ATTACHÉ ACCOUNTS

ACCOUNTS YEAR END PROCEDURES

FOR 2020

These procedures have been compiled using **Attaché Accounts version 19.1**, while you can still use previous versions of Attaché Accounts we strongly recommend that you upgrade to the current version of Attaché.

For those many people who have not migrated to the Attache BI series, or are on different versions (updates) – please note that the processes are exactly the same. There may be minor differences in individual screens.

These procedures are meant as a guide to assist in the year end process. If you are unsure about any steps within this procedure please contact CA Management Services as it is better to be safe than sorry.

PLEASE NOTE

For your convenience there is an Accounts End of Year checklist at the end of this document.

Processing Date

Ensure the following procedures are done on an Attaché System date of **30 June 2020**.

If you need to change the date, refer to the tab in the lower right hand section of your screen displaying the date. Click on this tab and you will be able to overwrite the date. Once completed the system can be returned to the correct date for processing.

Date Based Accounting

Attache is a date based system, which means you can process and update your General Ledger by a date range. This allows you to continue processing transactions in Customers and Suppliers after their End of Year for those modules prior to your General Ledger End of Year.
Refer to Appendix A for further information on Date Based Accounting in Attache

Company Names & Data Paths

As each year goes by we set up more and more companies in Attaché so that we can access information from previous years. It is more convenient and efficient to maintain consistency in how the companies are named. Similarly for the folders the data is stored in. Before adding more companies this year, decide how they are to be named and stored. To check what has been done so far print the Company details report.
Go to **Reports | Company | Details | Company Details**.

Backups

ARE VITAL! If you have not done a restore to prove it will work then you have not got a backup.

As the information in your data files is critical to you, the computer provides a process for taking an exact copy of those files. This process is called ARCHIVE or BACKUP. A backup copy is needed if the normal data is damaged or destroyed by incorrect care or machine failure. If the normal data files are lost, damaged or destroyed, you will be able to RESTORE the data from the Archive copy.

Attaché Archive

If you are using Attaché Archive, please be aware that this writes to local disc and copy of the backup should be made on an alternate drive or removable media.

Points to check before processing for the following year end procedures:

a)   Check that the Attaché system date is set to the last day of the financial year.

b)   Make sure all operators have exited Attaché and no other Attaché tasks are open on your server before completing end of year procedures. Failure to do this may corrupt your data. Go to **Tools | Company | System | System Status**. No of current logins to Attaché is viewed on the first box. It should only be one (you). If it shows more than one user logged in please check with other users.

c)   Lock other users out of company while processing End of Year

File | Set up and Delete Companies
Select company - tick Block user access and Disable edit functions boxes

Add a Blocked Access Message (Notes / F4)

Type the message you want to display when users login

F9 Save

What other users will see if they try to login
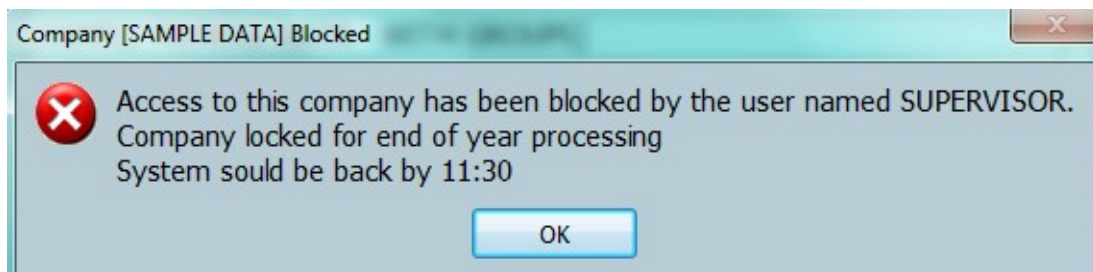
Worried about a secure End of Year backup?

Not sure your backup is working?

CA Management Services offer a service whereby we can test and report on the effectiveness of your backup.

Remember, if you have never done a successful restore, then you do NOT have a proven backup.

No-one thinks they will really need a backup until the unthinkable happens and the business is put at risk through an unforeseen event. However, that is the whole point of a backup, to protect against the unthinkable and unforeseen. In essence, a backup is a critical component of an adequate risk management plan.

Let us assist in putting your mind at rest by having us fully test your backup. Either at your premises or in our office, we will restore your data and confirm in a written report that the data you believe is being backed up actually is. Should we find any problems with your backup we will recommend a course of action and assist you in implementing proper backup procedures with suitable hardware and software. Be totally confident that you have taken a positive step towards full risk management.

Do I need to keep all my old companies?

You must keep copies of your financial information long enough to comply with the Australian Taxation Office's requirements.

If you would like further information or to take advantage of any of the above services please call our office on (08) 9470 9922 to book an appointment for a consultant to visit your office.

End of Year Process – Overview

What Happens In Each Module

Copying your Data
- **Current Attaché data is copied to a specified directory,** *e.g. C:\ATTACHÉ\DATA1920*

Customers
- All PTD and YTD sales and cost figures will clear.
- The amount for each period will move to the next ageing category. Eg from 30 to 60 days.
- Any post dated transactions for the next period will be moved to the current period.
- The opening balance for each customer will be made to equal their outstanding balance.
- If you selected to delete transactions:
  - Brought Forward: all transactions dated between the specified dates will be deleted.
  - Open Item: fully paid or finalised invoices and all corresponding transactions that have dates on or between the dates entered will be deleted.

Sales Analysis
- All PTD and YTD quantity, sales and cost figures for each report selected will clear.

Products
- All PTD and YTD quantity, sales and cost figures will clear.
- All product movement details will clear.
- The opening stock for each product will be made to equal the quantity in stock.
- If you selected to delete transactions and entered a date range, only transactions with a date on or between the dates entered will be deleted. If you selected to delete all transactions, all transactions will be deleted regardless of the date.

Suppliers
- All PTD and YTD purchases and payment figures will clear.
- The amount for each period will move to the next ageing category.
- The opening balance for each supplier will be made to equal their outstanding balance.
- If you select to delete transactions, fully paid or finalised invoices and all corresponding transactions that have dates on or between the dates entered will be deleted.

General Ledger
- If the year end rollover for General Ledger is being run at a later stage than the other modules then we will be creating a second copy of your current Attaché data to a specified directory, e.g. *C:\ATTACHE\GL1920*
- End of year period balances are posted to last year's periods.
- All reset (P&L) accounts zeroed. The closing balance in all retain accounts is brought forward to opening balance.
- All transaction detail will be cleared and the 'batch number' will be reset to 1.
- All unreconciled general ledger bank transactions can be carried over to the New Year and allocated to Batch 0 Period 0.

START OF END OF YEAR PROCEDURES

ENSURE ALL OTHER USERS REMAIN LOGGED OUT OF ATTACHÉ – USE BLOCK USER ACCESS OPTION

Customers, Products, Suppliers and Sales Analysis

Finalise Transactions

- Process all transactions for the last period in the usual manner.

- For Customers and Suppliers, allocate as many unallocated transactions (payments and credit notes) as possible.

- Write off any bad debts, small debit/credit balances (odd cents/rounding etc.)

- For Products, it is suggested that a stocktake is run. **See stocktake procedures at the end of this document.**

- Review outstanding Customers Orders and clean up any not being delivered.

- Review outstanding Purchase Orders and clean up any not to be delivered.

1. **Backup**

   Label the backup **END OF YEAR**; store it in a safe place and do not re-use. Copy your data folder as per our instructions below. This will ensure that you can log in to last year's company for enquiry purposes or to print additional information for your accountant etc.

