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Triumph
BUSINESS SYSTEMS

End of Year 2025

Training Notes

SUMMARY

Understand what happens when you perform and end of year for the various Triumph modules and take control of your system.

CA Management Services

End of Year

CA Management Services Pty Ltd

Contents

INTRODUCTION

The modules on which End of Year processes are performed in Triumph Business Systems fall into three categories:

1. General Ledger;
2. *Other Modules; and
3. Sales Analysis.

(*Other modules include Debtors, Creditors, Inventory, Fixed Assets, and Job Costing.)

Each of these categories is dealt with differently. It is important to know what is happening when you close/rollover your modules to ensure that the appropriate actions are taken for each module. As Triumph Accounting ERP allows you to process transactions into future periods, there is normally no greater urgency to close off the end of the financial year than there is at the end of any other month. With the close of a financial year, another "chapter" in the story of the organisation comes to an end. Before closing the chapter there is an opportunity to ensure that the contents of the chapter (transactions and balances) tell the correct story for the year.

Other Modules

For Other Modules, end of year [EOY] processing carries out the same functions as end of month (clears month-to date/period-to-date balances and puts them into "last month/period") and in addition clears year-to-date balances and puts them into "last year" for comparison purposes. The other major function is to re-align the ageing, moving current balances to 30 days, 30 days to 60 days, and so on. Balances previously treated as being "Future" (i.e., dated in advance of then current period) are also re-aligned to include the appropriate transactions in the "new" current period.

Do not run End of Month for the last month [normally 30 June] prior to End of Year. The End of Year process replaces the End of Month process for the final month of your financial year in all modules other than General Ledger.

Sales Analysis

Sales Analysis is rolled over only once each year. Sales Analysis records are contained in a single file and are filed strictly by date. Any records, predated to the prior year, entered after the end of year rollover, can be directed into the appropriate period as set in your Sales Analysis control {S-S-A}:

General Ledger

The start of the new financial year is the best time to make changes to your chart of accounts or any other code changes. Please call us if you would like help.

When the General Ledger is closed and rolled over for the current year the transactions dated in the current year are erased. It is essential therefore to make an ARCHIVE of the year before rolling over the End of Year. This ARCHIVE will be retained as the history archive of the year.

It is also critical to take a backup, perhaps more than one, at various stages of the processes.

BACKUP

The MOST CRITICAL part of the End of Year process is taking a BACKUP. Preferably this should be done at various stages during the End of Year process. Mention will be made as we progress through these notes of key points for backing up.

You may have several "End of Year backups".

THE BACKUPS YOU TAKE AT END OF YEAR SHOULD BE CLEARLY LABELLED AND RETAINED INDEFINITELY IN A VERY SAFE PLACE, PREFERABLY SEPARATED FROM THE TRIUMPH SERVER (i.e., on an external hard drive or thumb drive or on a local hard drive of a workstation).

Once your system is rolled over to the new financial year, your backup may be the last chance of getting back the 2024/2025 financial year information. If you are processing your Debtors, Creditors, General Ledger at different times, you will need to do a backup **PRIOR** to completing End of Year for each module**. They should be labelled EOY Debtors & Inventory, EOY Creditors etc.

In the following procedures we have included how to create a complete copy of your system prior to EOY rollover in General Ledger so you can easily switch to another company to access last year's information. This is especially useful if you still wish to print detailed ledger listings for your accountant etc. It should be noted this does not replace a backup done to removable media such as CD, flash-drive, or cloud backup etc., which is the only way to protect yourself in the event of a hard disk crash, theft, or corruption.

If you are not running General Ledger, it is still recommended you carry out the "Copying the Company" procedures found in the General Ledger section below (Page 27). See also the section on '**Completing the Financial Year'** and the impact of the "Copy Company" on the timing of your End of Year procedures.

The following instructions incorporate end of month procedures and any specific year end requirements. They include the most commonly run reports and processes. Should these differ from your existing procedures please give us a call and discuss the reasons for these differences. Some screens may differ slightly depending on modules purchased or version being used e.g. Multi-division / multi-location, and v6.3, v6.2 etc.

> These notes assume a year end date of 30 June 2025. If your year end is not 30 June 2025, please change the references to this date throughout this document accordingly.

HOUSEKEEPING

Note: The following procedures should also be followed for End of Month. It is preferable that 'housekeeping' is carried out in advance of your consultant's appointment for running End of Year. This way any issues which need to be addressed, such as updates to Windows or Triumph, or data cleansing found during housekeeping, can be attended to without undue interference to normal operations.

Before commencing End of Year procedures, it is recommended you carry out some 'housekeeping'. This prevents the situation where the rollover may be unsuccessful because of corrupt data which would necessitate a restore if found after the rollover has commenced.

Run a health check on your system (see summary page 42). Ensure reports are balanced to their corresponding general ledger control accounts.

To run these 'housekeeping' procedures, you will need all other users to be logged out of Triumph and the system switched to Single User mode. Depending on the size of your database, they may take some time to complete, so make sure you start them at a time which will allows you to complete them with minimum inconvenience to other users.

If you're running Triumph on-premise (not using the Triumph cloud facility): Check to see whether Windows on the server is up to date (i.e. no pending software updates) and that you are running the latest Triumph version of your build. Your IT person should be scheduling Windows updates and rebooting your server monthly and backing up your Triumph data nightly. Install any Triumph updates after the server has been rebooted and run the update with full administrator rights. Backups and EOY processes will always be faster when run directly on the server, but they can be run from your local workstation.

Some sites have Dataflex web applications installed for eCommerce, API, inventory scanning etc. These should be turned off temporarily while any maintenance is carried out.

Validate your data.
To run this function, ensure all users are out of Triumph and have closed the Triumph log in screen.

Log out back to the windows desktop and Double click on your Triumph Validation icon. If you have no icon, go to the START button and select PROGRAMS>TRIUMPH ACCOUNTING FOR WINDOWS>VALIDATE TRIUMPH. When prompted select to validate "all companies". If you have a red message reporting, "errors trapped"[1], these errors must be sorted out before continuing. The result should be a screen with all your companies listed and "passed" or "no validation required" after each.

> **If there is no icon to run this function, or the comment after any company is other than "PASSED", contact the help desk for advice.**

Re-index your data (not required for SQL). Log back into Triumph, then place the system into single user mode by clicking the access button on the toolbar.

To re-index (screen S-D-I): System Maintenance > Data base management > Re-Index Company/ Database and select ALL files for the re-index.

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[1] If the validation red error message is error code 4177, it means that not all users are logged all the way out of Triumph on their screen or that a webapp is still running.

Complete Integrity Checks.

Integrity checks of your data can only be run individually from each module. After the re-index, keep your system in **SINGLE** user mode for this process. NOTE: there are two stages (button options) to each module's Integrity Check, the 'Account Balances' is the one to run unless advised otherwise by your consultant.

