

2009/2010 Financial Guideline 02

Processing the Financial Year-End for 2009/2010 in Tas Books 2 in Voluntary Secondary Schools

Guideline for all accounts staff

The TAS Books 2 Year-End must be run before any transactions can be entered in the new financial year. The program will not allow input of any data which is dated after the year until the year has been rolled forward.

All of the data for the new school year should be held without entering on to the system until the year end has been processed. It is inappropriate to try to enter data for more than one school year without first processing the year-end.

The new Tas Books 2 user manual also contains a year end section but schools with queries should contact the FSSU for advice on year end procedure.

Once you have completed your management accounts for the school you do not have to wait for your auditors or accountants to complete their work before running the year end.

After year end do not unreconcile bank entries for the previous years as this may cause a problem with your accounting records. Never delete transactions for a previous year.

Ensure that all bank reconciliations are properly completed before attempting to run the year-end procedure. If you are running a Purchase Ledger and/or a Sales Ledger ensure that all transactions are posted.

WHAT DOES THE YEAR END PROCESS DO?

- Clears the balance on all income/expenditure accounts to zero so that you have a fresh/blank profit and loss report for the next financial year.
- Transfers the current years figures to 1 year past, 2 year past etc.
- Transfers the balance on the fixed assets/current assets/liabilities/owners equity accounts into the Balance Brought Forward (BBF) box – opening balance.
- Moves budgets from Future to Current – any budget information that you have entered for the following year can be carried forward into the next year during the year end run so that you do not lose any of your work.
- Transfers the profit for the year into profit brought forward account.

PROCESSING THE YEAR END

- **NB: TAKE A MINIMUM OF 2 SEPERATE BACKUPS:** Put one backup on a memory stick. Put the other backup on a different memory stick or on a disk. Enter the year-end date on the file name of the backup. **DO NOT START YOUR YEAR END UNTIL YOU HAVE TWO GOOD BACKUPS. CALL THE FSSU IF YOU DON'T KNOW WHAT TO DO. WE WILL HELP.**
- **Run a 147** – Transfer profit to balance sheet. Start at four year past, working forward to current year. SEE PAGE 30 OF THE USER MANUAL.
- The following reports must be compiled at the end of the school year before running the year end.

CASHBOOK REPORTS:

| REPORT | TAS MENU |
|--|-----------------|
| Bank Reconciliation as at year end | 433 |
| Cashbook Summary Report as at year end | 433 |
| Outstanding lodgement/payments at year end | 442 |

Note: The above cashbook reports should already be on file if you have been reconciling your bank each month. Ensure that you have reconciled all of your active bank accounts at the end of month 12 and printed all of the the necessary reports before proceeding with the year end.

NOMINAL LEDGER REPORTS:

| REPORT | TAS MENU |
|---|-----------------|
| Trial Balance Periods 1 to 12 | 134 |
| Income & Expenditure Periods 1 to 12 | 142 |
| Income and Expenditure Actual V Budget | 142 |
| Balance Sheet Periods 1 to 12 | 142 |
| Nominal Activity Report Periods 1 to 12 | 132 |

PROCESSING THE YEAR END – CONTINUED.

Note: Once you have rolled the year forward into the next year, the **budgets** reports for the old year will no longer be available. Therefore it is important to print out the Income and Expenditure report showing the **budget** before closing the year.

PURCHASE LEDGER – ONLY RELEVANT TO THOSE RUNNING THE P/L

| REPORT | TAS MENU |
|---|-----------------|
| Purchase cash daybooks from Periods 1 to 12 | 341 |
| Aged Creditors as at year end 31.08.10 | 342 |
| Unallocated cash report for all suppliers | 345 |

SALES LEDGER — ONLY RELEVANT TO THOSE RUNNING THE S/L

| REPORT | TAS MENU |
|---|-----------------|
| Sales cash daybooks from Periods 1 to 12 | 241 |
| Aged Debtors as at year end 31.08.10 | 242 |
| Statements for all debtors as at year end | 243 |
| Unallocated cash report for all debtors | 245 |

MANUAL CALCULATIONS

| PROCESS | MENU |
|--------------------------|-----------------|
| Accruals and Prepayments | Manual Exercise |
| Capital Expenditure File | Manual Exercise |

Note: Each voluntary secondary school has an accountant at the FSSU who is responsible for their geographical area. It may be appropriate to take advice about accruals and prepayments from the accountant who deals with your school before closing the year.