2. Create a new company as an archive of 2018/2019 figures:

Menu selection File | Set Up & Delete Companies

Type in the name of your new archive company you wish to copy the current data into **e.g. Working Company Pty Ltd 2019-2020** then hit the TAB key on your keyboard. You will get the following message
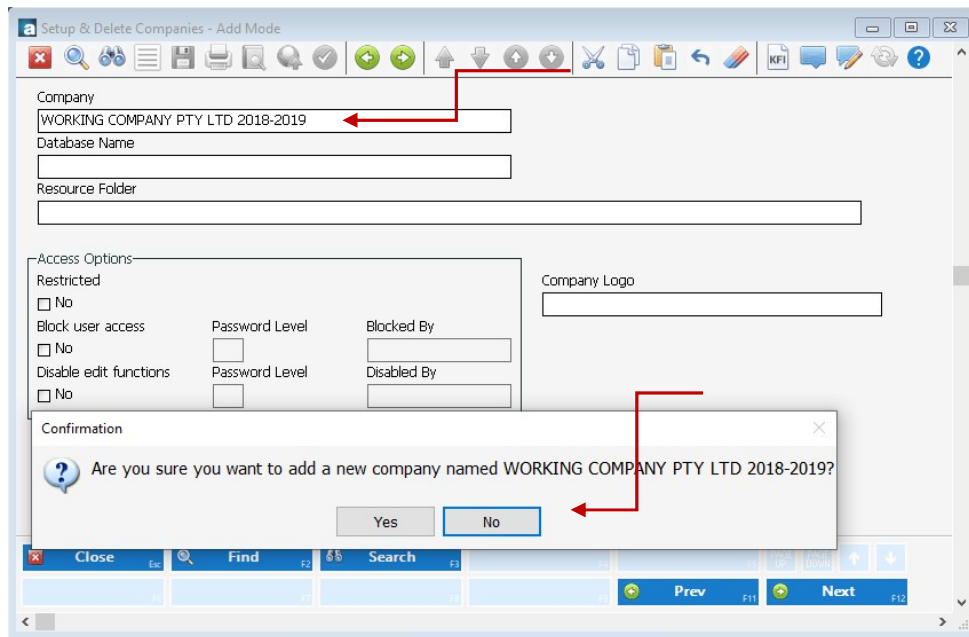
Select **Yes**

In the next screen

Leave the "Database Name" created by the software, but change the "Resource Folder" field to reflect your usual Resource Location.

i.e. C:\attacheBI\(followed by the new folder name) i.e. Working Company Pty Ltd 2019/2020

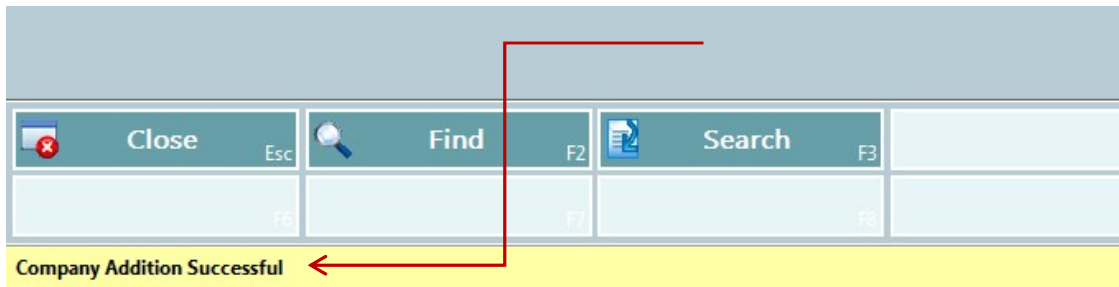Thus in our example, the full Resource Folder details would be

C:\attacheBI\ Working_Company_Pty_Ltd_2019_20

Select **ACCEPT**.

The next screen you see will be the "Creating New Database". This will then move to Creating SQL functions.

The yellow message strip will show you the progress and notify you when completed

Company Addition Successful

Copy the data from you current database/company to the new archive company

Sign on to the **new** archive company (Menu Selection *File – Open Company*)

Choose the new company you have just created from the selection list
i.e. Working Company Pty Ltd **2019/20**

Ensure you are in the correct company by selecting
Tools | Company | System | System Status.

This will show your *Current Data Path* field e.g. **C:\attacheBI\ Working Company Pty Ltd 2019-2020**
If it doesn't, you will need to quit and select the correct company.

Copying the data from your current Company to the new archive company

The simplest method to restore a company database is to use the "restore from Archive" option – Go to File and choose Restore Company From Archive.
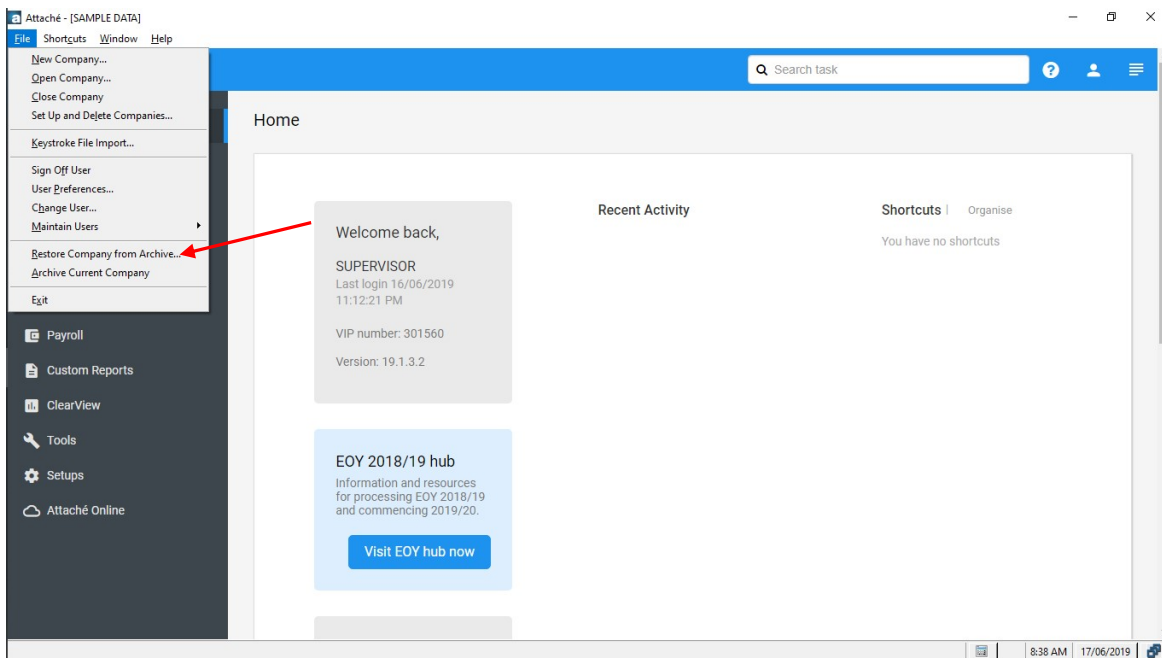
A list of Archive files will be displayed and you will need to select the correct archive file to restore.

The second option for creating an Archive database is to copy the data files from the current database.

