Training Document – Short End of Month Instructions V4

In this lesson you will learn about using the Accredo system.

After completing this lesson you will be able to:

- Run Month End Reports
- Transfer Modules to General ledger
- Post General Ledger Batches
- Run End of Period Update

Contents

Step by Step Procedure for End of Month

Step 1   **Take a Backup of Company**

Step 2   Run End of Month Reports

- o Reports > Invoicing System > Print Invoices

Step 3   Review Reports

- o Task > Invoicing System > Post Invoices

Step 4   Transfer Module Transaction Batches to the General Ledger

- o Tasks > **Module Name** > Transfer to General Ledger
  - ▪ **Note:** Module Name will be replaced by the specific module i.e. Accounts Receivable or Accounts Payable
- o Select the Transfer up to Period
  - ▪ **Note:** Transaction Batches are created for the specified period and all prior periods.
- o **For Modules**
  AR, IC, AP, CB, FA, Goods and Services Tax

Step 5   Posting General Ledger Batches

- o Tasks > General Ledger > Enter Transactions
- o Select Post all Current Period Batches (Shift+Alt+F9)
- o **For Modules**
  AR, IC, AP, CB, FA, GL, JC

Step 6   Run End of Period Update

- o Tasks > Module Name > End of Period Update
- o Click Run
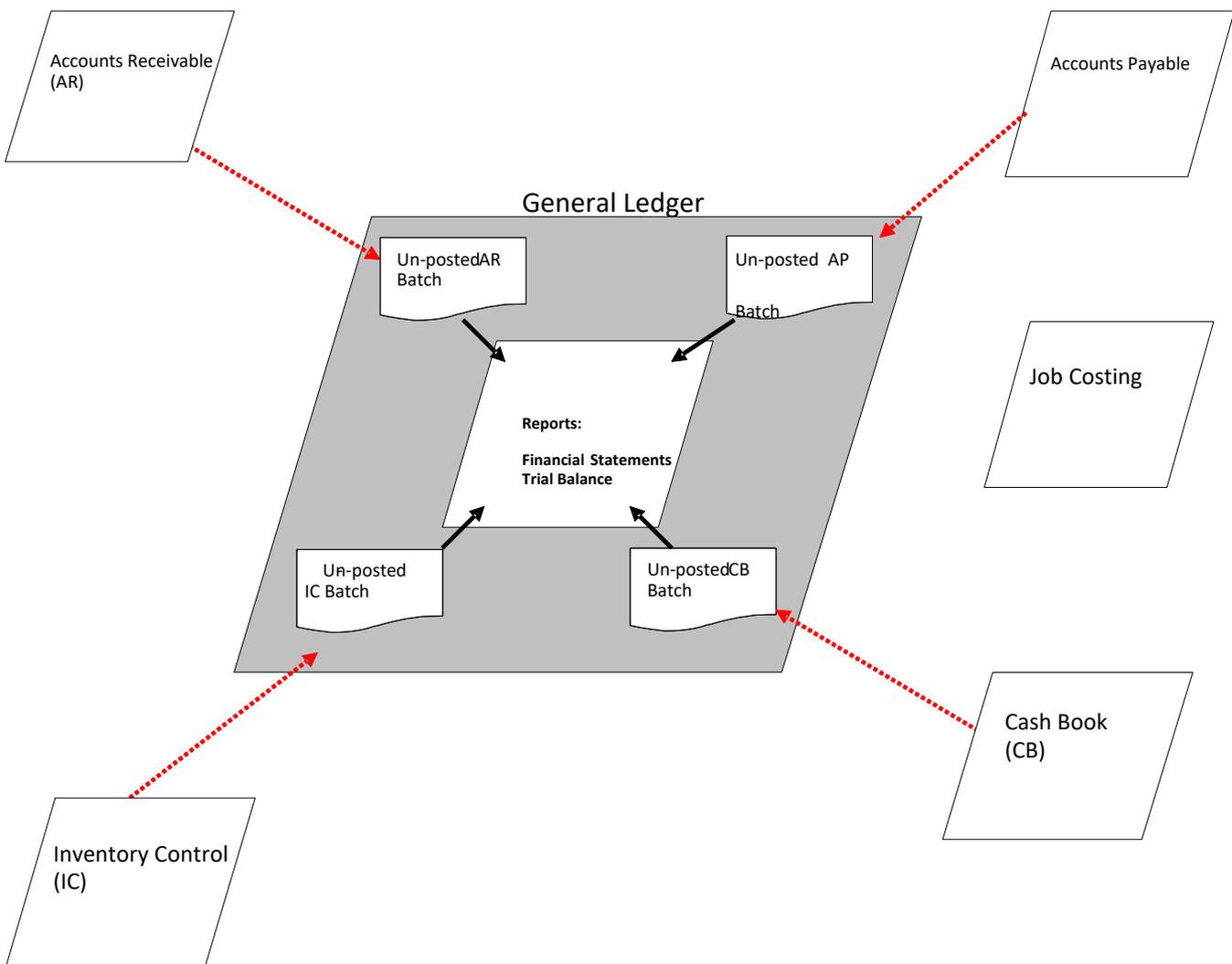- o Repeat for all necessary modules