Note: The accruals and prepayments should be calculated and posted to TAS BOOKS using general journals menu **121** before closing the year.

RUN YEAR END PROCESS USING MENU 192.

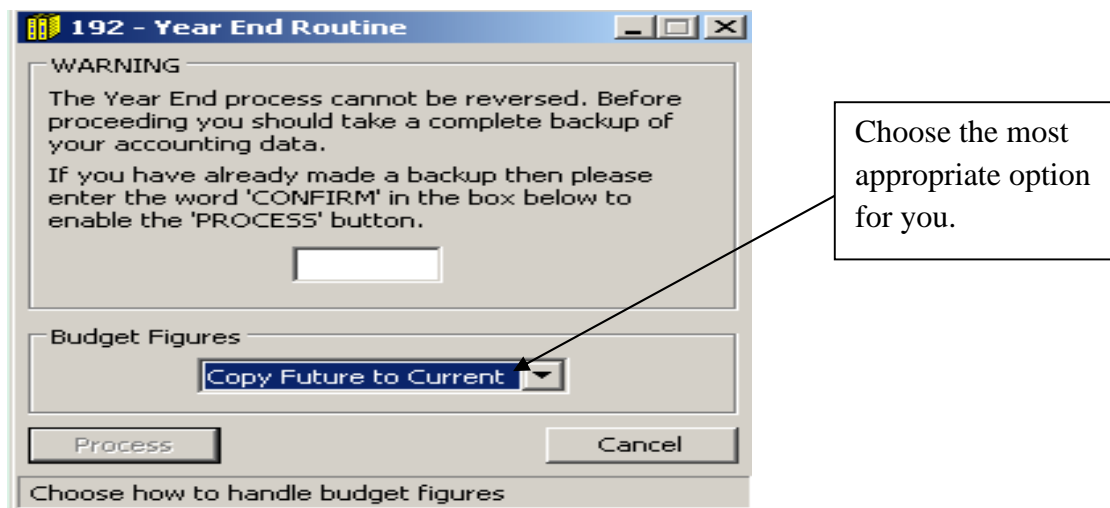
Budget Figures section: There are three options available but they are only relevant if you have entered your budget numbers on to TAS BOOKS. If you have not entered budgets on to TAS BOOKS then you may skip this section. Leave the default setting and proceed with the year-end.

RUN YEAR END PROCESS USING MENU 192.

The three options are as follows:

- **Copy future to Current:** If you have entered the budgets for the following year these will be carried forward into the next year, as current year budget numbers so all work will be retained.
- **Copy Revised to Current:** If you have entered any budget numbers in the revised column then you can choose to carry these forward into the current column during the year-end process.
- **Retain existing figures:** if you have no budget information for future years available, you can retain all of your budget numbers if you wish.

Option 1: Copy Future to Current



If you have entered next year's budget in the Future Budget Column of your **111** menu then it is vital that you choose this option. Your budget for next year will be carried forward to original.

RUN YEAR END PROCESS USING MENU 192.

Account Number & Name
 Number & Dept: 3010 100
 Description: Capitation

General Budgets

| | Future Budget | Current Actual | Revised | Original Budget |
|-------|---------------|----------------|---------|-----------------|
| BBF | | | | |
| Sep | -28000.00 | -26992.76 | | |
| Oct | | | | |
| Nov | | | | |
| Dec | | | | |
| Jan | -29000.00 | -28256.77 | | |
| Feb | | | | |
| Mar | | | | |
| Apr | | | | |
| May | -25000.00 | -24562.19 | | |
| Jun | | | | |
| Jul | | | | |
| Aug | | | | |
| TOTAL | -82000.00 | -79811.72 | | |

Save Delete Cancel

Enter the Nominal Department for this Nominal Account

In this example the budget for capitation has been entered for next year (future) and the year-end is about to be run. By choosing the above option – *Copy future to Current* this is the result.