- **Select Menu Options**   Tools | Company | System | Copy Data Files

From Company

Files to copy
- [ ] System files   [ ] Masterfile image files   [ ] User Options files   [ ] Report Writer Library
- [ ] Data files   [ ] Menu Access file   [ ] Fixed Assets data files [ ] ClearView data files

Select the company you wish to copy data using the dropdown list
I.e. Working Company Pty Ltd

Select Company

Company Name
CURRENT PAYROLL
NEW COMPANY
PAYROLL 2014-2015

Select OK

Copy selections on the first screen

Data File Copy

From Company
WORKING COMPANY PTY LTD 2019/20

Files to copy
- [x] System files   [x] Masterfile image files   [x] User Options files   [x] Report Writer Library
- [x] Data files   [x] Menu Access file   [ ] Fixed Assets data files [x] ClearView data files

- [x] Copy Customer Screens   [x] Copy Customer Print Layouts
- [x] Quotation Screen   [x] Quotation Print
- [x] Proforma Screen   [x] Order Confirmation Print
- [x] Kit Screen   [x] Picking Slip Print
- [x] Standing Order Screen   [x] Delivery Docket Print
- [x] Preferred Products Screen   [x] Invoice Print
- [x] Order Screen   [x] Goods Returned Note Print
- [x] Invoice Screen   [x] Credit Adj. Note Print
- [x] Goods Returned Note Screen   [x] Receipt Print
- [x] Credit Adj. Note Screen   [x] Statement Print

Close   Cancel   Accept

Files to Copy   *Do not select Customer Screens or Print Layouts*

System Files
Data Files
Masterfile Images Files
Menu Access File
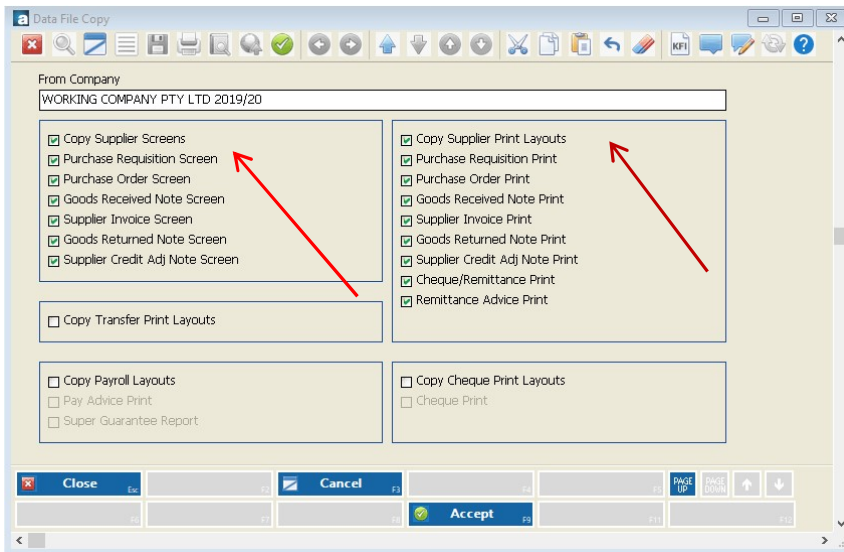*User Option Files*
Report Writer Library
Clear View Data Files
Do not copy Fixed Assets Data Files

Page-Down - Second Screen
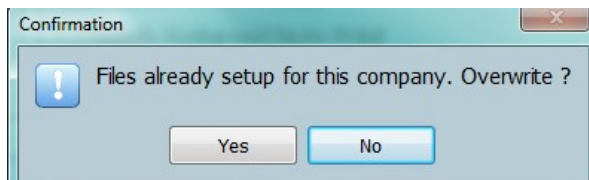
Copy selections on the second screen

Files to Copy   *as per screen shown above.*

ACCEPT/F9

The system will copy all your current module files, options and company details into this new company.

The system will give you the following message

Select **Yes – the "new" database (the archive ready for the copy currently has all the files but they contain no data).**

The system will copy all your current accounts files, options and company details into this new company.

You will see the process on the yellow information bar at the bottom of the screen.

When completed you will receive the following message
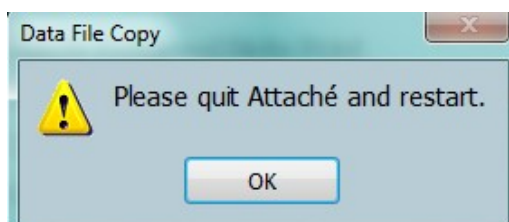
Exit Attache

3. **Check your archive company by logging in and running any report which will confirm you are using the correct data for 2019/2020.**

Return to Your Current Year Company

Check you are in the right company by going to Tools | Company | System (or System Information) | System Status. This should be the company you wrote down.

ENSURE ALL OTHER USERS REMAIN LOGGED OUT OF ATTACHÉ – USE BLOCK USER ACCESS OPTION

As a general rule this order should be followed for end of period processing.

1. Customers

2. Sales Analysis

3. Products

4. Purchase Orders

5. Suppliers

6. General Ledger

The following reports are the minimum recommended to be printed at end of period. Some of these steps will differ slightly if you do not have all of the above modules installed or your organisation may have additional reporting requirements. To clarify this we suggest that you go through these steps with your Attaché consultant and customise them for your own company.

End of Year Procedures – Customers

When all invoices and receipts for the month have been entered, end of year processing can commence.

1. ***BACKUP -*** Label backup "End of Year 2019/20".

2. **PRINT REPORTS**

    Period End | Customers |Transaction Reports | Sales Register
    This must be printed as a GST audit report
    Document sequence
    Current Period Only = "Y"
    No Ranges

    Period End | Customers | Transactions Reports | Payments List
    Document sequence
    Current Period = "Y"
    No Ranges

    Period End | Customers | Transactions | Adjustment List
    Document sequence
    Current Period = "Y"
    No Ranges

    Period End | Customers | Transaction Reports | Aged Trial Balance
    Customer Code sequence
    No Ranges
    Print Transactions………………"Y" and / or "N"
    Or,
    ***If using a Dated Based system – Customer Ageing report**

    Period End | Customers | Trans. Reports | Statements A4 or Continuous
    Customer Code sequence
    No Ranges
    Statement Date
    ***Period Based or Date Based as per usual month end**

    Period End | Customers | Transaction Reports | Tax Report
    This is an optional GST Audit report
    Customer Code Sequence
    Current Period Only = "Y"
    No Ranges

    Period End | Customers | Transaction Reports | General Ledger Postings
    Account Range = "N"
    Report Type = "Unconsolidated"
    Modules = "Customers"
    Date Range = "N"
    ****running this report is very important***

Period End | Customers | Sales Reports | Sales Values
Customer Code sequence
No Ranges
Period Based or Date Based as per usual month end

3. **INTERFACE CUSTOMER MODULE TO GENERAL LEDGER**
    Transactions | General Ledger | Other Modules | Post from Other Modules
    Period = Month number eg June would be 12
    From Other Company = "N"
    Modules to Post = "Y" to Customers only
    Adjust Customers Selections = "Y"
    Batch Descriptions = "Debtors for the Month mm, yyyy"
    Delete Posted Transactions = "Y"
    Post Zero Value Transactions = "N"
    Consolidate
    Control Account = "N"
    Bank Accounts = "N"
    All Other Accounts = "N"
    Consolidate by Day = "N"
    DATE RANGE = "N" (to capture all outstanding transactions) Unless using the Date Based system

4. **CHECK CUSTOMER CONTROL ACCOUNT**
    After completing your interface to the General Ledger you should now check that the total of your Customers Control Account (Trade Debtors) in the Balance Sheet agrees to the total on your Aged Trial Balance.

5. **CHECK GST COLLECTED ACCOUNT**
    After completing your interface to the General Ledger you should now check that the total of your GST Collected Account in the Balance Sheet agrees to the total on your Tax Report.

