

# **Attaché**

## **End of Month Processing**

**Attaché Version 1.08.**

**October 2012**

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

**Customers**

**Sales Analysis**

**Products**

**Purchase Orders**

**Suppliers**

**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 MONTH PROCEDURES

## CUSTOMERS

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

### 1. BACKUP

Label backup "End of Month mm, 20yy".

### 2. PRINT TRANSACTION REPORTS

Menu Selection      Period End | Customers | Transaction Reports



#### Sales Register

This must be printed as a GST audit report  
*Document sequence*  
Current Period Only = "Y"  
*No Ranges*

#### Payment List

*Document sequence*  
Current Period = "Y"  
*No Ranges*

#### Adjustment List

*Document sequence*  
Current Period = "Y"  
*No Ranges*

#### Aged Trial Balance

*Customer Code sequence*  
*No Ranges*  
Print Transactions....."Y" and / or "N"

# END OF MONTH PROCEDURES CUSTOMERS cont.

## Customer Aging Report

*Sequence*    *Customer Code*  
*Selections*    *your choice*  
*Parameters*  
*Calculation date*                      *Month End Date*  
*Base Aging Bands on*                  *Invoice Date*  
*Aging Bands*                              *Monthly*  
*No Ranges*

## Statements

*Customer Code sequence*  
*No Ranges*  
*Statement Date*

## Tax Report

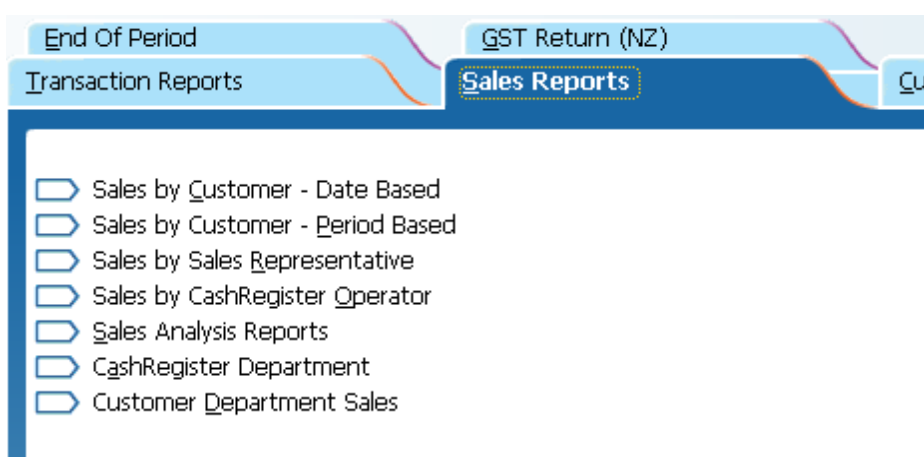
This is an optional GST Audit report  
*Customer Code Sequence*  
*Current Period Only = "Y"*  
*No Ranges*

## General Ledger Postings

*Account Range = "N"*  
*Report Type = "Detailed"*  
*Modules = "Customers"*  
*Date Range = "N"*

## 3. PRINT SALES REPORTS

Menu Selection    Period End | Customers | Sales Reports

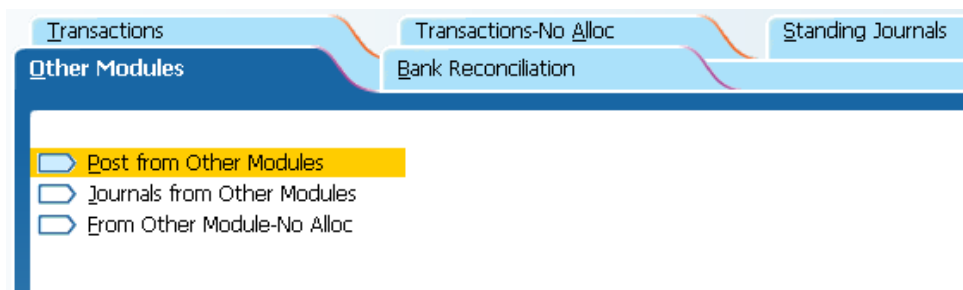


Select reports as required

## END OF MONTH PROCEDURES CUSTOMERS cont.

### 4. INTERFACE CUSTOMER MODULE TO GENERAL LEDGER

Menu Selection Transactions | General Ledger | Other Modules | Post from Other Modules



