier services, and from 1 July 2019 includes road freight, information technology (IT), and security, investigation or surveillance services.

To check your current version, in Attaché choose **Help | About Attaché**.

Details

Which version for EOY processing?

To carry out end-of-year processing for accounts, many businesses can use the same version as last year

- Minimum version: Attaché Accounts version 1.17 (March 2016) or Attaché BI version 3.4 (May 2016)
- Recommended version: Attaché 19.2 (November 2019) or Attaché 19.1 (May 2019)

To find out more, see [Latest releases](#)¹.

Starting the new financial year

The ATO is continuing to expand the industries covered under the **Taxable Payments Annual Report (TPAR)** whereby suppliers must report contractor payments. If you are not already submitting TPARs, you should check to make sure whether you are now required to for the 2019/20 financial year. **Attaché 18.2 (or later) is required for TPAR reporting.**

From 1 July 2019, road freight services, information technology (IT) services, and security, investigation or surveillance services. First TPAP due by **28 August 2020** for payments in the 2019/20 financial year

- For more information on who needs to report, refer to the [ATO website](#)²
- See also [How to use the Supplier Taxable Payments Report \(tutorial\)](#)³.

¹ <https://myattache.attachesoftware.com/display/AAP/Latest+releases>

² <https://www.ato.gov.au/Business/Reports-and-returns/Taxable-payments-annual-report/>

³ <https://myattache.attachesoftware.com/x/koCX>

Blocking access to accounts whilst processing end of year

To block user access to the company while you process end of year:

1. Log in and choose **File | Set Up and Delete Companies**.
2. Select the company you wish to block and select *Block User access*.
3. Users will not see the blocked company listed on their Open Company screen until the company is unblocked.

Related resources

Blocking Access to your Attaché Company (00:57 mins [Video](#)⁴)

⁴ <https://youtu.be/elG26GYe05g>

End-of-Year Checklist — Suppliers

Tip: In which company do I process EOY?

Once you have created a copy of your accounts data (see page 24), that copy is the complete record of your 2019/20 financial year. **Do not run EOY on that company.**

You must run EOY on the same Accounts company (data) where you will enter transactions for the 2019/20 financial year.

Tip: Block access to Accounts whilst processing EOY

To block access to Accounts, sign on and choose File | Set Up and Delete Companies. Select the company you wish to block and select Block User access.

To explain why you have blocked the company, select **Notes (F4)**, Blocked access message and then enter your message.

REF: SF 2739

Finalise transaction entry

- ☐ Finish processing transactions. Ensure all Goods Received Notes, invoices, payments and credit adjustment notes have been entered for the year.
- ☐ Complete either the [Date-based Suppliers end-of-period procedure and checklist](#)⁵ or the [Period-based Suppliers end-of-period procedure and checklist](#)⁶ depending on whether you use a date-based or period-based system.

Note: If you are not sure which system you use, **do not proceed**. To find out, see [Am I Date Based or Period Based?](#)⁷. If you are still unsure, talk to your Attaché consultant before you proceed.

- ☐ Print Supplier GL Postings report and post Supplier transactions to the General Ledger.
- ☐ Choose **Suppliers | Period End | Supplier BAS | BAS Allocations Report** to check the details that will be updated on the BAS Return. Then run the BAS Update to process the period, making sure that the period end date is 30 June 2020. (Note: the period numbers do not reset during end-of-year processing.)

Print reports

- ☐ Print any reports required, for example, Supplier Aged Trial Balance, Supplier Purchasing Report, Supplier Payments Report.

Archive data

- ☐ Archive your data. Take note of the date and time of the archive. Keep this backup as a permanent record.

⁵ <https://myattache.attachesoftware.com/display/AAP/Date-based+Suppliers+end-of-period+procedure+and+checklist>

⁶ <https://myattache.attachesoftware.com/display/AAP/Period-based+Suppliers+end-of-period+procedure+and+checklist>

⁷ <https://myattache.attachesoftware.com/pages/viewpage.action?pagelId=73337585>

End-of-Year Checklist — Customers

Tip: In which company do I process EOY?

Once you have created a copy of your accounts data (see page 24), that copy is the complete record of your 2019/20 financial year. **Do not run EOY on that company.**

You must run EOY on the same Accounts company (data) where you will enter transactions for the 2020/21 financial year.

Tip: Block access to Accounts whilst processing EOY

To block access to Accounts, sign on and choose **File | Set Up and Delete Companies**. Select the company you wish to block and select Block User access.