6. **BAS ALLOCATIONS REPORT**
    Period End | Customers | Customer BAS | BAS Allocations Report
    This must be printed as a GST audit report
    Customer Code Sequence
    Current Period Only = "Y"

7. **UPDATE CUSTOMER BAS REPORT**
    Period End | Customers | Customer BAS | Customer BAS Update
    **** This must be done prior to year end rollover ****
    BAS Period = select current BAS period

8. **PRINT BUSINESS ACTIVITY STATEMENT**
    Period End | Customers | Customer BAS | Business Activity Statement
    BAS Period = select current BAS period

9. **ROLL OVER CUSTOMERS MODULE**
    Period End | Customers | End of Period | Customers
    End of Period = "Y"
    End of Year = "Y"
    Delete Cash Register Temporary Accounts = "Y"

THE CUSTOMERS MODULE IS NOW READY FOR NEXT YEAR'S TRANSACTIONS

END OF YEAR PROCEDURES
SALES ANALYSIS

Once all invoices for the month have been entered, end of year processing for Sales Analysis can commence.
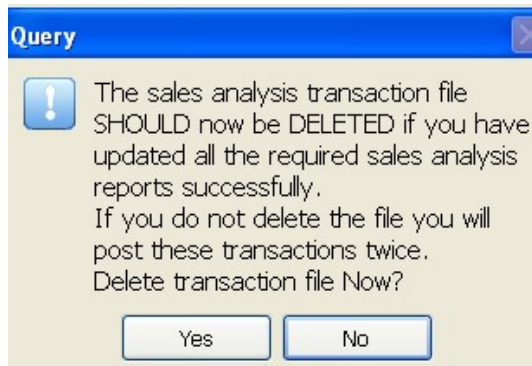
1.   **BACKUP**
      If not already done at beginning of End of Year Procedures

2.   **UPDATE SALES ANALYSIS**
      Transactions | Customers | Sales Analysis | Update Reports
      Answer "Y" to all reports

      Answer "Y" to Delete Transaction File when the reports have printed.
      IMPORTANT NOTE: During this update the system requires a printer.

3.   **PRINT REPORTS**
      Period End | Customers | Sales Reports | Sales Analysis Reports
      Select the reports required
      Accept or alter report headings
      Select requirements for new pages
      Print Year to Date Values if required
      Select requirements for Sub-Totalling

4.   **ROLLOVER SALES ANALYSIS MODULE**
      Period End | Customers | End of Period | Sales Analysis
      Select all reports for end of period
      End of Year Update = "Y"

THE SALES ANALYSIS MODULE IS NOW READY FOR NEXT YEAR'S TRANSACTIONS

End of Year Procedures

Products

When all processing in products for the month has been completed, end of year procedures can commence.

1. *BACKUP*

If not already done at beginning of End of Year Procedures

2. PRINT REPORTS

Period End | Products | Transaction Reports | Product Receipts
No Ranges
Current Period = "Y"

Period End | Products | Transaction Reports | Sales Register
No Ranges
Current Period = "Y"

Period End | Products | Transaction Reports | Customer Returns
No Ranges
Current Period = "Y"

Period End | Products | Transaction Reports | Adjustments
No Ranges
Current Period = "Y"

Period End | Products | Transaction Reports | Transfers
No Ranges
Current Period = "Y"

Period End | Products | Transaction Reports | Consignments
No Ranges
Current Period = "Y"

Period End | Products | Transaction Reports | Status
This report must be printed **– it cannot be re-run after rollover**
Select Sequence as Group/Product with No Ranges selected

Page down twice (or select the Options tab) and check against GL

Sequence	Selections	**Options**	Output

Report Options

Print Product Code	☑ Yes		Include Active Products	☑ Yes
Include Products with available stock	☑ Yes		Include Inactive Products	☑ Yes
Include Products with zero available stock	☑ Yes		Include Superseded Products	☑ Yes
Include Products with negative available stock	☐ No		Include Service Items	☑ Yes

Quantity code for Column 1 — In Stock
Quantity code for Column 2 — Cust. Order
Quantity code for Column 3 — B/Ordered
Quantity code for Column 4 — Reserved
Quantity code for Column 5 — Consigned
Quantity code for Column 6 — Available

Add Qty on Requisition to Qty Available   ☐ No
Add Qty on P/Order to Qty Available   ☑ Yes
Add Qty On Production Batch to Qty Available   ☐ No

Period End | Products | Transaction Reports | Movements
Group/Product sequence
No Ranges
Must be printed and saved as not available after rollover – Not required unless for specific purposes

Period End | Products | Sales Reports | Sales
Group Product sequence
No Ranges

OR
Reports | Products | Periodical | Product Status | or, by date

Period End | Products | General Ledger Posting | General ledger Posting
Account Range = "N"
Report Type = "Consolidated"
Modules = "Products"
Date Range = "N"

3.   **INTERFACE PRODUCTS MODULE TO GENERAL LEDGER**
Transactions | General Ledger | Other Modules | Post from Other Modules
Period = Month number eg June would be 13
From Other Company = "N"
Modules to Post = "Y" to Products only
Adjust Products Selections = "Y"
Batch Descriptions = "Products for the Month mm, yyyy"
Delete Posted transaction = "Y"
Post Zero Value Transactions = "N"
Consolidate
Control Account = "N"
Bank Accounts = "N"
All Other Accounts = "N"
Consolidate by Day = "N"
DATE RANGE = "N" (to capture all outstanding transactions)

4.   **CHECK INVENTORY CONTROL ACCOUNT**

After completing your interface to the General Ledger you should now check that the total of your Inventory Control Account (Stock on Hand) in the Balance Sheet agrees to the total on your Products Status Report.

5.   ROLLOVER PRODUCTS MODULE
       Period End | Products | End of Period | Products
       End of Period = "Y"
       End of Year = "Y"

THE PRODUCTS MODULE IS NOW READY FOR NEXT YEAR'S TRANSACTIONS

End of Year Procedures

Purchase Orders

When all processing in purchase orders for the month has been completed, EOY procedures can commence.

1.   **BACKUP**
       If not already done at beginning of End of Year Procedure

2.   **PRINT REPORTS**
       Period End | Suppliers | Purchasing Reports | Items Due
       (Highlights when goods on purchase order are due into stock)
       No Ranges
       Enter report date - (Usually today's date)

       Period End | Suppliers | Purchasing Reports | Estimated Liability
       No Ranges
       Purchase Orders ="Y"
       Goods Received Notes ="N"
       Goods Returned Notes "N"
       Enter Report Date - (Usually today's date)

       Period End | Suppliers | Purchasing Reports | Estimated Liability -
       No Ranges
       Purchase Orders ="N"
       Goods Received Notes ="Y"
       Goods Returned Notes="Y"
       Enter Report Date - (Usually today's date)
       **Must be printed and saved as not available after rollover

       Period End | Suppliers | Transaction Reports | General Ledger Postings
       Account Range = "N"
       Report Type = ""Consolidated Transactions"
       Modules = "Purchasing"
       Date Range = "N"

3.   **INTERFACE PURCHASE ORDER MODULE TO GENERAL LEDGER**
       Transactions | General Ledger | Other Modules | Post from Other Modules
       Period = Month number eg June would be 13
       From Other Company = "N"
       Modules to Post = "Y" to Purchasing only
       Adjust Purchasing Selections = "Y"
       Batch Descriptions = "Purchasing for the Month mm, yyyy"
       Delete Posted Transactions = "Y"

Post Zero Value Transactions = "N"
Consolidate
Control Account = "N"
Bank Accounts = "N"
All Other Accounts = "N"
Consolidate by Day = "N"
DATE RANGE = "N" (to capture all outstanding transactions)

4.   **CHECK PURCHASE ORDER LIABILITY TOTAL**

After completing your interface to the General Ledger you should now check that the total of your Purchase Order Liability Account in the Balance Sheet agrees to the total on your Estimated Liability Report (Purchase Orders Only).