This function is specific to each module and must be run from each Module's menu:

➢ Run by Module:

- General Ledger {G - S - C}
- Debtors {D - S - C}
- Creditors {C - S - C}
- Inventory {I - S - C}
- Job Costing {J - S - C}
- Fixed Assets {F - S - C}

➢ Validate Chart of Accounts {G - S - V} to make sure that any changes to the chart of accounts are valid and that end of year profits will carry forward to the balance sheet.

In the event you have any error/"corrupt" messages after any of these procedures contact our help desk and ask for advice on how to check your data before you proceed.

Check for unbalanced transactions –

General Ledger > Reports > GL Event Reference Report {G-R-E}:

An unbalanced journal entry will mean that in the GL trial balance report your total debits and credits will not equal. If you find unbalanced transactions on the GL Event Reference Report, then fix them (single user mode) General Ledger > Special Processing > Extra Special Options > Check for Unbalanced Transactions {G-S-X-U}.

If you are not familiar with the process to fix unbalanced transactions phone or email to our Phone Support desk to work through the implications. It is not a lengthy process but getting it right is important.

Take a backup of your data.

(In non-SQL environment: Go to System Maintenance > Database Management > Transfer Company > Transfer Out {S-D-T-O}) Follow the prompts and ensure the correct company is selected. Save the backup in a location that makes it easy to determine. Add a DESCRIPTION to highlight what the backup is for in case a restore is required. Leave all other information as the default on this screen.

As a precaution we also highly recommend performing a copy company **in addition** to any other database backup. You will need to keep a final copy company for the year 24/25 when you roll over your general ledger (see page 26), but it is also recommended to keep a recent copy company before performing rollovers for the other modules. Name them appropriately.

Note to SQL users: If the database type being used is SQL, then you will need to do a manual SQL backup prior to end of year module rollovers. Speak to your systems administrator on how to perform a SQL backup.

Copy Company

Go to System Maintenance > Database Management >Copy Company {S-D-C}

- Type in the Folder Name e.g., dat2425
- Select Copy Type – Complete Company

When an old backup company is no longer required, it can be removed {S - D – R} Remove a Company. Ensure you are logged into your main, active, company when you remove other databases – you can't remove a company that you are logged into, so it's a safeguard to make sure you are removing the archive company rather than your live data.

Close any finalised months

When you have completed your transactions in the "other" modules for the year, you need not rollover the General Ledger yet. But you are advised to lock off transactions to the prior year.

General Ledger > Special Processing > Posting Period Control {G-S-P}:

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Within Triumph, the subsidiary ledgers have the flexibility of being able to process in a different period than the General Ledger. e.g., You could have your General Ledger system in July 2024 and the subsidiary ledgers (Debtors, Creditors, and Inventory) posting period could have their posting period set to May 2025. This means that transactions from subsidiary ledgers can only be posted to the General Ledger from May 2025 onwards and General Ledger transactions can be posted back to July 2024.

The posting period indicators determine where both General Ledger and subsidiary ledger transactions are to be posted. When subsidiary modules are closed for End of Year, ensure no further transactions from the subsidiary modules (Debtors, Creditors, Inventory, Job Costing, etc.) are posted back into the prior year General Ledger. To do this, move the Slides for the Subsidiary Modules down to July 2025, or later – refer to screen shot on the previous page.

BANK RECONCILIATION

If you use bank feeds to process your bank reconciliation, you will still need to follow these procedures to finalise your bank reconciliations. Each month you should be posting the final bank reconciliation {G-B-S-B} for the month's transactions.

> **Bank Feeds** is a great time saving new feature that allows transactions from your company's real/external bank accounts to be easily imported into Triumph, and automatically matched, manually matched, or automatically posted as a new entry, e.g. debtor/GL receipt, creditor/GL payment. Available in Triumph version 6.3, the bank feeds facility provides efficiency gains to your bank reconciliation process. Call us to discuss setting up bank feeds for you.

End of Year Procedures

After all bank statements are entered for the month, and the bank reconciliation completed, a reconciliation report should be printed showing that there is no discrepancy between the Bank Reconciliation and the General Ledger.

The procedure for this is as follows:

1. Bank Reconciliation Report {G - B - S - R}

- Statement Totals Only
- Transactions Outstanding Transactions
- Financial Period 12

On this report you should investigate any outstanding payments older than expected. Payments should not generally be outstanding longer than a few days, deposits/ receipts even more so. Any outstanding bank reconciliation transactions older than a week should be verified.

It is very important to print the reconciliation for period 12 at this point as this cannot be printed once you have done your rollover. The reconciliation report and other reports on this page should be run for each bank account maintained by the business.

The following reports should then be printed:

2. Bank Transaction Register {G - B - R - C}

a) Type: Payment

- Options: Transaction Type All Transactions
- Financial Period Current Period
- Group By Entry Sequence
- Selections Keep all Defaults

Check this report thoroughly for any cheques (not often used now) that have not been entered into Triumph. The only cheques not appearing in this report should be cancelled cheques. Confirm this before proceeding.

b) Type: Deposit

- Options: Transaction Type Deposits
- Financial Period Current Period
- Group By Bank Account
- Selections Keep all defaults

There is no actual end of month procedure for Bank Reconciliation as this is automatically included in the following General Ledger procedure however it is very important, particularly at year end, to ensure that your bank reconciliation contains no discrepancies.

Check all reconcilable accounts

If an account that is reconciled periodically (e.g., Savings accounts or Credit Cards) is partially reconciled at time of General Ledger End of Year, the General Ledger End of Year will not process. This is true even if the current reconciliation in process is current and the end of year process has long been finalised.

DEBTORS

Note: These procedures are also followed for End of Month. Roll Debtors only after you have produced your last debtor invoice for the year and receipted your last receipt for the year, if this is possible.

Debtor End of Year Procedures

Ensure all invoices AND receipts for the month have been entered and a **backup** has been completed, then print the following reports and confirm the balances.

We strongly recommend that reports with '*' below be saved or printed as these cannot necessarily be recreated post rollover. They can be saved as PDFs in created folders specific to Triumph EOY.

1. ### Bad Debts

   Ensure any bad debts are be written off prior to commencing the end of year process*. **Use debtors credit notes** with a GL line (to the General Ledger code for Bad Debts) to ensure recovery of any GST which has been collected and paid when recording the original sale.

2. ### Debtor Batch Invoice Entry – Review any held Batch Invoices {D-T-B Batch Invoice Entry Lookup} to ensure invoices that belong in the current year are posted and that any invoices held back are dated into the new year.

3. ### * Debtors Unallocated Credits {D - R - P - U} Report
   - Options: Financial Period All
   - Group by Transaction Number
- Leave all selections as first to last
- Anything that appears on this report should be checked carefully. This report may indicate receipts that have not been allocated to invoices correctly. If any errors are found, they should be corrected before proceeding.