To explain why you have blocked the company, select **Notes (F4)**, Blocked access message and then enter your message.

Finalise transaction entry

- ☐ Finish processing transactions. Ensure all orders have been updated, and invoices, payments and credit adjustment notes have been entered for the year.
- ☐ Complete either the [Date-based Customers end-of-period procedure and checklist](#)⁸ or the [Period-based Customers end-of-period procedure and checklist](#)⁹ depending on whether you use a date-based or period-based system.

Note: If you are not sure which system you use, **do not proceed**. To find out, see [Am I Date Based or Period Based?](#)¹⁰. If you are still unsure, talk to your Attaché consultant before you proceed.

- ☐ Print Customer GL Postings report and post Customer transactions to the General Ledger.
 - ☐ If you are using a Date Based system, be sure to post to the correct GL Period using a Date Range.
- ☐ Choose **Customers | Period End | Customer BAS | BAS Allocations Report** to check the details that will be updated on the BAS Return. Then run the BAS Update to process the period, making sure that the period end date is 30 June 2020. (Note: the period numbers do not reset during end-of-year processing.)

Print reports

- ☐ Print any reports required, e.g. Customer Aged Trial Balance or Customer Ageing Report, Customer Sales Register, Customer Payments Report.

⁸ <https://myattache.attachesoftware.com/display/AAP/Date-based+Customers+end-of-period+procedure+and+checklist>

⁹ <https://myattache.attachesoftware.com/x/36niAg>

¹⁰ <https://myattache.attachesoftware.com/pages/viewpage.action?pageId=73337585>

Archive data

- ☐ Archive all of your data. Take note of the date and time. Keep this archive as a permanent record.

End-of-Year Checklist — Products

Tip: In which company do I process EOY?

Once you have created a copy of your Accounts data (see page 24), that copy is the complete record of your 2019/20 financial year. **Do not run EOY on that company.**

You must run EOY on the same Accounts company (data) where you will enter transactions for the 2019/20 financial year.

Tip: Block access to Accounts whilst processing EOY

To block access to Accounts, sign on and choose **File | Set Up and Delete Companies**. Select the company you wish to block and select Block User access.

To explain why you have blocked the company, select **Notes (F4)**, Blocked access message and then enter your message.

Finalise transaction entry

- ☐ Finish processing transactions. Ensure any Product Adjustments have been entered for the year.
- ☐ Complete stocktake. (Refer to [End-of-Year Stocktake](#) (see page 12).)
- ☐ Print Products GL Postings report and post Product transactions to the General Ledger (if this applies).

Print reports

- ☐ Print any reports required, for example, the Product Status By Date or the Product Status Report.

Archive

- ☐ Archive your data. Take note of the date and time. Keep this archive as a permanent record.

REF: SF 2739

End-of-Year Stocktake

If you need to stocktake as part of your EOY procedures, the following notes may assist. You can carry out one large stocktake or you can run several small stocktakes based on various ranges of products. Up to 99 stocktakes can be in progress at any one time.

Create work data (list of products)

Note: Your physical count should be carried out as soon as you have created the stocktake work data and printed your worksheets. No transactions for a product should be processed until the physical count for that product is complete.

- ☐ If you are intending to carry out multiple stocktakes, enter your stocktake number, then enter the group, product or bin range as required.
- ☐ Press **Accept (F9)** to create work data and **Close (Esc)** to return to the menu.

Print worksheets

- ☐ Select the stocktake number, sequence and the options required.

Physically check stock numbers

- ☐ Use the worksheets to record the actual quantity of stock on hand. Once the count of all products on the worksheet has been completed you can continue normal processing.

BIN	DESCRIPTION	UNIT	COUNT
Bin Location RADIO	ROW 1-08		
	RADIO	each CTN-10	<u>76</u>
RADIO/C	RADIO CASSETTE WITH GRAPHIC EQUALISER	each CTN-5	<u>69</u>
STEREO	STEREO MUSIC SYSTEM	each	<u>19</u>
No of products	3		
Bin Location TV34	ROW 1-10		
	34cm COLOUR TELEVISION & REMOTE CONTROL	each	<u>50</u>
TV68	68cm COLOUR TELEVISION & REMOTE CONTROL	each	<u>6</u>
No of products	2		

Enter physical quantities

- ☐ Select the relevant stocktake number.
- ☐ Enter **Yes** or **No** to Set Physical Quantity to Book Quantity.

Select **Yes** if you want the Book Quantity to display in the *In Stock Quantity* field for each product. You can then simply accept the quantity details for any product where the quantity has not changed.