5.   **CHECK GOODS RECEIVED LIABILITY TOTAL**

After completing your interface to the General Ledger you should now check that the total of your Goods Received Liability Account in the Balance Sheet agrees to the total on your Estimated Liability Report (Goods Received & Returned Notes Only).

Where you wish to hold open the Suppliers end of period for a few days into the next period but continue receipting goods for the next period, follow these steps.

Separate End of Period for Suppliers and Products

End of Period

1. Update the general ledger with the purchasing

2. Process an end of year for Products using **Period End | Products | End of Period | Products**.

New Period - First Few Days

1. Continue entering Supplier invoices for the PREVIOUS period.

2. Enter any goods received notes for the new period. DO NOT enter any Supplier invoices for the NEW period at this stage.

End of Period for Suppliers

1. Update General Ledger with the Supplier's file, making sure you enter the period number for the LAST period.

2. Process an end of year for Suppliers in the usual manner using **Suppliers | End of Period | Suppliers**.

3. Continue processing for the New Year.

End of Year Procedures Suppliers

When all invoices and payments for the month have been entered, end of year processing can commence

If you hold open the suppliers for a few days into the next period, do a backup before you begin the End of Year procedure for Suppliers.

1. **BACKUP -** Label backup "End of Year Suppliers mm, yyyy"

2. *PRINT REPORTS*
   Period End | Suppliers | Transaction Reports | Purchases
   Supplier Code sequence
   Current Period Only = "Y"
   Totals Only = "N"
   No Ranges

   Period End | Suppliers | Transaction Reports | Payments Report
   Supplier Code sequence
   Current Period Only = "Y"
   Totals Only = "N"
   No Ranges

   Period End | Suppliers | Transaction Reports | Adjustments
   Supplier Code sequence
   GL Dissections Required = "Y"
   Print Payables Control A/c = "Y"
   Current Period Only = "Y"
   Totals Only = "N"
   No Ranges

   Period End | Suppliers | Transaction Reports | Aged Trial Balance
   Supplier Code sequence
   Select include Inactive Suppliers
   Print Zero Balance Suppliers = "N"
   No Ranges
   Run report for **Unpaid Invoices**
   And then run again for **No Transactions**

   Period End | Suppliers | Transaction Reports | Tax Report
   This must be printed as a GST audit report
   Supplier Code sequence
   Current Period Only = "Y"
   Totals Only = "N"
   No Ranges

Period End | Suppliers | Transaction Reports | General Ledger Posting
Account Range = "N"
Report Type = ""Consolidate Transactions"
Modules = "Suppliers"
Date Range = "N"

3. **INTERFACE SUPPLIER MODULE TO GENERAL LEDGER**
    Transactions | General Ledger | Other Modules | Post from Other Modules
    Period = Month number eg June would be 13
    From Other Company = "N"
    Modules to Post = "Y" to Suppliers only
    Adjust Suppliers Selections = "Y"
    Batch Descriptions = "Creditors for the Month mm, yyyy"
    Delete Posted Transactions = "Y"
    Post Zero Value Transactions = "N"
    Consolidate
    Control Account = "N"
    Bank Accounts = "N"
    All Other Accounts = "N"
    Consolidate by Day = "N"
    DATE RANGE = "N" (to capture all outstanding transactions)-
    **Use Date Range if the next month's invoices have been entered

4. **CHECK SUPPLIER CONTROL ACCOUNT**
    After completing your interface to the General Ledger you should now check that the total of your Suppliers Control Account (Trade Creditors) in the Balance Sheet agrees to the total on your Aged Trial Balance.

5. **CHECK GST PAID ACCOUNT**
    After completing your interface to the General Ledger you should now check that the total of your GST Claimed/ Paid Account in the Balance Sheet agrees to the total on your Tax Report.

6. **BAS ALLOCATIONS REPORT**
    Period End | Suppliers | Suppliers BAS | BAS Allocations Report
    This must be printed as a GST audit report
    Supplier Code sequence
    Current Period Only = "Y"
    Totals Only = "N"
    No Ranges

7. **UPDATE SUPPLIER BAS REPORT**
    Period End | Suppliers | Suppliers BAS | BAS Update
    ** This must be done prior to year end rollover **
    BAS Period = select current BAS period

8.   **PRINT BUSINESS ACTIVITY STATEMENT**
Period End | Suppliers | Supplier BAS | Business Activity Statement
BAS Period = select current BAS period

9.   **ROLL OVER SUPPLIERS MODULE**
Period End | Suppliers | End of Period | Suppliers
End of Period = "Y"
End of Year = "Y"

THE SUPPLIERS MODULE IS NOW READY FOR NEXT YEAR'S TRANSACTIONS
At this point you can do the payments selections for the next month's cheque run.

End of Year Procedures

General Ledger

At the end of each year when the Customers, Products and Suppliers interfaces have been done, you should

1. *Reconcile the Bank Account & print reconciliation report Transactions |General Ledger |Bank Reconciliation | Reconcile*

   Reports | General Ledger | Bank Reconciliation | Reconciliation Report
   Bank Account Code = "enter bank a/c number"
   Last Page Number = "enter last page reconciled"
   Unreconciled Amounts to Period = "enter current period number"
   Print Details = "Y'
   Check that this report balances to your General Ledger Bank Account

2. *Print a General Ledger Trial Balance for YTD.*
   Reports | General Ledger | Financial | Trial Balance
   Account Range = "N"
   Selection Mask = "?????????"
   Zero Balance Accounts = "N"
   Period = "YTD"
   Check that the Debits and Credits on your Trial Balance agree.

3. PRINT A PROFIT & LOSS AND BALANCE SHEET FOR THE MONTH/YTD
   Reports | General Ledger | Financial | Standard Financial Reports
   Report Layout Name = "P&L Balance Sheet"
   Account Range = "N"
   Include Optional Print Accounts? = "Y"
   Selection Mask = "????????"
   Zero Balance Accounts to Print = "None"
   Report Period = "Current Period"
   Check that Net Assets equal Total Equity

4. GST JOURNALS

Before completing the end of year rollover for the General Ledger it is ESSENTIAL to clear GST Paid to the Australian Taxation Office against GST Claimed and Collected. The effect of this is that GST Claimed and Collected should reflect the outstanding amount for GST for 30 June.

The journal entry would be as follows:

DR   GST Collected   For total of cheques for 1st, 2nd and 3rd quarters
                                       (or total for July to May for monthly remitters)
DR   GST Claimed from ATO   For 1st, 2nd and 3rd quarters
CR   GST Paid to ATO   For 1st, 2nd and 3rd quarters

An example of this would be:

Quarter 1

Tax Collected	Tax Claimed	Tax Paid
$1,000.00	$800.00	$200.00

Quarter 2

Tax Collected	Tax Claimed	Tax Paid
$1,500.00	$700.00	$800.00

Quarter 3

Tax Collected	Tax Claimed	Tax Paid
$1,200.00	$300.00	$900.00

Quarter 4

Tax Collected	Tax Claimed	Tax Paid
$1,300.00	$900.00	$0.00 (so far - will be paid in July)

Journal (to balance off first three quarters)

DR	Tax Collected	$3,700.00	($1,000.00 + $1,500.00 + $1,200.00)
CR	Tax Claimed	$1,800.00	($ 800.00 + $ 700.00 + $ 300.00)
CR	Tax Paid	$1,900.00	($ 200.00 + $ 800.00 + $ 900.00)

This will leave the Tax Collected and Claimed in the accounts being the balance for quarter 4 only.