4. ### * Debtor in Credit Report {D - R - C}
   - Options: Ageing Type All
   - Ageing Period Leave as default
   - Report Date 30 June 2025
   - List Transactions Yes
   - Group by Debtor Code (Transaction Number)
   - Selections tab Leave all selections as unticked

This report will highlight any receipts that have been posted to incorrect debtors and indicates instances where debtors have overpaid accounts/invoices. A decision on action required to write-off or repay these amounts may be required. This report should be checked, and any errors corrected before proceeding.

5. *Debtors Aged Trial Balance {D - R - B}*

Summary Options:

- Ageing type - All
- Ageing period All Periods
- Report Date - 30 June 2025
- Leave all other defaults

Ensure the grand total on this report agrees to balance of General Ledger Debtor Control Account before continuing. Report printed in summary format initially in case further adjustments are to be made.

6. *Debtors Sales Statistics {D - R - S}*

- Options: Sales Comparison - Last Year and Year to Date
- Group By Debtor Code
- Selections: Keep all Defaults

7. *Debtors Trial Balance {D - R - B}*

- Options: Ageing type All
- Ageing period All Periods
- Report Date 30 June 2025
- Leave all other defaults
- Include Transactions Click dropdown and select Yes
- Include Contact Tick for debt collection purposes
- Detailed report to be saved/printed after final adjustments as a hard copy.

8. *Debtor Transaction Registers - Sales {D - R - P - R}*

- Transaction Type Sale
- Financial Period *All*
- Options POS Transactions – Include (or print separately)
- Group by Transaction Number
- Selections Transaction Date – *1 June to 30 June*

9. *Debtor Transaction Registers - Receipts {D - R - P - R}*

- Transaction Type Receipt
- Financial Period *All*
- Options POS Transactions – Include (or print separately)
- Group by Transaction Number
- Selections Transaction Date – *1 June to 30 June*

10. *Debtor Transaction Registers - Journal {D - R - P - R}*

- Transaction Type Journal
- Financial Period *All*
- Options POS Transactions – Include (or print separately)
- Group by Transaction Number
- Selections Transaction Date – *1 June to 30 June*

11. *Statement Production {D - S - S}*

- Options: Statement Message - Leave blank unless specific message to all Debtors

- Statement Date 30 June 2025
- Ageing Type All Ageing periods (untick Single Ageing Period)
- Ageing Period All (Greys out)
- Balances No zero balances
- Order by Debtor Code
- Selections: Keep all Defaults

12. Tax Register {D - R - T}

- Options: Transaction Type: Sales
- Selections: BAS Report Covering last quarter of financial year

13. Outstanding Sales Order Report {D - O - R - O}

The report should be run and checked to ensure all orders are up to date and not too old.

SALES ANALYSIS

Once the last sale has happened for the year, the customer statements issued you can roll the sales analysis module with the debtors. Debtors is usually rolled with the Sales analysis module.

What is Sales Analysis

Sales Analysis is being covered last on this document as it is "different: in only having an End of year (there are no month ends). Processes are therefore a little different.

Sales Analysis Module stores transactions from both Debtors and Inventory into a single data set. Reports can therefore be extracted from both Debtors and Inventory and combined and analysed jointly. This makes Sales Analysis a very powerful tool for management when analysing sales performance.

Records are held in a single table which is updated periodically (daily, weekly, monthly as required for reporting). Maintaining the data table up to date is essential if the full benefit of analysis is to be obtained. Sales Analysis reports the data in a strictly date-based form. For this reason, the "cut-off" at the end of year is very important. Sales Analysis module will not allow records to be added (updated) beyond the end of the current year.

Maintaining Data

Sales Analysis tables can hold up to 7 years of sales/inventory data. Should you wish to hold more than one year's sales transaction for sales analysis purposes, Sales Analysis Control must be set up for multiple years – go to System Maintenance/System Setup/Sales Analysis Control. If you are unsure of the process, contact one of our Triumph consultants first.

Sales analysis has no month end procedure. It does have an End of Year rollover. Once the End of Year has been run any new records will be dealt with in the new year – again according to strict date-based reporting. How they are managed is also in the Sales Analysis Control – refer previous paragraph.

Before commencing any End of Year processing, including printing of final reports, ensure all transactions have been entered and the data has been updated to 30th June (2025), thereby completing the allocation of data to the current year.

Checklist before doing the Sales Analysis End of Year

Go to Sales Analysis Control Maintenance {S - S - A} to check and make sure the Number of Years you wish to keep the data has been set correctly. Once you have rolled over, it will clear out the earliest year's data and include the new year's data you are rolling into. For example: Current year is 2024/2025 and the number of years is set to 7 years, therefore the first year will be 2018/19. Once you have rolled over into 2024/2025, it will drop off data in 2017/2018 to make 2018/2019 to 2024/2025 as the 7 years you choose to hold data for Sales Analysis.

Go to Update Sales Analysis Matrix Report {D - A - R - A} or {D - A - S - U} and click on 'Update Reports'.
Click on 'Next', flag "Confirm to Proceed with Process" and "Process". Update DATA to 30th June to complete current year.

Next go to Sales Analysis Period Set Up {D - A - F - P} to check your period table setup. Make sure you do not have any period tables marked for deletion at the time of year end process. If you have, either run the Sales Analysis deletion process {D - A - S - D} to completely remove the period table or un-flag the period table that was marked for deletion until the end of year process has been completed.

Sales Analysis End of Year

Sales Analysis only has an EOY rollover {D - A - S - E}.

Tick to run the End of Year as shown then click NEXT for making the decisions on setting up Budgets for new sales analysis year.

Make the appropriate choice. Select NEXT and move to page where you can Confirm then Process, and finally the 'Finish' button.

Checking your New Year Sales Analysis Settings

Following completion of the year end check that it has performed all the appropriate actions.

- Check Sales Analysis Control Maintenance {S - S - A} that the Start of Year has rolled into the new year. Note start of year is 1 July 2025.

- Check Period tables in Sales Analysis Period Set Up {D - A - F - P}, that all the tables will have the new end of period dates and the new Start Date (note EOP Dates)

- Report Layout Maintenance {D - A - F - L} - Year has been rolled over to the current year.

Stock Take

If a Stock Take is to be conducted at the close of the year, it is very important your Stock Take is defined at the end of the last day of the year (30 June) and your physical Stock Take completed. Refer to Appendix A (page 34)for directions on obtaining stock take procedures.

Inventory End of Year Procedure

If your business is using the Purchase Order module you should run the following reports at the close of business 30th June 2025. The data underlying these reports is constantly changing as Purchase Orders are processed. A true comparison with the General Ledger "liability" accounts can only be guaranteed if the data is captured at close of business on 30th June.