- ☐ Select the same sequence that you chose when printing your worksheets.
- ☐ Press **Accept (F9)** to begin entering stock quantities. Enter the actual quantity for each stock item, pressing **Accept (F9)** after each entry.
- ☐ When *all* products have been updated choose **Close (Esc)** to return to the menu.

Note: Do you see two Quantity fields on the Enter Physical Quantities screen?

- The first *Quantity* field appears if you have selected *Purchase Conversion* in Product Options. Enter the physical quantity for Purchase Units counted. This quantity will be multiplied by the *Purchase Conversion* factor in the product masterfile.
- The second *Quantity* field is where you enter the physical quantity of stock units.

Product Code	Location
AMP	SYD
Description	
Ample Basket	
Book Quantity	22
each Quantity	0
each Quantity	30

Confirm variances

- ☐ Choose **Print Variance report**.
- ☐ Select the relevant stocktake number and sequence required.
- ☐ Press **Print (F9)** to print the Stocktake Variance report and **Close (Esc)** to return to the menu.
- ☐ Double check that all variances are correct. If an error has occurred, return to **Enter physical quantities** and make the necessary adjustments.
- ☐ Repeat this process until all variances are correct.
- ☐ Take a backup *before* proceeding!

Update stock levels

- ☐ To update stocktake levels choose **Product File Update**.
- ☐ Select the stocktake number or range of numbers as required and press **Accept (F9)** to update stock levels.
- ☐ During Product File Update, the variance quantity will be added to the current quantity in stock for each product. The variance quantity is the difference between the physical count entered and the book quantity at the time the stocktake was created. As it is the variance and not the physical count that updates the product, the new in-stock quantity will be correct even if there have been receipts, invoices, etc. entered while physical counts were being entered.
- ☐ When the update is complete a message asking *Keep work data? Yes/No* will appear. Choose **No** so that duplicate stocktake details are not generated.
- ☐ If you have selected General Ledger Postings in the Product Options, the update will automatically create the General Ledger journal entry between inventory and stocktake variance.
- ☐ Update the General Ledger with Product General Ledger Transactions.
- ☐ Choose **Close (Esc)** to return to the menu selection.

REF: SF 2742

End-of-Year Checklist — Asset Management

Tip: In which company do I process EOY?

Once you have created a copy of your Accounts data (see page 24), that copy is the complete record of your 2019/20 financial year. **Do not run EOY on that company.**

You must run EOY on the same Accounts company (data) where you will enter transactions for the 2019/20 financial year.

Tip: Block access to Accounts whilst processing EOY

To block access to Accounts, sign on and choose **File | Set Up and Delete Companies**. Select the company you wish to block and select Block User access.

To explain why you have blocked the company, select **Notes (F4)**, Blocked access message and then enter your message.

Prepare for end of year

- ☐ Check the Current Period is 12 (or 13 depending on your settings) so that the system automatically runs an End of Year update.
- ☐ If required, check that *Auto Delete Historic assets during end of year* is selected so that Historic Assets are deleted if they have no current-year transactions.
- ☐ Ensure you have generated the depreciation calculations for each asset for the period.
- ☐ Complete all other required transactions for the year.
- ☐ If any assets have been acquired or disposed of throughout the period, ensure the clearing accounts have been cleared
- ☐ Ensure all GL Entries have been sent to Attaché from Asset Management
- ☐ Print the Asset Management GL Postings report and post general ledger transactions to the general ledger.
- ☐ Reconcile Asset Management to the control accounts in the General Ledger using the Annual Asset Summary report.
- ☐ Print reports, for example: Fixed Assets Audit Trail, Asset Summary, Depreciation Schedule and Annual Asset Summary.

Archive data

- ☐ Archive all of your data. Take note of the date and time. Keep this archive as a permanent record.

End-of-Year Checklist — General Ledger

Tip: If you're having trouble with your general ledger reconciliation, please refer to [General ledger reconciliation and troubleshooting](#) (see page 19).

End-of-year processing

- ☐ Check that the Period is set to the last period of the financial year.
- ☐ Finish processing transactions. Ensure all journals and other modules postings have been entered for the year and that the bank reconciliation is complete.
- ☐ Make sure all operators have exited Attaché and no other Attaché tasks are open.

Print reports

- ☐ Print the YTD Trial Balance report and make sure the Last Year column is zero and that the debit and credit columns are equal.
- ☐ Print the Profit & Loss / Balance Sheet and ensure that it balances (that is, Net Assets = Total Equity/Shareholders Funds).

