

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

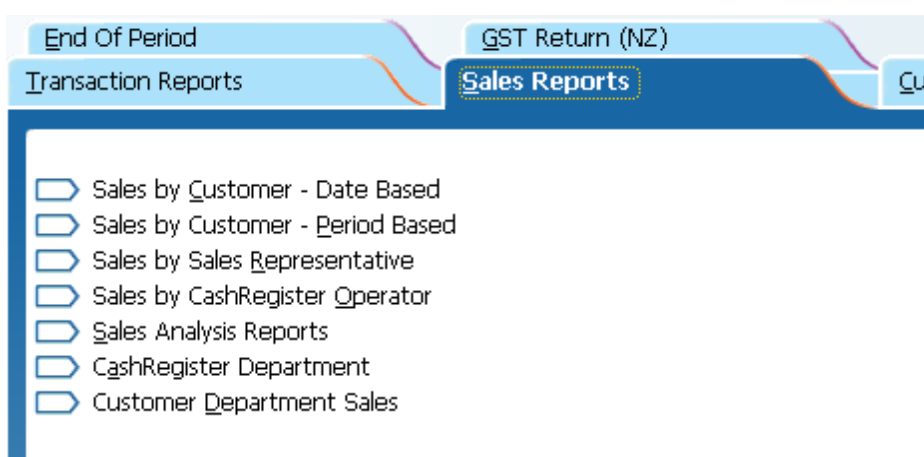
This is an optional GST Audit report
Customer Code Sequence
Current Period Only = "Y"
No Ranges

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

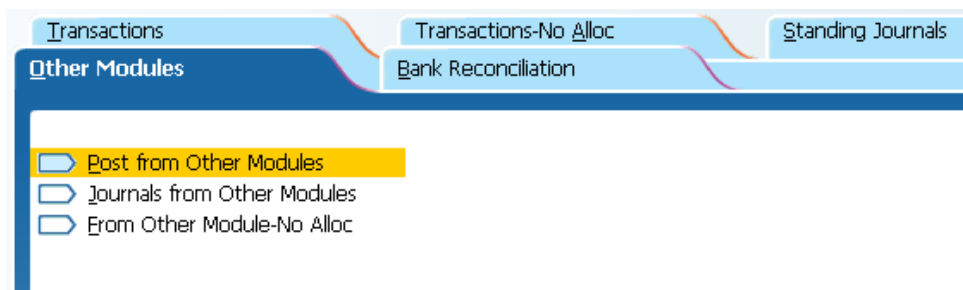


Select reports as required

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

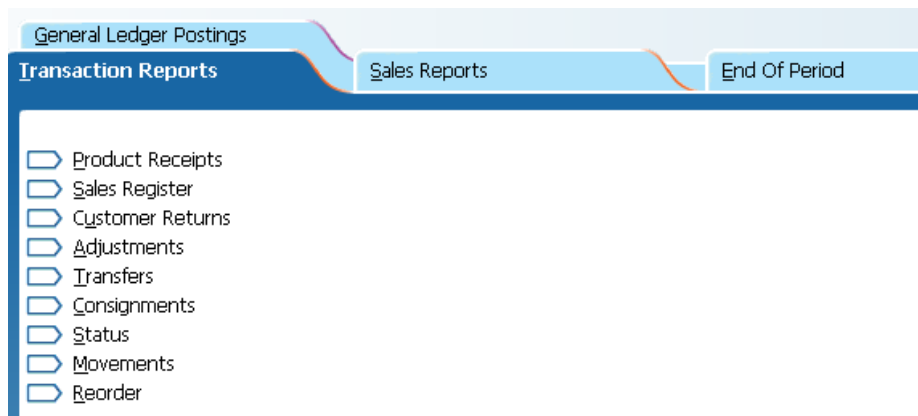
PRODUCTS

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

Attaché Accounts - [SAMPLE DATA] - [General Ledger Other Module Transaction Posting]

File Shortcuts Masterfiles Transactions Reports Period End Tools Setups Window Help

Period Number
 [Unlocked]

From Other Company
 No

Path to Other Company

Modules to Post

Customers	<input type="checkbox"/> No	CashBook	<input type="checkbox"/> No
Products	<input checked="" type="checkbox"/> Yes	CashRegister	<input type="checkbox"/> No
Purchasing	<input type="checkbox"/> No	Fixed Assets	<input type="checkbox"/> No
Suppliers	<input type="checkbox"/> No		
Payroll	<input type="checkbox"/> No		

Products Selections

Adjust Products Selections Yes

Batch Description

Delete Posted Transactions Yes

Post Zero Value Transactions No

Consolidate

Control Accounts	<input type="checkbox"/> No
Bank Accounts	<input type="checkbox"/> No
All Other Accounts	<input type="checkbox"/> No
Consolidation by Day	<input type="checkbox"/> No

Date Range
 No

First Date Last Date

To obtain printout of postings,
 print G/L Postings Report before
 running this procedure.