Following reports with '*' must be saved or printed.

1 * Purchase Registers Commitment *{C - P - R - P} or for v5.1 {C - P - R - C}

- Options: Select the Commitment Type and no Options

This report should be reconciled against the Balance Sheet accounts for Purchase Order commitments.

2. * Purchase Registers Accrual *{C - P - R - P} or for 5.1 {C - P - R - A}

- Options: Select the Accrual Type and no Options

This report should be reconciled against the Balance Sheet account for Purchase Order Accruals (amount accrued for goods received for which no invoice has yet been entered).

3. * Outstanding Order Report *{C - P - R - O}

- Options: Outstanding Type Both
- Include Lines Yes
- Selections Keep all defaults

Check outstanding orders to determine whether any orders should be cancelled before proceeding with the Inventory rollover.

Closing the Inventory Module

Reports to be printed include the following:

1. Inventory Period Transaction Registers {I - R - P - R}

a) Type: Sale

- Options: Financial Period All
- Group By Stock Code
- Selections Transaction Date – 1June to 30June

b) Type: Purchase

- Options: Financial Period All
- Group By Stock Code
- Selections Transaction Date – 1June to 30June

c) Type: Adjustments

- Options: Financial Period All
- Group By Stock Code
- Selections Transaction Date – 1June to 30June

d) Type: Requisition

- Options: Financial Period All
- Group By Stock Code
- Selections Keep all defaults – 1June to 30June

2. * Stock Sales Statistics Report {I - R - S}

- Options: Sales Comparison - Period To date
- Gross Profit Range Don't tick
- Group By Stock Code Subgroup by: None
- Selections Keep all defaults

This report should also be run with Sales Comparison as Year to Date v Last Year. It is also a useful report for checking that the 'GP%' column value for each item is reasonable.

3. * Stock Valuation Report {I - R - V}

- Options: Valuation Period As at end of Period
- Costing Method Average (or current method being used)
- Optional Filter None Selected
- Include Graph not ticked
- Summarise Don't tick
- Group By Stock Code Subgroup by: None
- Selections Keep all defaults

This is the KEY report in Inventory and should be checked to see that the figure for Total Inventory agrees with both the Closing Stock and the Stock on Hand accounts in your General Ledger before you continue.

When the above reports have been printed you can proceed with the end of year processing for debtors and inventory.

*** Backup – and name end of year backup ***

4. End of Period Processing {I - S - E}

N.B. Triumph must be in single user mode

- Check Current Period Dates are Correct
- Tick Debtors and Inventory only
- Flag Rollover type 'End of Year'
- (this will rollover end of year and end of month in one action)
- Check that New Period Ending Dates are Correct
- Press 'Next' button
- Flag Confirm
- Press 'Process' button
- Press 'Finish' button

If you receive errors (red writing) do not proceed with daily processing. Take note of the error received, restore from the backup file, and contact your consultant immediately to investigate.

Sales Analysis is connected to both Inventory and Debtors modules. It is treated separately in this document, however, as it has characteristics which are quite separate from those of the other sub-modules (non-General Ledger).

End Of Period Processing

Ledger Selection
Select which ledgers and the type of rollover to perform.

Modules

Accounting Ledger	Current Period End	End Of Year	New Period Ending
☐ General Ledger	31-Jul-2024	☐	- -
☐ Debtors	31-Jul-2025	☐	- -
☐ Creditors	31-Jul-2024	☐	- -
☑ Inventory	31-Jul-2024	☑	31-Jul-2025
☐ Job Costing	31-Jul-2024	☐	- -
☐ Fixed Assets	31-Jul-2024	☐	- -
☐ Sales Analysis	30-Jun-2026	☐	- -

< Back   Next >   Cancel

CREDITORS

> *Note: These procedures are also followed for End of Month*
>
> *Roll Creditors only after you have finalised your last purchase order goods receipts and creditor invoices/payments for the financial year.*

End of Year Procedures

Debtors and Creditors are both tightly linked to Inventory (recording movements out of stock – debtors/sales, and into stock – creditors/purchases). To ensure that all transactions are correctly recorded in their appropriate financial year, it would be preferable to close Debtors, Creditors and Inventory modules at the same time. Ther is no sound reason for rushing the closure of the Debtors or Inventory modules, so it would be appropriate to do just that, close all three together. With documentation being transferred between suppliers and customers via email/internet, the bulk of documents will be received or sent within this time frame. A delay of 10-15 days, or 7-10 working days, would allow for almost all transactions to be trapped and recorded into a year being closed

If Creditors end of year is being run at a different time than Debtors and Inventory, then a backup must be done before continuing. When all invoices and payments have been processed for the month, print the following reports:

Following reports with '*' must be saved or printed.

1. *Creditor Batch Invoice {C-T-B}*
   Ensure batch invoices are posted that belong to the current year.

   Batch invoicing is a recent addition to the creditors module and is related to OCR scanning of creditors invoices into Triumph using a webapp. If are interested in this new feature, phone and ask for a demo.

2. *Parked invoices {C-P-R-K}*
   Review the parked invoices for goods received into stock prior to year end and before stocktake and release those invoices into this year.

3. *Creditor Unallocated Debits {C - R - P - U}*
   - Options: Financial Period All
   - Group By Creditor Code
   - Selections Keep all Defaults

   This report will highlight any inconsistencies between creditor's invoices and payments and whether any payments have not been allocated correctly. Please clean up before proceeding.

4. *Creditor Trial Balance {C - R - B}*
   - Ageing Type All Periods
   - Ageing Type M
   - Report Date 30 June 2025
   - Include Graph Don't tick
   - List Transactions Don't tick

- Include Last Payment Don't tick
- Group By Creditor Code
- Selections Keep all Defaults

Check that the total on this report agrees with the balance of the General Ledger Creditors Control Account before proceeding any further.

5. *Creditor Trial Balance {C - R - B} (Detailed)*
- Ageing Period All Periods
- Ageing Type M
- Report Date 30 June 2025
- List Graph Optional
- List Transactions Yes
- Include Last Payment Yes
- Group By Creditor Code
- Selections Keep all Defaults

6. *Creditor Period Transaction Registers {C - R - P - R}*
   a) Type: **Purchase**

   - Options: Financial Period All
   - Group By Creditor Code
   - Selections Transaction Date – 1June to 30June

   b) Type: **Payment**

   - Options: Financial Period All
   - Group By Creditor Code
   - Selections Transaction Date – 1June to 30June

   c) Type: **Journal**

   - Options: Financial Period All
   - Group By Creditor Code
   - Selections Transaction Date – 1June to 30June

7. *Tax Register {C – R – T}*
- Options: Transaction type: Purchases
- Selections: BAS Report Covering last quarter of financial year

8. ** Purchase Statistics {C – R - S}*
- Options: Format Do not summarise
- Group By Creditor Code
- Selections Keep all Defaults

When the above reports have been printed complete the end of year processing.