The Future budget is successfully copied over to the new financial year as the current year's budget.

Account Number & Name
 Number & Dept: 3010 100
 Description: Capitation

General Budgets

| | Future Budget | Current Actual | Revised | Original Budget |
|-------|---------------|----------------|---------|-----------------|
| BBF | | | | |
| Sep | | | | -28000.00 |
| Oct | | | | |
| Nov | | | | |
| Dec | | | | |
| Jan | | | | -29000.00 |
| Feb | | | | |
| Mar | | | | |
| Apr | | | | |
| May | | | | -25000.00 |
| Jun | | | | |
| Jul | | | | |
| Aug | | | | |
| TOTAL | | | | -82000.00 |

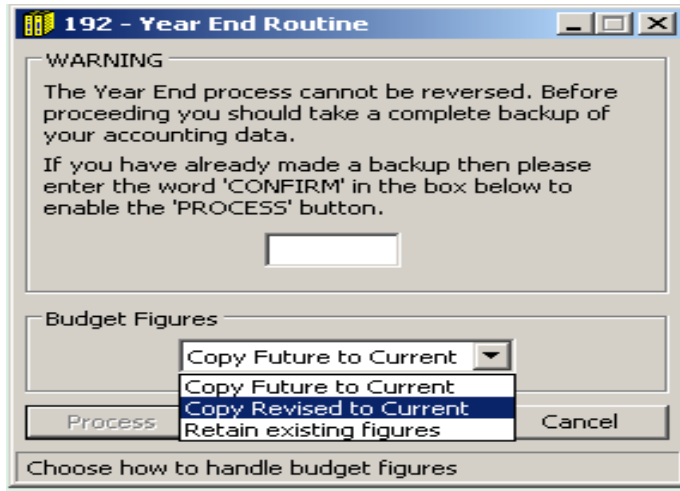
Save Delete Cancel

Enter the Nominal Department for this Nominal Account

Future budget is carried into the new financial year as the current years budget.

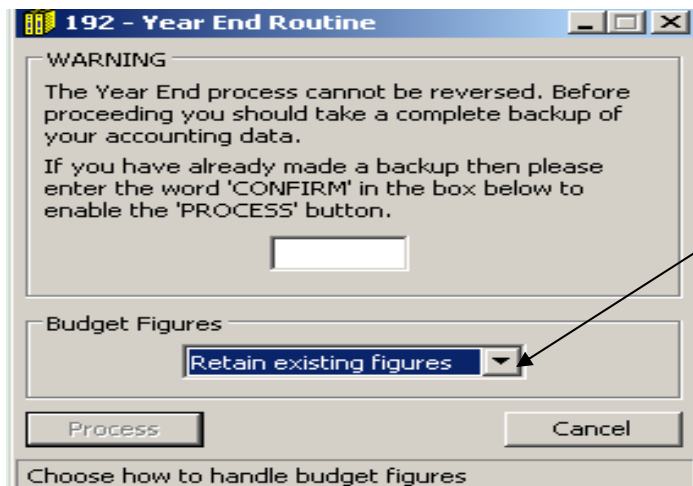
RUN YEAR END PROCESS USING MENU 192.

Option 2: Copy Revised to Current.



Note: Option 2 applies only if you have entered budget numbers under the Revised column on menu 111 and now want to use those numbers for the following year.

Option 3: Retain existing figures.