#### Selections

*Period = Month number eg September would be 3*  
*From Other Company = "N"*  
*Modules to Post = "Y" to Customers only*  
*Adjust Customers Selections = "Y"*  
*Batch Descriptions = "Debtors for the Month mm, yyyy"*  
*Delete Work File = "Y"*  
*Post Zero Value Transactions = "N"*  
*Consolidate*  
*Control Account = "N"*  
*Bank Accounts = "N"*  
*All Other Accounts = "N"*  
*Consolidate by Day = "N"*

### 5. 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.

### 6. 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.

## END OF MONTH PROCEDURES CUSTOMERS cont.

### 7. BAS PROCESSING

Menu Selection    Period End | Customers | Customer BAS



#### 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"*

#### BAS UPDATE

**\*\* This must be done prior to month end rollover \*\***

BAS Period = select current BAS period

#### BUSINESS ACTIVITY STATEMENT

BAS Period = select current BAS period

### 8. ROLL OVER CUSTOMERS MODULE

Menu Selection    Period End | Customers | End of Period | Customers

*End of Period = "Y"*  
*End of Year = "N"*  
*Delete Transactions = "N"*

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

# END OF MONTH PROCEDURES

## SALES ANALYSIS

Once all the invoices for the month have been entered, end of month processing for Sales Analysis can commence.

1. **BACKUP** (If not already done at beginning of End of Month Procedures)

2. **UPDATE SALES ANALYSIS**

Menu Selection Transactions | Customers | Sales Analysis | Update Reports

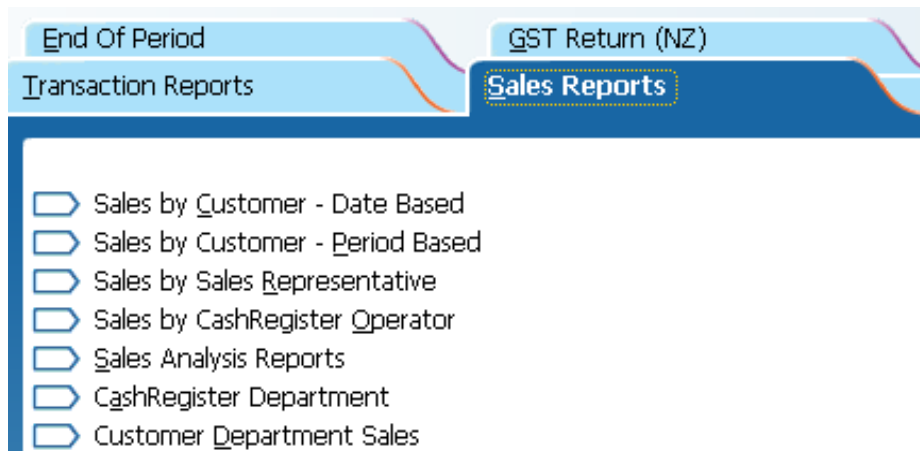
**IMPORTANT NOTE:** During this update the system requires a printer

Answer "Y" to all reports

Answer "Y" to Delete Transaction File when the reports have printed.