9. End of Period Processing {C - S - E} N.B. Triumph must be in single user mode

- Check Current Period Dates are Correct
- Tick Creditors only
- Ensure End of Year box checked

(this will default to End – do not change this just because you have other modules still to process as End of Year).

Check New Period Ending Date is Correct

- Click Next
- Click Finish.

End of Year Procedures

Before proceeding with printing of reports check all timesheets have been entered and all transactions completed.

Reports to be printed may include the following (reports with '*' must be saved or printed) -

1. *Job Transaction Register {J – R – P - R}*
   a) Labour

   - Options: Financial Period Current (Important)
   - Inc. Narrative Optional – Yes or No
   - Group By Entry Sequence
   - Selections Keep all defaults

   b) Subcontracting

   - Options: Financial Period Current (Important)
   - Inc. Narrative Optional – Yes or No
   - Group By Entry Sequence
   - Selections Keep all defaults

   c) Requisition

   - Options: Financial Period Current (Important)
   - Inc. Narrative Optional – Yes or No
   - Group By Entry Sequence
   - Selections Keep all defaults

   d) Purchase

   - Options: Financial Period Current (Important)
   - Inc. Narrative Optional – Yes or No
   - Group By Entry Sequence
   - Selections Keep all defaults

   e) Overhead

   - Options: Financial Period Current (Important)
   - Inc. Narrative Optional – Yes or No
   - Group By Entry Sequence
   - Selections Keep all defaults

   f) WIP Written Off/Back

   - Options: Financial Period Current (Important)
   - Inc. Narrative Optional – Yes or No
   - Group By Entry Sequence
   - Selections Keep all defaults

g) Invoice/Credit Note

- Options: Financial Period Current (Important)
- Inc. Narrative Optional – Yes or No
- Group By Entry Sequence

2. *Costing Comparisons Report {J – R - C}*
3. * Work-In-progress Report {J - R - W}*

Check for OPEN jobs. The total of this report should be checked against your both the Closing WIP (profit and loss) and Work in Progress accounts (asset, balance sheet) in the General Ledger. Do the same for 'Income in Advance' if you have that feature active. If these figures do not balance do not rollover until they have been corrected.

Check also that no jobs, "finished" before year end, are still listed on the WIP Report (WIP write-off may be required and Jobs closed). Check also that no jobs have an unexplained "negative" WIP balance – excess write-off.

4. *Invoice Worksheet Report {J - R - I}*
5. *Overhead Utilisation Report {J - R - O}*
6. *Activity Utilisation Report {J - R - A}*
7. *Employee Utilisation Report {J - R - E}*
8. *End of Period Processing {J - S - E} N.B. Triumph must be in single user mode*
   - Check Current Period Dates are Correct
   - Tick Job Costing only

Ensure End of Year box checked (this will default to End – do not change this just because you have other modules still to process as End of Year).

Check New Period Ending Date is Correct

- Click Next
- Click Finish.

FIXED ASSETS

End of Year Procedures

If you are running Fixed Assets module integrated with the rest of your accounting modules, you should now carry out the following procedures to complete the end of year rollover for Fixed Assets.

Before proceeding with printing of reports check all transactions have been entered and depreciation has been processed up to the end of the financial year (30/06/2025). Reports to be printed may include the following:

1. *Capital Gains on Asset Sales {F - R - C}*
   - Options: Group by asset code
   - Financial Period: If a printed record is required for the whole year,

select Range and periods from 31 July 2024 to 30 June 2025.

Note: Capital Gains calculations may require the maintenance of the CPI Table {F – F – C}. If you are unsure as to how this feature should be applied discuss this with one of our consultants.

2. *Profit and Loss on Sales {F - R - L} of assets*
   - Options: Group by asset code
   - Financial Period: If a printed record is required for the whole year,

select Range and periods from 31July 2024 to 30June 2025.

3. *Depreciation Schedule {F - R - D}*
   - Group by Asset Code
   - Include components and select whether for Accounting or Taxation purposes.

Note that in many instances there will not be a separate depreciation process for Taxation.

Reconcile the depreciation calculated for the year per the Depreciation Schedule with the amounts charged as Depreciation Expense in the General Ledger.

4. *Asset Valuation Schedule {F - R - S}*
   - Group by Asset Code
   - Include components and select whether for Accounting or Taxation purposes.

Reconcile the closing Ledger Costs with the cost values of assets in the General Ledger and the Closing Depreciation under Ledger Provisions with the Accumulated Depreciation accounts in the General Ledger.

5. *End of Period Processing {F - S - E} N.B. Triumph must be in single user mode*

Check Current Period Dates are Correct

Tick Fixed Assets only

Ensure End of Year box checked (this will default to End – do not change this just because you have other modules still to process as End of Year).

Check New Period Ending Date is Correct

- Click Next
- Click Finish.

End of Year Procedures

Be aware that some processes in the General Ledger year end may take some time to complete. It may appear that the system is not responding – do not panic. Allow plenty of time for processes to work through. If in doubt, contact our Help Desk or one of our consultants for further information. Improvements have been made in later releases to speed of the rollover, so consider updating your Triumph build to the latest release of your version.

The General Ledger should only be closed after the 'end of year' procedures have been carried out for Debtors, Inventory, Creditors and Job Costing. Quite commonly the General Ledger is left open for a few months to enable final figures and adjustments to be entered by accountants etc. Triumph allows for this by utilising future periods. For example, if June 2025 financial year was not closed off until Sept 2025 then July25 transactions will appear as period 13, August 25 as period 14, etc. When the year-end rollover is then done period 13 becomes period 1, period 14 becomes period 2, etc. In this example we would be able to report on July and August's figures by selecting periods 13 & 14.

Ensure all General Ledger transactions have been carried out for the year (check especially the June month). These include all payments for items that are not going to Creditors, receipts that are not entered through Debtors and all bank statement transactions such as bank fees, small balance write-offs etc. Your debtors and creditors control accounts, bank balances, purchase order accruals, BAS figures and stock and WIP figures should all have been checked in the above procedures, but it would do no harm to double check that these figures are still correct. Also, you need to check that there is no balance left in your suspense account, the transactions should all have been allocated correctly by now. Any end of year adjustments such as depreciation should also be entered before continuing.

Run a Chart of Accounts Validation {G - S - V} prior to the rollover – NB: Some Warnings are expected such as your Total Equity and Net Assets not adding to any other account, but you should not get any Errors. If in doubt, please contact a consultant to confirm.

BAS/PAYG {G - S - B} Note: if you have linked your PAYG instalment income calculation to general ledger then the mapping will refer to periods 1 to 12 (rather than periods 13 to 18) and may need to be calculated manually for September quarter calculations.