If Profit & Loss / Trial Balance are out of balance, refer to [General Ledger — Checking the chart of accounts \(Australia\)](#) (see page 17) and check the structure of the Chart of Accounts.

Archive data

- ☐ Archive your data. Take note of the date and time of the archive. Keep this archive as a permanent record.

REF: SF 2739, 2741

General Ledger — Checking the chart of accounts (Australia)

Print your General Ledger Chart of Accounts and check the following: **General Ledger | Reports | Details | Chart List.**

Related resources

Checking your Attaché chart of accounts (01:32 mins [Video](#)¹¹)

Add-to account

Each posting account adds to a total account, which is then used to accumulate totals on financial reports. An account must add down the chart to a greater account code. You can only add to a Type 4 – Total Account.

Examples: Sales accounts add to Net Sales, Expense accounts add to Total Expenses.

End-of-year indicator

During the end-of-year processing you will want the balance of certain accounts to carry forward into the new year and others to clear. In addition, you may want the closing balance of one account to be the opening balance of another account.

Check the following:

- **Income & expense accounts**

Income & Expense are tracked for one year and at the end of the year the balances are reset to zero.

The EOY Indicator should be *0 – Reset*. The opening balance for the new year will be zero.

- **Balance Sheet accounts**

Balance Sheet accounts are running totals of Assets and Liabilities, therefore the balances are not cleared out at the end of year.

The EOY Indicator should be *1 – Retain*. The closing balance will be brought forward as the opening balance for the new financial year.

- **Carrying forward retained earnings**

The net profit at the end of year is set to zero and the balance transferred to Retained Earnings for the new year.

Retained Earnings C/Fwd should be a Total account with EOY Indicator *2 – Closing Balance*. This will be the total of the Profit in the ending

¹¹ <https://youtu.be/Q9ZuX0fU7Mw>

year.

Retained Earnings B/Fwd should be a Posting account with EOY Indicator 3 – *Opening Balance*. This is the account the profit will be posted to during end of year.

End-of-year account

For Closing and Opening Balance accounts, you have to enter the corresponding account code the balance is to transfer to or from.

General ledger reconciliation and troubleshooting

Before closing the books at the end of each reporting period, verify that your general ledger financial reports balance.

1. Print the Bank Reconciliation Report and check the difference = 0.
2. Print General Ledger Trial Balance and check:
 - a. Debits = Credits for the current year.
 - b. The Last Year column totals to zero
3. Print the P&L Balance Sheet and check Net Assets = Total Equity.

Symptom	Cause	Solution
Transactions missing or not printing in Bank Reconciliation	A statement page number may have been inadvertently keyed on a general ledger transaction Payment, Receipt or Bank Statement journal. This automatically reconciles all the transactions in the batch to that statement page number.	Print the Transaction by Account Report ranging on the appropriate bank account and period number. Check the bank page number that prints after the line number. This is the statement page that the transactions were incorrectly reconciled to. Select Bank Reconciliation and unreconcile these transactions.
Bank Reconciliation statement page number defaulting incorrect number	Operator has accepted a higher page number than required	At the <i>Statement Page No</i> field, enter in one less than the default number displayed and press Enter. Select Delete (F6) to delete this incorrect page. Repeat until the correct page is the default.
Created a batch relating to the wrong period		Repost the batch in reverse and then repost to the correct period. For information about how to do this, see How to repost a general ledger batch to a different period (tutorial) ¹² .

¹² <https://myattache.attachesoftware.com/pages/viewpage.action?pageId=5966823>

Symptom	Cause	Solution
General Ledger Trial Balance debits do not equal credits for the current year	<ol style="list-style-type: none"> 1. a batch is out of balance <p>If all batches are in balance, then the most common causes are:</p> <ol style="list-style-type: none"> 1. Periodic Inventory entries are incorrect 2. Incorrect opening balance 3. A partial update 	<p>Out of Balance batch:</p> <p>Check all batches are in balance by running the General Ledger Batch Report (All Transaction List for older versions) and selecting the 'Print Summary Only' option. If a batch is out of balance a bold warning will appear on the report for the batch. The batch needs to be edited to force it to balance using General Ledger Transactions and selecting the appropriate type of journal, eg: if it is an Other Module Journal (eg: one from Customers) that is out of balance select <i>Journals from Other Modules</i>. Add a transaction to the batch to balance it.</p> <p>All batches are in balance:</p> <ol style="list-style-type: none"> 1. If you use Periodic Inventory, ensure all Closing and Opening Stock entries balance between periods. 2. Either an Opening Balance was edited and is incorrect or a GL Account was incorrectly set to retain or reset when it is a P&L account or Balance Sheet account respectively. <ol style="list-style-type: none"> a. Use F2 F11 Output on the GL Masterfile to export a csv file listing of GL accounts ensuring that you have included the acctype and openbal fields. b. Use this file to check the Opening Balances sum to zero for account types 1 to 3. c. Note that the opening balances are not the same as you see on the Trial Balance.