Please give consideration to any BAS payments made in July 2019, which relate to the 2018/19 financial year, and may require reversing journals posted, if not already done.

GENERAL LEDGER END OF YEAR

The following procedures will enable you to:

- Check that your General Ledger chart of accounts is in balance before processing year end.

- Copy the ending year's information to another directory on your computer. This will allow you to keep on processing, enquiring and reporting on last year's figures while continuing with the new years' entries. Any adjustments made to last year's figures can then be made to the opening balances of the new year. Please ring a consultant if you need assistance with this.

- Run an end of year process on the current General Ledger, enabling you to start processing for the new year.

Is your Chart of Accounts in Balance?

- Update all available postings, including any other module postings, for the current year.

- Set up **Current Period** field (in **General Ledger Options***)* to the last period of the year.

- Print a Year to Date Trial Balance for all accounts and ensure it balances, i.e. the total of the last year column is 0.00 and the credit and debit columns are equal.

- Print a Profit and Loss Balance Sheet report and ensure the Balance Sheet balances, i.e. Total Equity equals Net Assets.

- If either of the above reports are out of balance, they ***must*** be fixed prior to running the end of year.

Double check the following:

- In the Trial Balance, if the last year balance does not equal 0.00 then the last year's opening balances for some accounts may be incorrect. Compare these figures with last year's accounts and figures. If there are any errors, correct them using **Setups | General Ledger | Opening Balances**.

- In the Trial Balance, if the credit and debit columns are not equal, check the following:
  - ➢ If you use opening and closing stock, check that all opening and closing stock journals have been entered and are correct. Remember, journals must be entered for every period. For further information refer to the Designing Your Chart - Calculating Cost of Inventory Sales section in the General Ledger User's Guide.
  - ➢ Print a summarised list of all batches and ensure that all the debit and credit columns are equal. If not, find the batches and correct them.
  - ➢ Ensure the opening balance for all Balance Sheet accounts are identical to the last year's figure.

- In the Balance Sheet, if Net Assets do not equal Total Equity:
  - ➢ Print a Chart List and check that all accounts are adding to the correct total accounts.
  - ➢ Check that Retained Earnings B/Fwd and C/Fwd accounts are set up correctly and have the correct balances.

If your General Ledger is still not in balance, please contact CA Management Services on (08) 9470-9922 before proceeding.

4. **Take a backup of your company data at this point.**

5. **Process an end of year**
Select **Period End | General Ledger | End of Period | End of Year**

Select **No** to **Copy this Year to Last Year**
(as a backup was taken in Step 5 iii to 5 v above)

Enter your choice for the **Reset Budget Values** (F1 Help for more detail)

Yes for "Retain Unreconciled Transactions"

<u>**NOTE**</u>*: If you are using Bank Reconciliation, make sure Retain Unreconciled Transaction is set to Yes, similarly if you are not using Bank Reconciliation, Select No.*

Was your end of year successful?
Print a Trial Balance and a Profit and Loss Balance Sheet. Both these should be in balance. If not, it may be necessary to:

a)   Restore the backup taken prior to running the end of year.

b)   Re-check the figures on these two reports.

c)   Check that accounts have the correct End of Year Indicator (EOYI). You can do this quickly by printing a Chart List.
   i)   If a Profit & Loss account has a **Retain** indicator, change the opening balance to zero in **Opening Balances**.
        Then change the **EOYI** to **Reset** in **General Ledger | Maintain**.
   ii) If a Balance Sheet account has a **Reset** indicator, change the **EOYI** to **Retain** in **General Ledger | Maintain**. Then change the opening balance to the correct values in **Opening Balances**.
   iii) Check that your **Retained earnings B/Fwd** account has an **EOYI** of **3 (Opening Balance)** and your **Retained Earnings C/Fwd** of **2 (Closing Balance)**. If not, change the **EOYI** in **General Ledger | Maintain**.

d)   Once you have rectified all problems repeat from step 7.

Backup

This backup is so you can then start the New Financial Year.

Before proceeding with a restore at any time, we strongly recommend you telephone the CA Management Services' Help Desk for advice as a restore may be able to be avoided.

OPTIONAL HOUSEKEEPING

CUSTOMERS, PRODUCTS, SUPPLIERS AND SALES ANALYSIS

Attaché allows history to be kept for enquiry and reporting until you choose to delete it. We advise that you consolidate and compress your files on a regular basis, selecting to delete all history and any other details you no longer require. Your files will be more manageable once unwanted items have been deleted and files have been compressed. This will improve accessing, processing and reporting on your data. (***Note:*** *The following processes could take a long time depending upon the size of your files.)*

1. **Backup**
    It is important you take a backup before running any of the following steps. Keep this backup in a safe place; you may need to restore and view the history at a later date.

2. **Items which can be deleted:**
    You will probably find that only some items on the following list apply to your business. Choose only those that are relevant to you and only delete those items you no longer require.

    - Customers   Inactive Customers, Standard Charges
    - Customer Special Pricing   Special Prices
    - Order Entry/Invoicing   Completed orders, Invoice print details, Cr Notes print details
    - Sales Analysis   Sales reports
    - Products   Inactive products
    - Suppliers   Inactive Suppliers, Standard charges
    - Supplier Pricing   Special prices
    - Purchasing   Completed requestions, purchase orders, goods received notes, goods returned notes, Cr Notes
    - Tax Register

3. **Check and Compress Files**
    After deleting unwanted items it is advisable to do a File Integrity Check, Compress Database and Index File Optimizer on all files. This will make processing and reporting for the New Year considerably faster.

    Tools | Company | Data Checks | File Integrity Check - F5 All - F9
    Tools | Company | Data Checks | Compress Database - F5 All - F9
    Tools | Company | Data Checks | Index File Optimizer - F5 All - F9

4. **Backup**
    Label this as ***Beginning of Year 2020/2021***, keep in a safe place and **do not** re-use.

    ****** Remember ******
- **Ensure that you are in the current company before processing General Ledger transactions *for the 2019/2020 financial* year.**

- **If you wish last year's General Ledger to be backed up as well as your current company, your Archive or backup routine will need to be amended.**

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Attaché Accounts Check List

Do you have a backup?   ☐

All Transactions Finalised   ☐

Make a copy of this year's company and name   xxxx1617   ☐

Ensure the Attaché System date of 30 June 2017   ☐

CUSTOMERS

RUN ALL REPORTS   ☐
Period End | Customers |Transaction Reports

POST CUSTOMERS LEDGER TO GENERAL LEDGER   ☐
Transactions | General Ledger | Other Modules | Post from Other Modules
Customers only

CHECK CUSTOMER CONTROL ACCOUNT   ☐
That the total of your *Customers Control Account (Trade Debtors)*
in the Balance Sheet agrees to the total on your *Aged Trial Balance.*

CHECK GST COLLECTED ACCOUNT   ☐
That the total of your *GST Collected Account in the Balance Sheet*
agrees to the total on your Tax Report.

PRINT BAS ALLOCATIONS REPORT   ☐
Period End | Customers | Customer BAS | BAS Allocations Report
This must be printed as a GST audit report
Customer Code Sequence
Current Period Only = "Y"

UPDATE CUSTOMER BAS REPORT   ☐
Period End | Customers | Customer BAS | Customer BAS Update
** This must be done prior to year end rollover **
BAS Period = select current BAS period

PRINT BUSINESS ACTIVITY STATEMENT   ☐
Period End | Customers | Customer BAS | Business Activity Statement
BAS Period = select current BAS period

ROLL OVER CUSTOMERS MODULE   ☐
Period End | Customers | End of Period | Customers
End of Period = "Y"
End of Year = "Y"
Delete Transactions = "N"

SALES ANALYSIS

□

UPDATE SALES ANALYSIS
Transactions | Customers | Sales Analysis | Update Reports
IMPORTANT NOTE: During this update the system requires a printer.
Answer "Y" to all reports
Answer "Y" to Delete Transaction File when the reports have printed.