GENERAL LEDGER INTEGRATION

····▶ Un-Posted Journals

- Tasks _ (Selected Module) Transfer to General Ledger

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- Tasks_ General Ledger_ Enter transactions
  - Ensure all Batches are posted prior to running financial reports

Accounts Receivable (AR)

Accounts Payable

General Ledger

Un-postedAR Batch

Un-posted AP Batch

Job Costing

Reports:

Financial Statements
Trial Balance

Un-posted IC Batch

Un-postedCB Batch

Cash Book (CB)

Inventory Control (IC)

Detailed Instructions for End of Month Procedure

Step 4 - Transferring Module Transaction Batches to the General Ledger

This option is available from the Tasks tab of the navigator. It will automatically generate a transaction batch for the General Ledger to enable you to easily keep your General Ledger up to date.

Each transaction batch is specific to the module you are transferring to the General Ledger.

- ▪ **Note:** You may only select periods up to the latest period available for processing in this module.

The batches created will have separate entries for each transaction entered in the specific module i.e. for each transaction it debits or credits the relevant control accounts and sales accounts. The dates for the lines in the batch are the individual transaction dates.

- o Select the Tasks Tab
- o Select the module you wish to transfer transactions to the General Ledger for
- o Select Transfer to the General Ledger
- o Select the Period you wish to transfer transactions up to.
- o Click OK

This will transfer the batch to the General Ledger. The batch can then be posted immediately or posted at a later date.

Step 5 - Posting Batches to the General Ledger

Posting batches to the General Ledger is a straight forward process

You can only post batches that fall within the available period window (between first and last available period)

Note: For further information on the available period window refer to the Open Period Instructions at the end of this document.

Tasks_General Ledger_Enter Transactions

- ▪ Note: It is important to take a backup of your data before posting batches to the General Ledger.

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In the screen in front you will see transaction batches already there if you have transferred from the various modules. These transactions will have the name of the module transferred under the details heading and have a class of module batch.

- o Open the transaction batch by selecting the transaction and clicking the open details button.
- o Check that the transactions in the batch are correct
- o Repeat this process for all batches if wanting to post all batches at one time
- o If wanting to post all transactions relating to the period select the post all batches button
- o If wanting to post batches individually select the batch you wish to post and click the post individual batch button

Once you have chosen to post the batch Individual transactions in the batch will be posted to the General Ledger accounts.
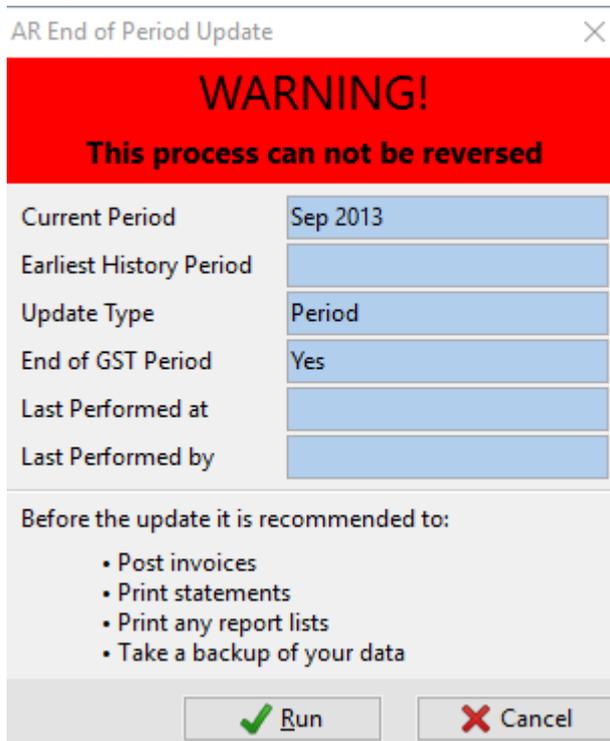
Step 6 - End of Period Updates

End of Period Updates are run for all of the major modules. This will roll the modules over to the next period. This will progress the aged balances in accounts payable and accounts receivable.