Symptom	Cause	Solution
		<p>d. To correct, edit the Masterfile and change the account to the correct setting, this should be done in the current and last year data. Then go to the "Last Year column does not total to zero" symptom below and use the same steps to resolve, ie: either import balances from the last year company or amend opening balances.</p> <p>3. Rarely a problem can occur on a network/computer during a GL update. This can cause files to go out of sync. This can be checked by running Tools Utilities Recalculate GL Balances in Report Only mode. If any variances are found, ensure all users exit Attaché, Archive your data, and run the utility in Update mode.</p>
Last Year column does not total to zero	1. Debits do not equal credits in the last year company	<p>Go to your last year company and run the Trial Balance. Check to see Debits equal Credits in that year. If they don't use the Debits don't equal Credits fix above. Then go to your current year company and import opening balances at Setups General Ledger Opening Balances Enter Opening Balances.</p> <p>If the Last Year column is again not equal to zero, either go back another year, or edit opening balances by using Setups General Ledger Opening Balances Enter Opening Balances and manually edit the required opening balance.</p>

Symptom	Cause	Solution
Financial reports out of balance or sometimes get a message that the chart does not add to zero.	Add-to accounts may be incorrect.	Print the Chart List and check that the add-to accounts are correct. Use Maintain Accounts to make corrections.
	<p>If all transaction batches are in balance, the Opening Balances for some accounts may be incorrect.</p> <p>An Opening Balance was retained in a Profit and Loss account after Year End.</p>	<p>Check the Opening Balances for each account and correct via Opening Balances where necessary.</p> <p>Use Maintain Accounts to set the account to Retain. Zero-out the last year balance via Opening Balances then change the End of Year Indicator back to Reset.</p>
"Chart re-add necessary" message when importing opening balances	Chart needs to be re-added this year or in the last year company	Run the Standard Financial Reports in each company
	Chart is out of balance in the Last Year company	<p>The Trial Balance must balance and the Financial Accounts Net Assets must equal Total Equity.</p> <p>Refer to above symptoms for balancing the Trial Balance and Financial Reports.</p>
	Other users are using GL data in this year or last year company	Ask all users to exit Attaché.
	Import path is incorrect (1.17 and prior)	Check the import path by looking at Tools System System Status
	In the Last Year company the Last Year balances are out of balance / do not add to zero	Refer to above symptoms for resolution.

Symptom	Cause	Solution
	Files are locked or set to read only (typically v1.17)	You will need assistance from your local IT to check data files and clear the Read Only setting for all files in the directory. A server restart may be required for locked files.
Unwanted page breaks on financial reports.	<p>There is one account within a range of similar accounts that has a different Group code. The first account with a new group in the chart forces a new page.</p> <p>There is an account code with the <i>Space Before</i> or <i>Space After</i> field set to 9, which forces a page break.</p>	<p>Using account maintenance, check the <i>Report Format</i> area for the accounts printing on either side of the unwanted page break. Make sure they have the same characters in the <i>Group</i> field.</p> <p>Select Maintain Accounts and check the <i>Report Format</i> area for the accounts printing on either side of the page break. Make sure they have the <i>Space Before</i> or <i>Space After</i> fields set to a number less than 9.</p>
Account description appearing above a heading on financial reports.	A Heading account has not been set up for the start of new Group. The first account in each Group must be a heading account.	Select Maintain Accounts and enter the appropriate heading account.
The account codes are not printing or are printing incorrectly on reports.	The <i>Code Print Format</i> has not been entered correctly in General Ledger Options.	Access General Ledger Options and check that the <i>Code Print Format</i> has been set up to suit your requirements.

Creating a copy of your Attaché data

This copy of your accounts data will include ALL sub-ledgers and general ledger.