□

PRINT REPORTS
Period End | Customers | Sales Reports | Sales Analysis Reports
Select the reports required
Accept or alter report headings
Select requirements for new pages
Print Year to Date Values if required
Select requirements for Sub-Totalling

□

ROLLOVER SALES ANALYSIS MODULE
Period End | Customers | End of Period | Sales Analysis
Select all reports for end of period
End of Year Update = "Y"

PRODUCTS

□

MAKE A BACKUP COPY OF THE COMPANY

□

RUN ALL REPORTS
Period End | Products | Transaction Reports

□

POST RODUCTS LEDGER TO GENERAL LEDGER
Transactions | General Ledger | Other Modules | Post from Other Modules
Products only

□

CHECK INVENTORY CONTROL ACCOUNT
Check that the total of your ***Inventory Control Account (Stock on Hand)***
in the Balance Sheet agrees to the total on your ***Products Status Report.***

□

ROLLOVER PRODUCTS MODULE
Period End | Products | End of Period | Products
End of Period = "Y"
End of Year = "Y"
Delete Transactions = "N"

PURCHASE ORDERS

RUN ALL REPORTS
Period End | Suppliers | Purchasing Reports
Period End | Suppliers | Transaction Reports | G/L Postings

☐

POST PURCHASE ORDERS TO GENERAL LEDGER
Transactions | General Ledger | Other Modules | Post from Other Modules
Purchasing only

☐

CHECK PURCHASE ORDER LIABILITY TOTAL
Check that the total of your *Purchase Order Liability Account*
in the Balance Sheet agrees to the total on your *Estimated*
Liability Report (Purchase Orders Only).

☐

CHECK GOODS RECEIVED LIABILITY TOTAL
Check that the total of your *Goods Received Liability Account*
in the Balance Sheet agrees to the total on your *Estimated*
Liability Report (Goods Received & Returned Notes Only).

☐

SUPPLIERS

MAKE A BACKUP COPY OF THE COMPANY

☐

RUN ALL REPORTS
Period End | Suppliers | Transaction Reports

☐

POST SUPPLIERS LEDGER TO GENERAL LEDGER
Transactions | General Ledger | Other Modules | Post from Other Modules
Suppliers only

☐

CHECK SUPPLIER CONTROL ACCOUNT
Check that the total of your *Suppliers Control Account (Trade Creditors)*
in the Balance Sheet agrees to the total on your *Aged Trial Balance.*

☐

CHECK GST PAID ACCOUNT
Check that the total of your *GST Claimed/ Paid Account*
in the Balance Sheet agrees to the total on your *Tax Report.*

☐

BAS ALLOCATIONS REPORT
Period End | Suppliers | Suppliers BAS | BAS Allocations Report
This must be printed as a GST audit report
Supplier Code sequence
Current Period Only = "Y"
Totals Only = "N"
No Ranges

☐

UPDATE SUPPLIER BAS REPORT
Period End | Suppliers | Suppliers BAS | BAS Update

☐

** This must be done prior to year end rollover **
BAS Period = select current BAS period

☐

PRINT BUSINESS ACTIVITY STATEMENT
Period End | Suppliers | Supplier BAS | Business Activity Statement
BAS Period = select current BAS period

ROLL OVER SUPPLIERS MODULE
Period End | Suppliers | End of Period | Suppliers
End of Period = "Y"
End of Year = "Y"
Delete Transactions = "N"

☐

GENERAL LEDGER

RECONCILE THE BANK ACCOUNT
& PRINT RECONCILIATION REPORT
Transactions | General Ledger | Bank Reconciliation | Reconcile
Reports | General Ledger | Bank Reconciliation | Reconciliation Report
Bank Account Code = "enter bank a/c number"
Last Page Number = "enter last page reconciled"
Unreconciled Amounts to Period = "enter current period number"
Print Details = "Y'
Check that this report balances to your General Ledger Bank Account

☐

PRINT A GENERAL LEDGER TRIAL BALANCE FOR THE MONTH.
Reports | General Ledger | Financial | Trial Balance
Account Range = "N"
Selection Mask = "?????????"
Zero Balance Accounts = "N"
Period = "This Year"
Check that the Debits and Credits on your Trial Balance agree.

☐

PRINT A PROFIT & LOSS AND BALANCE SHEET FOR THE MONTH
Reports | General Ledger | Financial | Standard Financial Reports
Report Layout Name = "P&L Balance Sheet"
Account Range = "N"
Include Optional Print Accounts? = "Y"
Selection Mask = "????????"
Zero Balance Accounts to Print = "None"
Report Period = "Current Period"
Check that Net Assets equal Total Equity

☐

GST JOURNALS

☐

For total of cheques for 1st, 2nd and 3rd quarters or total for July to May
for monthly remitters

Journal

CR	GST Paid to ATO
CR	GST Claimed
DR	GST Collected

This will leave the Tax Collected and Claimed in the accounts being the balance for quarter 4 only.

Give consideration to any BAS payments made in *July 2014, which relate to the 2013/14 financial year*, and may require reversing journals posted, if not already done.

Is your Chart of Accounts in Balance? ☐

Set up **Current Period** field (in **General Ledger Options***)* to the last period of the year.

CHECK THE FOLLOWING ☐
Print a Year to Date Trial Balance for all accounts and ensure it balances
The total of the last year column is 0.00 and the credit and debit columns are equal.

Print a Profit and Loss Balance Sheet report and ensure the Balance Sheet balances, *Total Equity equals Net Assets.*

If either of the above reports are out of balance, they *must* be fixed prior to running the end of year.

 Make a complete copy of your Attaché company before proceeding further. ☐

Copy Current Data to Previous Year's Data Path ☐
Copy current folder and rename xxxxxxxxxx1516

Set up Company Options ☐

Setups | Company | Options | Company Options

Check that data copied correctly by comparing reports in original company and new GL-copy-company.

Backup

Label this backup as **General Ledger** prior to *End of Year 2015/16* ☐
keep it in a safe place and do not re-use.

Return to Your Current Year Company

Process General Ledger End of Year ☐
Period End | General Ledger | End of Period | End of Year
Select No to Copy this Year to Last Year
Enter your choice for the Reset Budget Values (F1 Help for more detail)
Enter your choice for Retain Unreconciled Transactions
NOTE*: If you are using Bank Reconciliation, make sure Retain Unreconciled Transaction is set to Yes, similarly if you are not using Bank Reconciliation, Select No.*

Was your end of year successful? ☐
Print a Trial Balance and a Profit and Loss Balance Sheet.
Both these should be in balance.

Backup ☐

This backup is so you can then start the New Financial Year.

Label this as Beginning of Year 2015/2017,

Keep in a safe place and do not re-use.

Appendix A
Date-based Processing in Attaché

What does it mean?

It would probably be better to refer to it as "date-driven reporting". It is the ability to "prepare reports as at any prior date". A useful feature is that it is possible to dispense with month (period) end processing and the delays that are associated with this. Even if a Month (period) end is not run, we would still recommend running a year end process in all modules.

Customers

In the past, have you needed to run a period end in the customers module? This was so that statements and an aged trial balance could be printed with correct aging. Also, some sales reports only showed "Period to date" and "Year to date" figures. In addition, when enquiring on a customer and pressing <F2> to view the balances, the aging of the balances was driven by period end processing.