3. **PRINT REPORTS**

Menu Selection Period End | Customers | Sales Reports | Sales Reports



### Selections

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**

Menu Selection Period End | Customers | End of Period | Sales Analysis

Select all reports for end of period

End of Year Update = "N"

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

# END OF MONTH PROCESSING

## PRODUCTS

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

1. **BACKUP** (If not already done at beginning of End of Month Procedures)

2. **PRINT TRANSACTION REPORTS**

Menu Selection    Period End | Products | Transaction Reports



### Product Receipts

*No Ranges*  
Current Period = "Y"

### Sales Register

*No Ranges*  
Current Period = "Y"

### Customer Returns

*No Ranges*  
Current Period = "Y"

### Adjustments

*No Ranges*  
Current Period = "Y"

### Transfers

*No Ranges*  
Current Period = "Y"

## END OF MONTH PROCESSING PRODUCTS cont.

### Consignments

*No Ranges*  
*Current Period = "Y"*

### Status

*Group/Product Code sequence*  
*No Ranges*

### Movements

*Group/Product sequence*  
*No Ranges*

### Re-Order

*Group/Product sequence*  
*No Ranges*

### 3. PRINT SALES REPORT

Menu Selection    Period End | Products | Sales Reports | Sales

*Group Product sequence*  
*No Ranges*

### 4. PRINT GENERAL LEDGER POSTING REPORT

Menu Selection    Period End | Products | Transaction Reports | General Ledger Posting

*Account Range = "N"*  
*Report Type = ""Consolidated"*  
*Modules = "Products"*  
*Date Range = "N"*



# END OF MONTH PROCESSING PRODUCTS cont.

## 5. INTERFACE PRODUCTS MODULE TO GENERAL LEDGER

Menu Selection Transactions | General Ledger | Other Modules | Post from Other Modules

### Selections

*Period = Month number eg September would be 3*  
*From Other Company = "N"*  
*Modules to Post = "Y" to Products only*  
*Adjust Products Selections = "Y"*  
*Batch Descriptions = "Products for the Month mm, yyyy"*  
*Delete Work File = "Y"*  
*Post Zero Value Transactions = "N"*  
*Consolidate*  
*Control Account = "N"*  
*Bank Accounts = "N"*  
*All Other Accounts = "N"*  
*Consolidate by Day = "N"*

## 6. 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.

## 7. ROLLOVER PRODUCTS MODULE

Menu Selection Period End | Products | End of Period | Products

*End of Period = "Y"*  
*End of Year = "N"*  
*Delete Transactions = "N"*

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

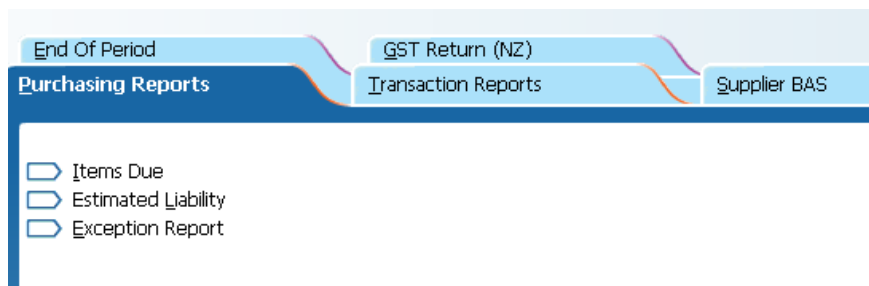
# END OF MONTH PROCESSING

## PURCHASE ORDERS

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

1. **BACKUP** (If not already done at beginning of End of Month Procedure)
2. **PRINT PURCHASING REPORTS**

Menu Selection    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)*

### Estimated Liability

#### First Use Report Selections

*No Ranges*  
*Purchase Orders = "Y"*  
*Goods Received Notes = "N"*  
*Goods Returned Notes "N"*  
*Enter Report Date - (Usually today's date)*

#### Then Use Report Selections

*No Ranges*  
*Purchase Orders = "N"*  
*Goods Received Notes = "Y"*  
*Goods Returned Notes "Y"*  
*Enter Report Date - (Usually today's date)*