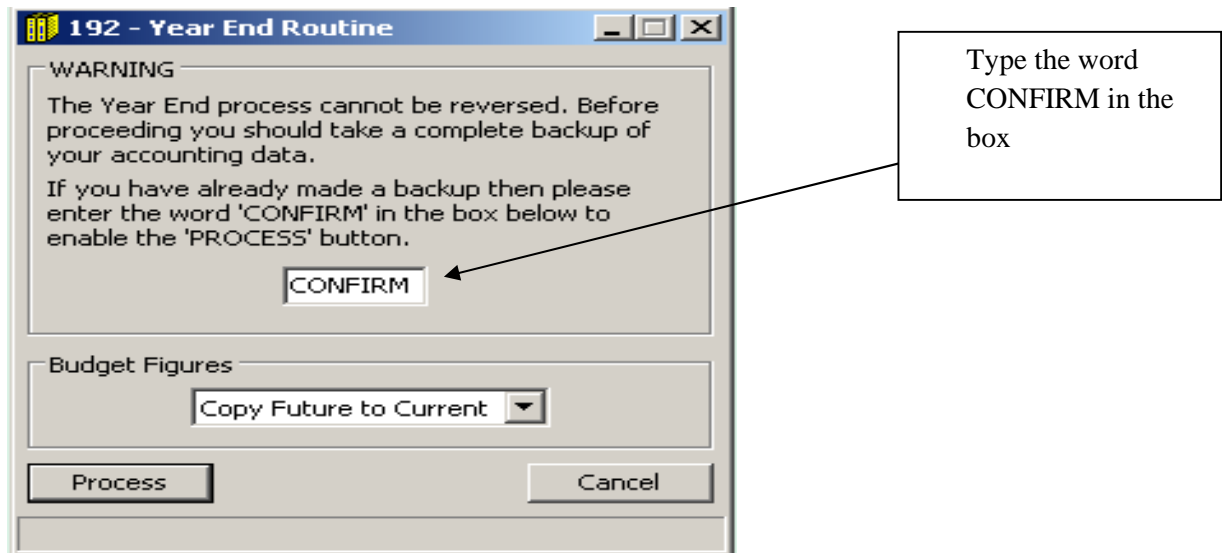


Option 3: You may choose to retain existing budget numbers and carry forward to following year.

Note: If you do decide to choose option 3 then you will be able to keep all of your current year budget numbers. They will be carried forward to the following year as an original budget again. These numbers can be used as a starting point for your new budget since all budget numbers on TAS BOOKS can be edited.

RUN YEAR END PROCESS USING MENU 192.

Once you are satisfied that you have chosen the budget option that is most suitable the next step is to close the year.

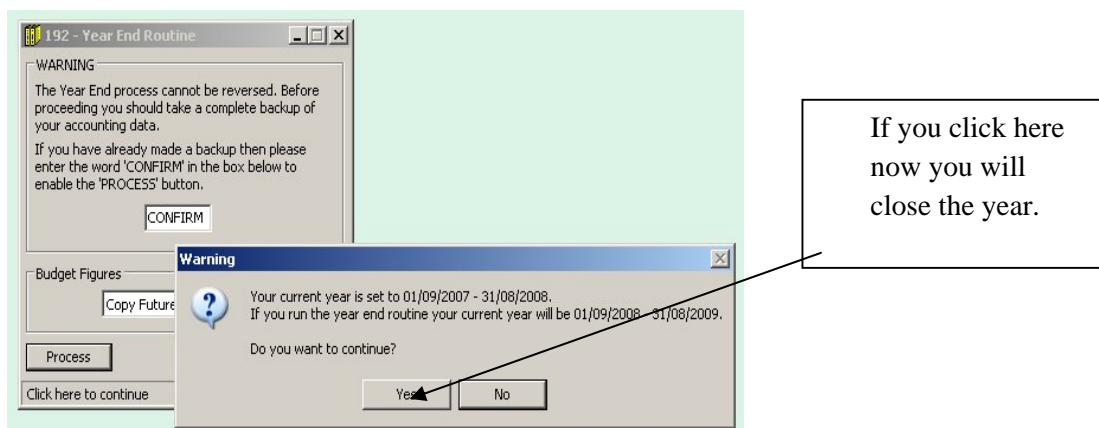


Empty box: Type in CONFIRM.

Process: Click this button once.

Warning message appears stating the current year and asking if you wish to proceed with the year end process.