A number of reports have been introduced that calculate balances from the transaction date and do not require any period end processing. These include:
- Customer Statements (this will require a different form to period-based statements)
- Customer Aging Report (replacing the Aged Trial Balance)
- Sales by Customer – Date Based
- Sales by Sales Representative
- Sales by Cash Register Operator

There is also the option to display customer balances calculated by date (when pressing <F2> during a customer enquiry).

Another advantage of date-driven reporting that may be important for some users is the ability to age statements for some customers differently to others. For instance, you may have some customers whose terms require weekly payment and others monthly payment. By categorising the customers suitably, statements can be run for each customer grouping with different aging. (You should be aware that only one aging can be displayed when pressing <F2>.)

Are there any particular pitfalls to consider? The main one is that, in the past, dates may have accidentally been entered with dates well into the future. For instance when entering a payment for 16/10/2011, an inexperienced user may have tried to enter the date using all four digits of the century (i.e. "2011") and actually recorded the date as 16/10/2020. If this payment had been allocated against an invoice date 30/09/2011, a Customer Aging Report produced today would show the invoice as still outstanding.

You can easily check for future-dated transactions using the customer transaction reports (Sales Register, Payments and Adjustments) with a suitable date range (e.g. 01/11/2012 to 31/12/2099). Attaché have produced a utility that can be used to change the date of customer payments to match the date of the

invoice against which the payment has been allocated. You should take care with this utility and, if at all unsure, speak to your Attaché consultant before using it.

Suppliers

Many of the comments made about customers and date-driven reporting apply equally to suppliers. The most notable differences are:

- Some reports do not apply to suppliers (i.e. statements and sales reports).
- There is no utility for realigning supplier payments according to date.

An additional advantage of date-driven reporting for suppliers is the ability to enter transactions from more than one month and still be able to produce a trial balance (Supplier Aging Report) for the end of the previous month (when that month's transactions are complete). A number of Attaché users currently delay entering transactions for the new month in order to achieve this.

Products

The major feature of date-driven processing as far as the products module is concerned is the ability to produce the "Products Status By Date" report. This allows the product status to be reported for an earlier date.

When printing this report, you need to be aware that Attaché records two dates for each product transaction. One is the date entered on the document and the other is the system date at the time the transaction was entered. Note that this is the actual system date and not necessarily the "Attaché date" shown in the lower right hand corner of the screen which can be changed to be different to the system date. When printing the report you can select to base the calculations on either the "Date entered" (i.e. the system date) or the "Transaction date" (i.e. the date on the document).

The fact that Attaché records two dates for each product transaction can also be used to resolve product queries related to product cost. If a new item is received on a supplier invoice but sold before the invoice is entered, the cost of the product could be recorded as $0.00 and the customer sales shows 100% G.P. The supplier invoice is entered after the sale but dated prior to the sale.

When enquiring on the product and pressing <F5> to view the transactions, it is hard to explain the 100% G.P. This becomes easier if you "drill-down" on the "Qty In Stock" field which displays the transaction showing the date and time that each was entered.

Press <F5> to view the product transactions showing the transaction date.

NEW, New Product

Date	Type	Reference	Customer	Supplier	Quantity
17/10/2012	Sale	5049	ABEL		1
15/10/2012	Supp. Inv	1		ADAM	10

Press <F2> and "drill-down" on the "Qty In Stock" to view the product transactions showing the system date and time when the transaction was entered.

Quantity in Stock for product: NEW - New Product

Date	Type	Code	Reference	Quantity	RunningTotal	Average Cost	Operator	SequenceNo	Time
17/10/12	Supp.Inv	ADAM	1	10	9	80.00	RICHARD	1244	14:22:19
17/10/12	Cust.Inv	ABEL	5049	-1	-1	0.00	RICHARD	1242	14:21:40
			Opening Balance	0		0.00			

Business Activity Statement

Many users already post to the Business Activity Statement by date and this is the Attaché default with the date range defaulting to the beginning and end of the period selected.

BAS Period
49 | 01/07/2012 - 30/09/2012 [Unlocked]

Date Range
☑ Yes
First Date
01/07/2012
Last Date
30/09/2012

This allows late transactions (usually supplier invoices) to be posted to an earlier period prior to completing the BAS. However, since you would not want to post to a BAS period after the Business Activity Statement has been submitted to the ATO, it is possible that very late transactions would need to be posted to the next BAS period even though they do not fit into the date range.

For this reason, whenever you post to the BAS, you should always print the BAS Allocations Report and make a decision as to what you want to do with transactions dated out of the period to which you are posting. Useful selections to make when printing the BAS Allocations Report are:

- Transaction Date Sequence
- Current Period Only – No
- Transactions to be updated

Sequence
○ Supplier Code Sequence   ○ Document Number Sequence   ⊙ Transaction Date Sequence
○ Sort Code Sequence   ○ Entry Sequence

Options
Current Period Only   ☐ No
Totals Only   ☐ No

Inclusions
○ All Transactions
○ Updated Transactions only
⊙ Transactions to be updated

General Ledger

Even though you might be using date-driven reporting for customers, suppliers and products and posting to the BAS by date, this does not mean that you need to use dates when posting to the general ledger. It is still possible to ignore transaction dates and post all unposted transactions to the current month. However, many businesses would prefer that "late" supplier invoices are posted to the month in which they are dated. This can be achieved in Attaché by using date ranges when posting to the GL.

> New general ledger options can help automate this by having the GL period selected automatically according to the Attaché date (in the lower right hand corner of the Attaché screen). In addition, it is possible to have the date ranges automatically match the GL period when posting transactions by saving a date range on the GL posting screen.
>
> **However, you must take care with this feature.**
>
> The date range will automatically match the GL period **only if** you select the module to be posted **before** you change the period. **For this reason it is safer to post a single module at a time if you are selecting dates automatically.**

Businesses will often have a "cut-off date" for general ledger reporting – that is, a date (e.g. the 15th of each month) after the period is considered complete and no further transactions should be posted. You need to be aware of such a restriction and ensure that "late" transactions entered after this date are posted correctly and not simply left unposted.

General Ledger reconciliation

The biggest issue when posting by date to the GL is the reconciliation of control accounts such as debtors, creditors, GST collected, PAYG and superannuation.

Control Account	Comments
Debtors, Creditors and Stock	If transactions are **always** posted to the GL by date then the appropriate "Ageing" report printed using the correct period end date should balance to the control account. (You will need to be careful when printing the Product Status By Date report to select to "Base calculations on Transaction date".) If you have a "cut-off date" for GL reporting, you must print the "Ageing" reports on the cut-off date immediately following the final GL update for the period.
GST Collected and Paid.	These accounts can be reconciled to the Business Activity Statement(s) at any time providing that all transactions have been posted to the BAS. The reconciliation may be easier if a creditor invoice for the BAS payment is dated at the end of the BAS period and posted to the corresponding GL period. If you have a "cut-off date" for GL reporting, it is useful to also use this date as a "cut-off" for posting to the BAS. Conversely, even if you don't have a "cut-off date" for GL reporting, you might consider using the BAS reporting date as a cut-off for GL reporting.
PAYG and Superannuation Liabilty	These are easily reconciled when the final pay for each month has been posted to the GL. You will need to take care, when reconciling, that the payroll option setting for "Use Date Paid for GL" matches the date setting when printing the payroll history reports (i.e. "Pay Period Ending Date" or "Date Paid".

Payroll

Going back as far as Attaché5, most payroll reports have been date driven and very few users run a period end process in payroll since this only affects a small number of reports and screen enquiries that show "Current Period" figures.

Many payroll reports have the option of using one of two dates when selecting a date range – the Pay Period Ending Date or the Date Paid