To create a copy of your data using the Archive and Restore method:

Related resources

Creating a copy of your Attaché Data (01:43 mins [Video](#)¹³)

If using Attaché BI, Attaché 18 or Attaché 19:

1. Access your current accounts company.
2. Select **File | Archive Current Company**. This begins the backup process — you can see the names of the files scroll by as they are archived. When finished, the message *Data archived successfully* is displayed at the bottom of the Archive screen.
3. Create a new company for last year's data.
4. Select **File | Set Up and Delete Companies** and enter a new company name (for example, **Accounts 2019 - 2020**)
5. *Are you sure you want to add a new company named XXX?, choose Yes*
6. The Database name and Data Path are created automatically
7. Choose **Accept (F9)**.
8. Sign on to the new company.
9. Select **File | Open Company**, open the new accounts company and then choose **File | Restore Company from Archive**.
10. Select the archive you created in step 2 above.
11. Choose **File | Restore**.

You now have a copy of your 2019/20 accounts data. Check that the data has restored correctly (enquire or run reports).

If using Attaché Accounts 1.17 or earlier:

1. Access your current accounts company.
2. Select **File | Archive Current Company**. This begins the backup process — you can see the names of the files scroll by as they are archived. When finished, the message *Data archived successfully* is displayed at the bottom of the Archive screen.
3. Create a new company for last year's data.
4. Select **File | Set Up and Delete Companies** and enter a new company name (for example, **Accounts 2019-2020**).

¹³ https://youtu.be/Gdqa56cl_LE

5. Enter a new data path (a path that does not already exist) in the *Location* field (for example, **C:\Attache\ACCTS1920**).
6. At *Allow creation of new directory?*, choose **Yes**.
7. Choose **Accept (F9)**.
8. Sign on to the new company.
9. Select **File | Open Company**, open the new accounts company and then choose **File | Restore Company from Archive**.
10. Select the archive you created in step 2 above.
11. Enter the location where you wish to restore the data to. In our example this is **C:\ATTACHE\ACCTS1920**.
12. Choose **File | Restore**.

Note: If the *Data files already exist* message is displayed, choose **Yes**.

You now have a copy of your 2019/20 accounts data. Check that the data has restored correctly (enquire or run reports).

Finalise end of year for all modules

Here we will finalise the end of year process for all modules.

Tip: In which company do I process EOY?

Once you have created a copy of your accounts data (see page 24), that copy is the complete record of your 2019/20 financial year. **Do not run EOY on that company.**

You must run EOY on the same Accounts company (data) where you will enter transactions for the 2019/20 financial year.

Tip: Block access to Accounts whilst processing EOY

To block access to Accounts, sign on and choose **File | Set Up and Delete Companies**. Select the company you wish to block and select Block User access.

To explain why you have blocked the company, select **Notes (F4)**, Blocked access message and then enter your message.

Process Customers end of year

☐ Choose **Customers | Period End | End of Period | Customers**.

Set *End of Period* to **Yes**.

Set *End of Year* to **Yes**.

Summary

- All period to date (PTD) and year to date (YTD) sales and cost figures clear.
- The amount for each period moves to the next ageing category.
- The opening balance for each customer changes to equal their current balance.

Process Products end of year

☐ Select **Products | Period End | End of Period | Products**.

Set *End of Period* to **Yes**.

Set *End of Year* to **Yes**.

Summary

- All PTD and YTD quantity, sales and cost figures clear.
- The opening stock for each product changes to equal the quantity in stock.

Process Suppliers end of year

☐ Choose **Suppliers | Period End | End of Period | Suppliers**.

Set the *End of Period* field to **Yes**.

Set the *End of Year* field to **Yes**.

Note: This process may take a long time and may seem to stall, do NOT try to cancel or exit from Attaché until a completed message is received. If you think it has in fact stalled, contact your Attaché consultant.

Summary

- All PTD and YTD purchases and payment figures clear.
- The amount for each period moves to the next ageing category.
- The opening balance for each supplier changes to equal their current balance.

Process Asset Management end of year

- ☐ Run end of year (Transactions | Asset Management | End of Period). See [Asset Management - Preforming an end-of-period update¹⁴](#)

Summary

- The *Current Period* resets to **1** and the period dates are updated to the new financial year.
- If *Auto Delete Historic assets during end of year* was selected, historic assets are deleted. (Check by reviewing the Asset Details and Asset Summary reports.)
- All month-to-date balances are cleared where necessary, for example the depreciation amount for the period. (Check by reviewing reports.)

See also [Asset Management - end-of-period housekeeping¹⁵](#)

Process General Ledger end of year

- ☐ Check that the period has been set to the last period of the financial year.
- ☐ Choose **General Ledger | Period End | End of Period | End of Year**. Set the *Copy this Year to Last Year* field to **No**.