3. **PRINT GENERAL LEDGER POSTINGS REPORT**

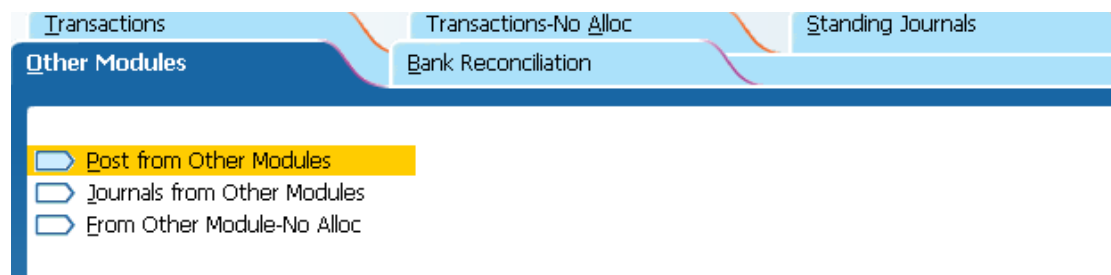
Menu Selection    Period End | Suppliers | Transaction Reports | General Ledger Postings

*Account Range = "N"*  
*Report Type = "Consolidated Transactions"*  
*Modules = "Purchasing"*  
*Date Range = "N"*

# END OF MONTH PROCEDURES PURCHASE ORDERS cont.

## 4. INTERFACE PURCHASE ORDER MODULE TO GENERAL LEDGER

Menu Selection Transactions | General Ledger | Other Modules | Post from Other Modules



### Selections

*Period = Month number eg September would be 3*  
*From Other Company = "N"*  
*Modules to Post = "Y" to Purchasing only*  
*Adjust Purchasing Selections = "Y"*  
*Batch Descriptions = "Purchasing for the Month mm, yyyy"*  
*Delete Work File = "Y"*  
*Post Zero Value Transactions = "N"*  
*Consolidate*  
*Control Account = "N"*  
*Bank Accounts = "N"*  
*All Other Accounts = "N"*  
*Consolidate by Day = "N"*

## 5. 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).

## 6. 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).

# END OF MONTH PROCEDURES

## SEPARATE END OF PERIOD FOR SUPPLIERS AND PRODUCTS

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.

### End of Period

Update the general ledger with the purchasing

Process an end of period for Products using Period End | Products | End of Period | Products.

### New Period - First Few Days

Continue entering Supplier invoices for the **PREVIOUS** period.

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

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

Update General Ledger with the purchasing file, entering the period number for the **NEW** period.

Process an end of period for Suppliers in the usual manner using:

Suppliers - End of Period - Suppliers.

Continue processing for the new period.

# END OF MONTH PROCEDURES

## SUPPLIERS

When all invoices and payments for the month have been entered, end of month 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 Month procedure for Suppliers.

### 1. BACKUP

Label backup "End of Month Suppliers mm, yyyy"

### 2. PRINTTRANSACTION REPORTS

Menu Selection Period End | Suppliers | Transaction Reports



#### Purchases

*Supplier Code sequence*  
*Current Period Only = "Y"*  
*Totals Only = "N"*  
*No Ranges*

#### Payments

*Supplier Code sequence*  
*Current Period Only = "Y"*  
*Totals Only = "N"*  
*No Ranges*

#### Adjustments

*Supplier Code sequence*  
*GL Dissections Required = "Y"*  
*Print Payables Control A/c = "Y"*  
*Current Period Only = "Y"*  
*Totals Only = "N"*  
*No Ranges*

## END OF MONTH PROCEDURES SUPPLIERS cont.

### Aged Trial Balance

*Supplier Code sequence*  
*No Blank Lines Between Suppliers = "1"*  
*Print Zero Balance Suppliers = "N"*  
*Select Unpaid Invoices*  
*No Ranges*

### Supplier Aging Report

*Sequence Supplier Code*  
*Selections your choice*  
*Parameters Calculation date Month End Date*  
*Base Aging Bands on Invoice Date*  
*Aging Bands Monthly*  
*No Ranges*

### Tax Report (This must be printed as a GST audit report)

*Supplier Code sequence*  
*Current Period Only = "Y"*  
*Totals Only = "N"*  
*No Ranges*

### General Ledger Posting

*Account Range = "N"*  
*Report Type = "Consolidate Transactions"*  
*Modules = "Suppliers"*  
*Date Range = "N"*