GST Journals

When configuring a new system for GST the consultant will deliberately split up all the different GST Accounts to allow easier reconciliation. Before completing the end of year rollover for the General Ledger it is ESSENTIAL to clear our 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:

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

- CR GST Claimed
- DR GST Collected

An example of this would be:

Balance 30/6/25

- Tax Collected $ 1500.00
- Tax Claimed $ 1300.00
- Balance 30/6/25 $ 200.00

Journals should be entered quarter by quarter to reflect the GST balances for those quarters.

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

COPYING THE COMPANY

Before we close off the year for General Ledger it is essential that, as well as our regular back up, we also do a copy of our company. When the General Ledger is rolled into the new financial year the General Ledger transaction history is not kept. By doing a complete copy of the company we have easy access to this information should we or the accountant require any additional reports etc.

First step is: BACKUP

Once you have backed up, and labelled and stored the backup appropriately

Copy Company/Database {S - D - C} N.B. Triumph must be in single user mode

- Next to start process
- Name: e.g., Name 24/25 (year that is being closed)
- Folder: e.g., Name 2025
- Next to continue
- Type of Copy: Complete Company
- Finish to copy company

When this is copied, check that it was successful by clicking on the Company button from the menu. You should then see a list of existing companies - the one you are currently working on is highlighted but the new company (i.e., 2025 database) should also be on the list. To be absolutely sure all is well, log into the company and check the data – run a period 12 General Ledger Trial Balance to ensure the numbers are correct, and maybe the Debtor and Creditor Trial Balances which should also match the "LIVE" company.

Please note that there is a limit of ten (10) companies allowed on your normal Triumph licence. There is an ability to purchase more if required and this may be arranged by talking to one of our consultants. A block of 10 companies can be purchased for $1500 plus GST.   If you are on Triumph Cloud system, the additional cost is $60 per month.

The following reports should be printed:

1. General Ledger Trial Balance {G - R - B}
   - Options: Report Period 12
   - Zero Suppress tick for Yes
   - Group By GL Account
   - Selections Keep defaults

Ensure that your trial balance agrees. That is, that your debits equal your credits for both period to date and year to date figures. Do not continue until this is correct.

2. Profit & Loss / Balance Sheet {G - R - P}
   - Options: Report Period 12
   - Report type Combined Report
   - Type of Rounding No Rounding
   - Zero Suppress tick for Yes
   - Selections Keep defaults

Check that you balance sheet balances by confirming that Net Assets equals Total Equity. If it doesn't but your trial balance did agree, then it may be that the add-to accounts in your chart of accounts are incorrect. Please contact a consultant for assistance with this.

3. General Ledger Transaction Report {G - R - T}
   - Options: Report Period 1 to 12
   - Group By GL Account
   - Selections Keep defaults

The report is often requested by external accountants. Accountants can also have access to the information they require.

- On a cloud-based system – by access to a cloud licence allowing them to log on and access data directly,
- With an in-house system by obtaining a (free) "accountants" copy of Triumph into which they can download a backup (Transfer Out) of the data.

Note that, if you are required to print a copy of the report, for external accountants or for other reasons, it can be very lengthy. You can break it into monthly segments to make it more manageable. The report can be exported to a PDF format or to Excel. It can then be saved along with your other End of Year reports.

If you need any further reports you may wish to consider the powerful, simple to use, reporting tool - F9. For more information contact our office and speak to one of our consultants.

4. If you are using Budgets in your reporting, you may wish to print a Budget Comparison Report {G – R - C} at this stage. Options may vary from user to user. If you are uncertain about how to achieve the outcome you want, please call.

1. *System Backup* – this must be completed prior to proceeding.

   Triumph must be in SINGLE user mode. The backup can be processed by going to System Maintenance, Database Management, Transfer Company, Transfer Out {S - D - T - O}

   Follow the prompts and ensure the correct company is selected.

   Save the backup in a location that makes it easy to determine what the backup is for, in case a restore is required. Leave all other information as the default on this screen.

   Click Next.

Note to SQL users: If the database type being used is SQL, then you will need to do a manual SQL backup prior to end of year module rollovers. Speak to your systems administrator on how to perform a SQL backup.

2. *General Ledger End of Year - Go to {G - S - E}.*
   N.B. Triumph must be in single user mode

Check that Current Period Dates are Correct (Warning: Some of you may see 31 July 2023 under the Current Period Ending column if you do not usually run your end of period rollover monthly)

Tick General Ledger only Flag Rollover type 'End Of Year' Check that New Period Ending Date is Correct (31st July 2025) and Click Next

3. Budgets

If you are running budgets in the General Ledger, the following screen will be displayed at this point

For General Ledger End of Year, the options here are –

- Clear Budgets – Budgets used for 2024-25 will be erased; or
- Base Budgets on current actuals – monthly figures for 2024-25 (actuals) will become the budgets for 2025-26, the new general Ledger year; or
- Leave Existing Budgets – Budgets used in 2024-25 will become the Budgets for 2025-26.

Select the required option and click Next, select "Confirm to Proceed With Process" then click PROCESS. Wait for the process to complete the End of Year rollover – interrupting the process will require a restore from the backup.

After finalising your year-end, you should print another trial balance (report G-R-B), this time selecting period zero (enter the 0 manually, it is not a drop-down option)

This will display new opening balances and confirm that we are starting the year with balanced figures.

If all looks ok, perform following steps:

MORE HOUSEKEEPING

1. Maintain Table Sizes {S - D - S} – This might be a good time to check the table sizes on the system. If there are any tables that are more than 80-90% used, you can increase the table size. This can only be done in SINGLE user mode.

2. Update Triumph to the latest release. Download the latest triumph update from

www.triumph.com.au.

You will find it under the tab Support>Triumph Updates.

Some windows servers will block any incoming executable files. To check that your download is unblocked.