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

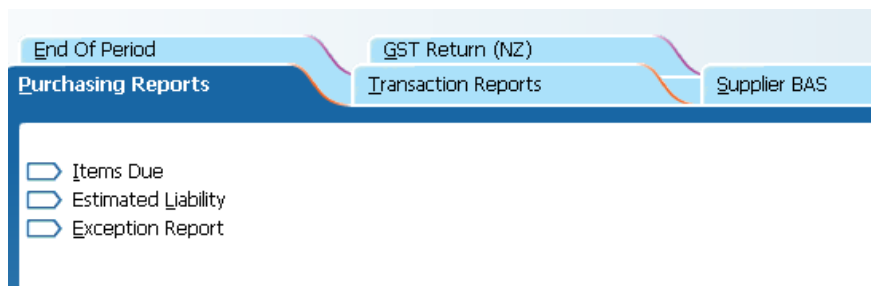
END OF MONTH PROCESSING

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**

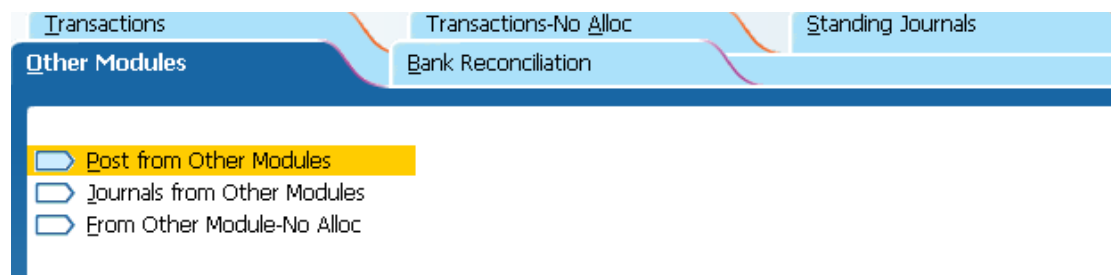
Menu Selection Period End | Suppliers | Transaction Reports | General Ledger Postings

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

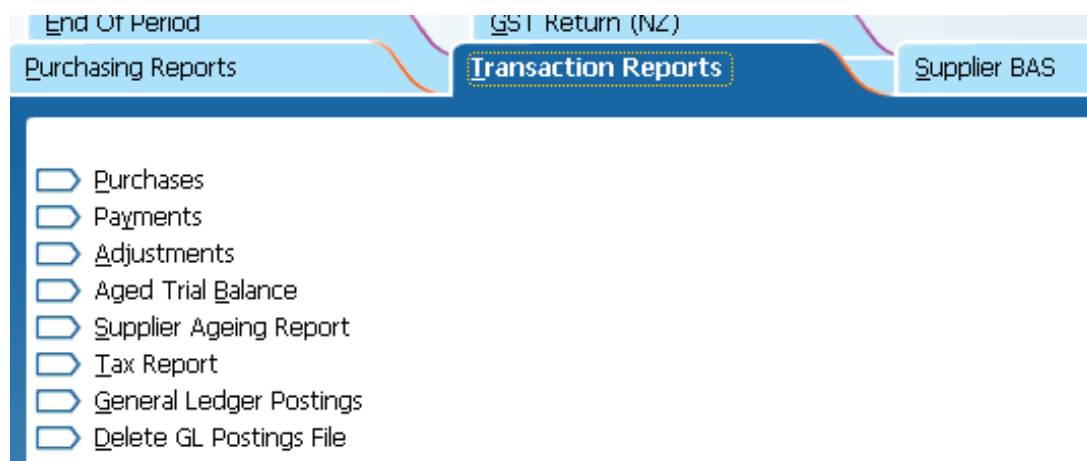
When all invoices and payments for the month have been entered, end of month processing can commence. If you hold open the suppliers for a few days into the next period, do a backup before you begin the End of Month procedure for Suppliers.

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"