Note: Before running an end of period update ensure that you have run a backup of the company. You should also Print Statements

Tasks_Module_End of Period Update

- o Click Run

- o Repeat for all necessary modules

Open Period

The period model used by Accredo allows you to:

- Have many accounting periods open for activity simultaneously
- Set up and control access to periods at Company, Module, and User levels
- Transfer information to the General Ledger for any open period at any time

Different default periods for each module are also permissible as follows:

- The default period is the period in which all Users will work by default unless they select another period (if available for their user settings)
- The available periods are a range of periods in which activity is permitted.
- The period settings can be changed as follows:

The period settings for each module should first be amended as follows

- In the setup tab click on the appropriate module (AR, IC, AP, CB, JC, GL)
    - Click on the period tab
    - Amend the 'First Available Period' and 'Last Available Period' to the appropriate settings
        - **Note**: First Available Period represents the first period that you are permitted to use and the Last Available Period the latest period that you are able to use. The purpose of these settings is to prevent posting to an incorrect period

The periods that a user is able to post to may be restricted.

- Click on the setup tab
  - o Click on the Company option
  - o Click on the Users folder
  - o Click User Settings
    - ▪ **Prior Periods allowed for Posting**: The number of periods prior to the current period which the user may post transactions
    - ▪ **Future Periods allowed for Posting**: The number of periods after the current period which the user may post transactions to
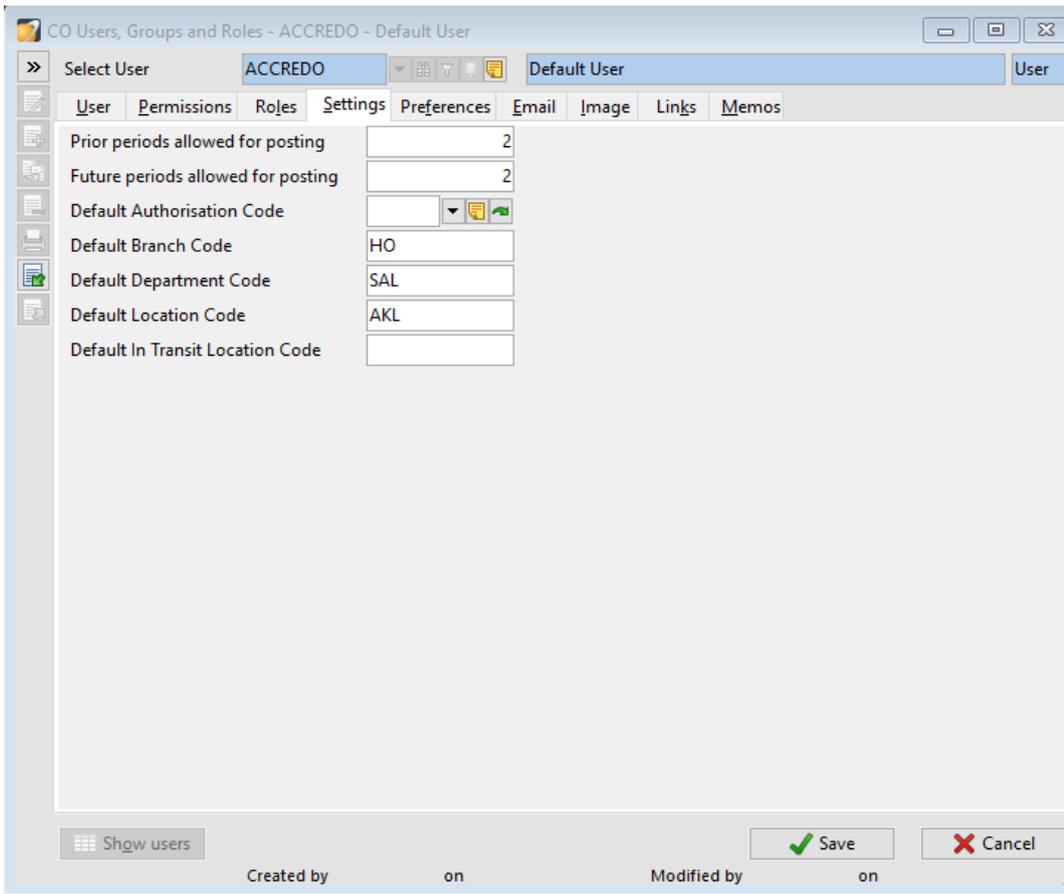
Changing the system date

Typically, on start up the user preferences dictate that the system date should equal the current machine date for the PC.

You may change the date of a transaction prior to processing the transaction. Alternatively, if you are processing a number in succession where the date differs to the machine date you may amend the system date. This then assigns the amended system date to all subsequent transactions entered into Accredo (until the system date is reset or the user logs out of Accredo).

To amend the system date:

- Click on the date and period field on your status bar Date 30/09/2013
  - ○ Amend the system period and system date to the appropriate date required

  - ○ Click 'OK'

Contact

For further information or for assistance with Accredo please do get in touch with us.

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