Refer the Update to the appropriate person in your organisation who would handle updating Triumph. If this is you proceed -

o   Right-click on the downloaded file, select the 'properties' option

```
o Press the 'unblock' button, then ok
```

Save the update file to your Triumph\wrkstn folder. A few tips to running the update:

o   Ensure all Windows updates have been applied before running the update.

o   All users must be logged out of Triumph before running the update (including you). Most people find it useful to reboot the server just prior to running the update.
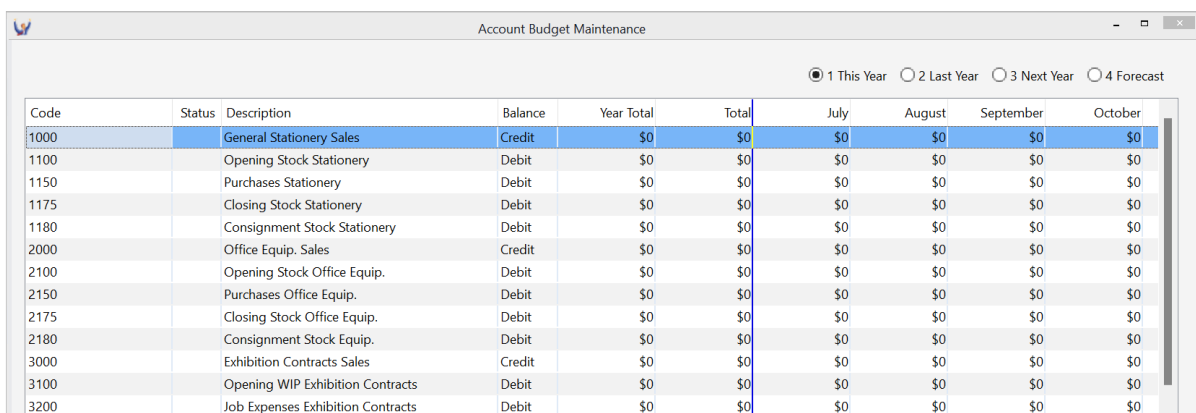
o   Log into the server to run the update and run as administrator. It will be faster on the server and will allow you as administrator to run it with full permissions. You may need to get your IT person to run it if you don't have full administrator rights to do so.

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3. Run Transaction Deletion processes {S-F-S-D} - Many sites find the 'after rollover' time a good opportunity to run the deletion processes for all modules. These deletion processes will delete any transactions that are flagged for deletion and are able to be safely deleted.

You can run the deletion process for as many modules as you feel comfortable processing. This will display new opening balance.

BUDGETS

Triumph can run Budgets for the General Ledger. The Budgets for the new (2025-26) financial year can be entered manually at General Ledger/File Maintenance/Account Budget Maintenance (G-F-B) in a "spreadsheet type worksheet as shown below.

Code	Status	Description	Balance	Year Total	Total	July	August	September	October
1000		General Stationery Sales	Credit	$0	$0	$0	$0	$0	$0
1100		Opening Stock Stationery	Debit	$0	$0	$0	$0	$0	$0
1150		Purchases Stationery	Debit	$0	$0	$0	$0	$0	$0
1175		Closing Stock Stationery	Debit	$0	$0	$0	$0	$0	$0
1180		Consignment Stock Stationery	Debit	$0	$0	$0	$0	$0	$0
2000		Office Equip. Sales	Credit	$0	$0	$0	$0	$0	$0
2100		Opening Stock Office Equip.	Debit	$0	$0	$0	$0	$0	$0
2150		Purchases Office Equip.	Debit	$0	$0	$0	$0	$0	$0
2175		Closing Stock Office Equip.	Debit	$0	$0	$0	$0	$0	$0
2180		Consignment Stock Equip.	Debit	$0	$0	$0	$0	$0	$0
3000		Exhibition Contracts Sales	Credit	$0	$0	$0	$0	$0	$0
3100		Opening WIP Exhibition Contracts	Debit	$0	$0	$0	$0	$0	$0
3200		Job Expenses Exhibition Contracts	Debit	$0	$0	$0	$0	$0	$0

A much easier and quicker process for entering Budgets is to import straight from spreadsheet into Triumph. This is a simple process. Please contact CA Management for assistance.

POINT OF SALE

Point of Sale does not have an end of year process however you will need to ensure that the end of day procedure has been carried out. See Appendix C of these notes.

THE END

Your Triumph system is now ready for the new financial year.

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For more information please contact CA Management Services Pty Ltd

Tel: (08) 9470 9922

Fax: (08) 9470 9955

Email: support@caman.com.au

Appendix A – Stock take

Stock Take Procedure

It is very important your stock take is defined at the end of the last day of the year and your physical stock take completed. At this point you should check all entries for transactions relating to stock receipt or stock despatch have been entered. The key point to note here is to match the physical count to the computer records, so ensure all outstanding documentation is entered.

> Note: Purchase ordering has a recent new feature to 'Park' invoices. Ensure you review the Parked invoices often to release them before the last day of the year.

1. Print Stock Valuation Report {I - R - V}
2. Define Stock Take Items {I - S - S - D}

    - Stock Take Code: A unique identifying code Eg June
    - Description: Description of stocktake Eg Stock counted 30/06/2025
    - Date: 30/06/2025
    - Options:
        - Exclude Zero quantities – Do you want to include all stock items regardless of them having nil quantity on hand? Unticked it will assume you want to keep those stock items as nil
        - Exclude Auto Build – Do you want to exclude bill of materials marked as autobuild? Autobuild BOM items should logically be nil because they are built immediately, so you will be counting the components rather than the built stockcodes.

> Note: Stocktake now has a new feature where you can add more stock items to an existing stocktake in I-S-S-D.

(If you wish to break down the stock take into more manageable components, you would create a number of different 'stock definitions' and limit your selections. Eg. By stock group.)

3. Print Stock Take Sheets {I - S - S - S}
    - These are the printed sheets on which to record your physical count.
    - Select the stock take code you have just created and the group/order (sequence) you wish these to print.
    - You may wish to print these before stocktake. If so you should remember to cancel the stocktake code {I – S – S - C} after printing them.

4. Count your inventory and manually record on stock take sheets.
    Remember to count in the same units as your stock is recorded. Eg. If you keep an item in stock and it is measured in metres do not record your stock count in inches!!

5. Enter Stock Take Results {I - S - S - E}
    Enter your stock definition codes and, for each stock item, enter the amount you actually counted.

    Speak to your consultant if importing your stocktake results from excel spreadsheet or csv file.

6.   Print Stock Take Variance {I - S - S - V}

- •   By entering your stock take code and printing this report you are able to see any discrepancies between your physical count and the quantity held within Triumph Accounting.
- •   Look for any obvious errors before continuing e.g., You entered 1000 instead of 10. If any errors are found you can return to Step 4 and amend. You should then re-print your variance report as this is a record of your stock valuation at year end.
- •   You can choose to report on stock variances only.

7.   Make a back-up {S - D - T - O} before committing the stock take.

8.   Commit/Cancel Stock Take {I - S - S - C}

- •   This step is very important as no stock files are updated with your stock take information until your stock take code has been committed.
- •   Be very careful if cancelling a stock take in order to re-do. If stock transactions have been entered between stock definitions, then your results will differ and may be inaccurate.
- •   It is important to cancel old, obsolete stocktakes. If stock items are contained in an existing DEFINED stocktake, they cannot be selected for a new (end of year) stocktake.

Please note the following areas for what is and is not included in a stocktake

Settings in Inventory Setup screen S-S-I will affect how the stocktake is defined.

Items not counted – when ticked any items not counted in the stocktake will be assumed to be nil when the stocktake is committed.

Include POS Laybys – see note below.