If you use Budgets, you can choose to either maintain the current budget or reset it.

¹⁴ <https://myattache.attachesoftware.com/display/AAP/Asset+Management+-+Preforming+an+end-of-period+update>

¹⁵ <https://myattache.attachesoftware.com/display/AAP/Asset+Management+-+end-of-period+housekeeping>

If you use Bank Reconciliation, you **must** choose to retain unreconciled transactions.

To take a copy of your 2019/2020 General Ledger using the *Archive and Restore* method, follow these instructions: [Creating a copy of 2019/20 General Ledger - Archive & Restore](#)(see page 24)

- ☐ If you already have created a copy of your 2019/2020 Accounts data set the *Copy this Year to Last Year* field to **No**.
- ☐ If required, set the *Reset Budget Values* field to **Yes**.
- ☐ If you are using Bank Reconciliation set the *Retain Unreconciled Transactions* field to **Yes**.
- ☐ Print a Trial Balance to ensure the end-of-year process has completed correctly.

Summary

- Posts ending year's period balances to last year and makes them available for reporting in the new financial year.
- Resets the current general ledger for the new year's processing.
- Clears transaction detail and resets the *batch number* to 1.

Making adjustments to general ledger 2019/20

To enter adjustment journals in the 2019/20 general ledger:

- Sign on or log in to your 2019/20 company (general ledger).
- Enter journal adjustments.
- Print P&L Balance Sheet (**General Ledger | Reports | Financial | Standard Financial Reports | P&L Balance Sheet**).
- Check GL Balances have been updated.

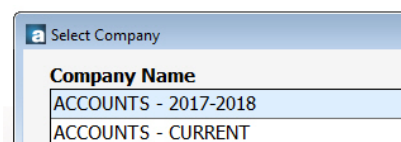
To adjust opening balances in the 2020/21 general ledger:

- Sign on or log in to your 2020/21 company.
- Choose **Setups | General Ledger | Opening Balances | Enter Opening Balances** and then choose either:
 - *Maintain Balances* — to manually adjust opening balances.
 - or
 - *Import Last Year Data* — to import data from 2019/20 General Ledger.
 - If using Attaché 19, Attaché 18 or Attaché BI, select the company to import last year data from.
 - If using Attaché Accounts 1.17 or earlier, enter the data path of your 2019/20 company (general ledger).
- Set the *Adjust This Year Opening Balances* check box to **Yes** and then choose **Accept (F9)**.
- Print the YTD General Ledger Trial Balance (**General Ledger | Reports | Financial | Trial Balance**) and ensure that the Last Year column is zero and that the debit and credit columns are equal.

Date-based posting to handle late-arriving invoices

After processing end of year you will have two companies:

- A copy of 2019/20 Accounts data
- Current data that you will continue processing for the 2020/21 financial year

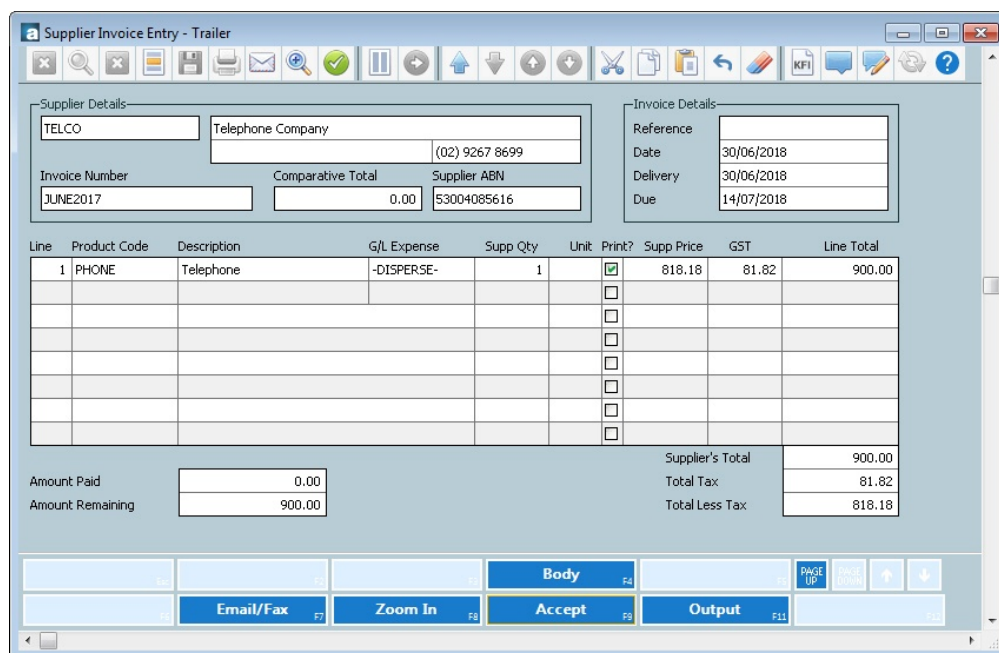


Select Company

Company Name
ACCOUNTS - 2017-2018
ACCOUNTS - CURRENT

To process supplier invoices received in July that should be in the previous financial year, in your current data company:

- Choose **Suppliers | Transactions | Invoices | Create** and enter the supplier invoices.



Supplier Invoice Entry - Trailer

Supplier Details:

TELCO Telephone Company (02) 9267 8699

Invoice Number: JUNE2017 Comparative Total: 0.00 Supplier ABN: 53004085616

Invoice Details:

Reference: Date: 30/06/2018 Delivery: 30/06/2018 Due: 14/07/2018

Line	Product Code	Description	G/L Expense	Supp Qty	Unit	Print?	Supp Price	GST	Line Total
1	PHONE	Telephone	-DISPERSE-	1		<input checked="" type="checkbox"/>	818.18	81.82	900.00
						<input type="checkbox"/>			
						<input type="checkbox"/>			
						<input type="checkbox"/>			
						<input type="checkbox"/>			
						<input type="checkbox"/>			
						<input type="checkbox"/>			

Amount Paid: 0.00 Amount Remaining: 900.00

Supplier's Total: 900.00 Total Tax: 81.82 Total Less Tax: 818.18

Buttons: Email/Fax, Zoom In, Accept, Output, Page Up, Page Down, etc.

- Print the GL postings for Suppliers, selecting the date range of the transactions.

Because these transactions belong in the previous financial year's general ledger, you need to log in to the 2019/20 company and post to the General Ledger.

- Sign on or log in to the 2019/20 company and choose **General Ledger | Transactions | Post from Other Modules**.

- Make sure the Period is 12.
- Select *From Other Company* and choose your current data company from the list (for Attaché 19, Attaché 18 or Attaché BI) or enter the data path of your Current Data company (for Attaché Accounts 1.17 or earlier) where you entered the invoice and select the date range of the transactions.

Now that changes have been made to the 2019/20 General Ledger, you will need to adjust the opening balances of the Current (2020/21) General Ledger.

Note: Before importing opening balances, print a P&L Balance Sheet (**General Ledger | Reports | Financial | Standard Financial Reports**).

- Sign on or log in to Accounts-Current (2020/21) company and choose **Setups | General Ledger | Opening Balances | Enter Opening Balances**.
- Select *Import Last Year Data* and choose the 2019/20 company from the list (for Attaché 19, Attaché 18 or Attaché BI) or enter the data path of your 2019/20 company (for Attaché Accounts 1.17 or earlier). Select **Yes** to adjust opening balances.

Disabling editing in previous-year company

Disabling edit functions prevents users below the specified password level from opening maintenance tasks. A maintenance task is any task which allows a user to create, edit, maintain or delete data. Non-maintenance tasks are enquiry, lookup and reporting.

When disabling edit functions, you can add a comment to the standard information message which displays when users attempt to access the company. The standard message advises that editing in the company has been disabled and which user is responsible.

To disable edit functions in a company:

1. Sign on to Attaché and choose **File | Set Up and Delete Companies**.
2. Select the required company.
3. Set the *Disable edit functions* check box to **Yes** and type a password level from 1—9.
Any user below this password level will be prevented from opening maintenance tasks in that company.
4. To add a comment to the information message, select **Notes (F4)** and then *Disable edit functions*. Type your message.

Related resources

Disabling editing in your Attaché Company (02:15 mins [Video](#)¹⁶)

¹⁶ <https://youtu.be/XwlTeeH59Gg>

Preventing access to previous-year company

Making a company unavailable to a user means it will not be displayed on the Companies List when they sign on or when they choose Open Company from the File menu.

To determine which companies are available to a user:

- Choose **File | Set Up and Delete Companies**.
- Select the company and then choose **User Access (F7)**.
- Use **Available/Unavailable (F7)** and **All Yes (F11)** or **All No (F12)** to indicate which companies the user can access.

Related resources

Blocking Access to your Attaché Company (00:57 mins [Video](#)¹⁷)

¹⁷ <https://youtu.be/elG26GYe05g>