## 3. INTERFACE SUPPLIER MODULE TO GENERAL LEDGER

Menu Selection Transactions | General Ledger | Other Modules | Post from Other Modules

### Selections

*Period = Month number eg September would be 3*  
*From Other Company = "N"*  
*Modules to Post = "Y" to Suppliers only*  
*Adjust Suppliers Selections = "Y"*  
*Batch Descriptions = "Creditors for the Month mm, yyyy"*  
*Delete Work File = "Y"*  
*Post Zero Value Transactions = "N"*  
*Consolidate*  
*Control Account = "N"*  
*Bank Accounts = "N"*  
*All Other Accounts = "N"*  
*Consolidate by Day = "N"*

## END OF MONTH PROCEDURES SUPPLIERS cont.

### 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

Menu Selection    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

**\*\* This must be done prior to month end rollover \*\***

Menu Selection    Period End | Suppliers | Suppliers BAS | BAS Update

BAS Period = select current BAS period

### 8. PRINT BUSINESS ACTIVITY STATEMENT

Menu Selection    Period End | Suppliers | Supplier BAS | Business Activity Statement

BAS Period = select current BAS period

### 9. ROLL OVER SUPPLIERS MODULE

Menu Selection    Period End | Suppliers | End of Period | Suppliers

*End of Period = "Y"*  
*End of Year = "N"*  
*Delete Transactions = "N"*

THE SUPPLIERS MODULE IS NOW READY FOR THE NEXT MONTH'S TRANSACTIONS

At this point you can do the payments selections for the next month's cheque run.

## END OF MONTH PROCEDURES

### GENERAL LEDGER

There is no specific processing for end of month for the General Ledger as the General Ledger remains open to any period throughout the financial year.

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

#### 1. Reconcile the Bank Accounts

Menu Selection Transactions | General Ledger | Bank Reconciliation | Reconcile

#### 2. Print Reconciliation Reports

Menu Selection 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

#### 3. Print a General Ledger Trial Balance for the month.

Menu Selection Reports | General Ledger | Financial | Trial Balance

*Account Range = "N"*  
*Selection Mask = "?????????"*  
Zero Balance Accounts = "N"  
*Period = "This Period"*

Check that the Debits and Credits on your Trial Balance agree.

#### 4. PRINT A PROFIT & LOSS AND BALANCE SHEET FOR THE MONTH

Menu Selection 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



## END OF MONTH PROCEDURES GENERAL LEDGER cont.

Once all of the processing for the month has been completed and the financial reports printed you should change the default period by:

Menu Selection    Period End | General Ledger | End of Period | Change Period Number

*Current Period = "New period number"*

## IF YOU USE CASH REGISTER

### END OF MONTH PROCEDURES

#### CASH REGISTER

##### 1.     **PRINT REPORTS FOR CASH REGISTER**

Menu Selection    Period End | Customers | Sales Reports | Cash Register Department

Department Range : No.

Menu Selection    Period End | Suppliers | Transaction Reports | General Ledger Posting

*Account Range = "N"*

*Report Type = ""Consolidate Transactions"*

*Modules = "Cash Register"*

*Date Range = "N"*

These reports can only be obtained prior to End of Month Processing so do not omit any and keep them all even if they are zero.

##### 2.     **INTERFACE CASH REGISTER MODULE TO GENERAL LEDGER**

Menu Selection    Transactions | General Ledger | Other Modules | Post from Other Modules

##### **Selections**

*Period = Month number eg September would be 3*

*From Other Company = "N"*

*Modules to Post = "Y" to Cash Register only*

*Adjust Cash Register Selections = "Y"*

*Batch Descriptions = "Cash Register for the Month mm, yyyy"*

*Delete Work File = "Y"*

*Post Zero Value Transactions = "N"*

*Consolidate*

*Control Account = "N"*

*Bank Accounts = "N"*

*All Other Accounts = "N"*

*Consolidate by Day "N"*