Count points – when ticked the identity of the person counting the stock will be recorded. A webapp module 'Inventory scanning' allows users to use their mobiles or other devices to record stocktake results. Identifying the counter is particularly useful in reviewing results to identify anomalies.

Post Variance – when ticked the variance can be posted to a separate GL account code. The account must be setup in your GL chart of accounts in the cost of goods section and also linked in the GL Control Account Maintenance (screen S-S-G-C).

Does the stock take include POS Lay-bys or not?

        The answer is it depends on whether you have the flag ticked in Inventory Control Maintenance {S – S – I}.

(note: version 6.0 and earlier have these options on the main S-S-I top screen)

1. Does the stock take include POS orders or not?

Point of Sale orders are never counted in the stocktake.

2. Does the stock take include (sales order) Picked or Delivered items?

If unticked the Triumph assumes that items on a pick slip should be added back to your 'stock on hand' figure. Ticking this assumes that items on a pick slip have been picked already and are not in the count.

Sales order deliveries are never counted. It is assumed that if they are on a delivery docket they are no longer onsite.

3. How does stock-take handle 'Goods In Transit'?

For Stock Transfer Module.

• If goods are 'In Transit' they are not included in the stock take (makes sense - if they are on a courier, how can you count them?).

Note that they are still included in the stock valuation for location 'AR' in this case.

4. Goods Reserved On Job
• Final one is if the stock is On Job. This is where the goods have been reserved for, but not yet processed onto, a job.

If they are "On Job" they will be included in your stock take figures as they are still on premise.

5. Extra stock items
• If you physically count stock that was not included in the stocktake list you will need to create a new stock item and then do a stock adjustment

{I – T – A} to amend the quantities and cost. Date the stock adjustment the same date as the stocktake.

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Appendix B – Housekeeping

A CUSTOM report relating to this series of functions is available from CA Management Pty Ltd.

HOUSEKEEPING REPORT}
Demo Company 3033-34

TriumphERP
Integrated software solutions to help your business grow

Housekeeping Checklist

Debtor - Subledger Aged TB		Debtor Control 9325	Action variances:
174,715.26 Base Curr		186,317.33	- Debtors integrity check (header info)
8,770.00 USD	0.87		- Trace the imbalance through Acct Transactions
30/06/2023			Self-referencing Trx
			GL Jnls

Creditor - Subledger Aged TB		Creditor Control 9505	Action variances:
128,024.05 Base Curr		168,791.25	- Creditors integrity check (header info)
20,450.80 GBP	0.48		- Trace the imbalance through Acct Transactions
30/06/2023			Self-referencing Trx
			GL Jnls

Inventory - Stock Valuation Report	Stock on hand Account/s	
141,616.85	9335	141,356.33
30/06/2023	9999	-19.95

	Reconciliation last posted		Bankrecon 9315	
GL Code	EventDate	Recon To		15,358.93
9315	16/03/2020	14/03/2020		
9317				
9318	16/03/2020	29/02/2020		
9520	16/03/2020			

Undeposited funds		Undeposited Ctl 9316	Action variances:
Cheque	200.00	3,743.64	- Trace the imbalance through Acct Transactions
Totals	200.00		DetailedListing · GL Jnls - Undep

	Saved - not yet posted	Bank Reconciliations Unreconciled
Bankrecon 'Reconciled to' Dates		
GL Code	Recon To	

	Suspense GL: 9999	Suspense should normally have a nil balance. Investiga
	19.95	any balances. GL Jnls

Run Code	Date	Pay Type	Currency	Amt	Payment runs uncommitted

This report is updated as functionality in Triumph develops. It provides a very useful tool for monitoring the health of you Triumph System as it highlights areas of concern. It should be run when performing End of Month and End of Year. It can also be used in interim periods.

For a copy of this report, or instructions on getting full benefit from the features, contact our Support Desk.

SEE ALSO APPENDIX D

Manual representation of the data for use "manually" or in conjunction with this report.

Appendix C – Point of Sale Daily Procedure

POINT OF SALE

Point of Sale does not have an end of year process however you will need to ensure that the end of day procedure has been carried out for last day of financial year.

➢ *The end of day or change of shift is done in the form of rule offs.*
➢ *There is a three step process to doing cash and/or EFTPOS rule offs*
   (Note: Cash = cash and cheques and credit card slips)

1. Run a Reconciliation Report {P - R - T} for each till.
   - Tick Audit Trail

Note that the docket number column allows for a drill-down to more detail (blue and underlined).

1. Go to Point Of sales transaction screen {P – T - S} and Press 'Till Options' Button
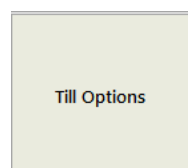
Then the 'Cash Rule Off' and EFTPOS Rule Off buttons on the **Till Options** panel.

EFTPOS Rule Off
Cash Rule Off

This will place a rule line in the transaction file and will print out a report   showing what has gone in and out of the till between rule offs

2. Process Daily Takings {P – S - P} - This allows you to bank the cash and EFTPOS

3.

POS Banking provides separate lists of tills for cash and EFTPOS to be banked.

Enter next

Clicking **Confirm to Process** and **Process** and then **Finish**. This will make the cash and EFTPOS amounts available in the cash Receipting account and Bank account.

Press OK and this will produce the bank deposit slip (Print two copies: 1 for bank; and 1 for your records).

4. Sales Summary Report {P - R - S}

Held Transactions report {P - R - H} - This option prints or displays any transactions that are held within the Point of Sale system. ie Gift Vouchers, Lay-bys or Sales Orders. Select all All Types transactions.

Appendix D – Data Health Checklist

This worksheet provides a MANUAL health check – it can be used separately or in conjunction with the Crystal Health-check Report

Note: These procedures are also followed for End of Month.
It's recommended that the health check be done regularly so that issues are identified early and can be fixed within the current financial year.

General Ledger	Current Month		Year to Date	
General Ledger Trial Balance	$ -	-	-	-
P&L Balance Sheet Net Assets = Total Equity			$	$
Other Modules	Report Total	GL Control	Difference	GL Code
Debtor Aged Trial Balance Total vs Trade Debtors Control Account	$ -	$ -	$ -	
Creditors Aged Trial Balance Total vs Trade Creditors Control Account	$ -	$ -	$ -	
Stock Valuation Report vs Stock On Hand Control Account	$ -	$ -	$ -	
Accrual Register vs Goods Received not Invoiced or Purchase Order Liability Account	$ -	$ -	$ -	
Job costing – Work in progress (and income in advance if active) vs control accounts	$ -	$ -	$ -	
Other Checks	Report Total	GL Control	Difference	GL Code
Check Suspense Accounts - Check reason for contents.	$ -	$ -	$ -	
Bank Reconciliation Report equals zero	$ -	$ -	$ -	
GST Collected/Paid in GL equals Business Activity Statement	$ -	$ -	$ -	