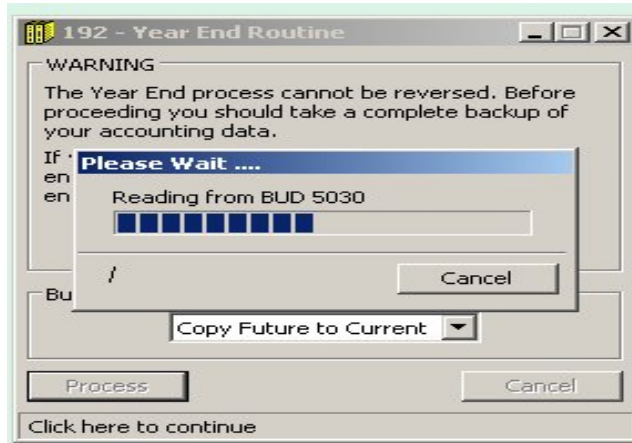
Please double check that the proposed current year dates are correct.



Only click **Yes** if you are satisfied that the dates for the new year are correct. **CHECK THE DATES CAREFULLY. YOU MAY HAVE ALREADY CLOSED THE YEAR ONCE!!!!**

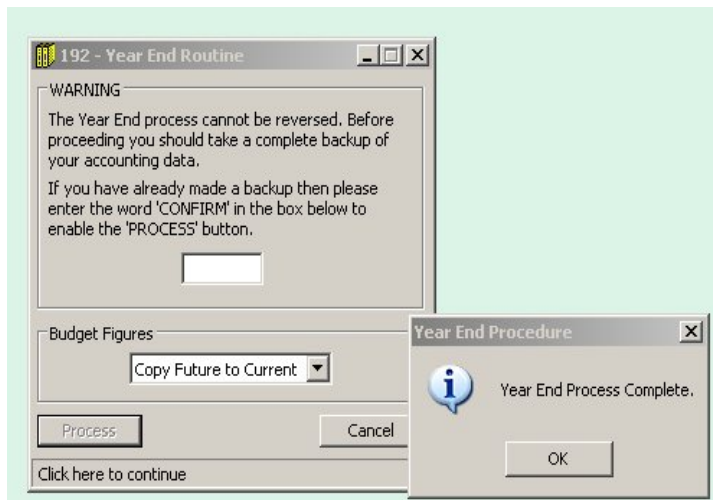
RUN YEAR END PROCESS USING MENU 192.

The year- end close will now be processed and the screen below will appear. This process will take approximately three minutes.



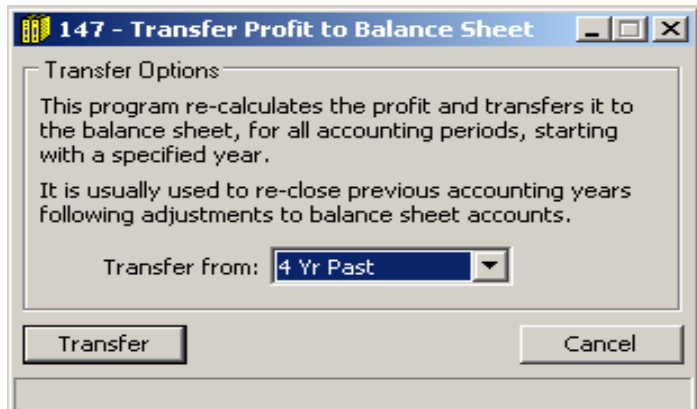
Once the process is complete you will be alerted by the message below.

Click OK.



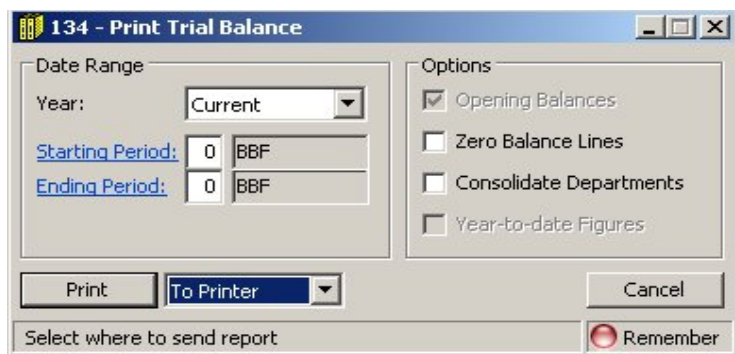
COMPLETING THE YEAR END.

Note: It is crucial to Run another 147. This will reduce the risk of any problems with your first bank reconciliation in the new year. Start from 4 Yr Past, 3 Yr Past etc. See user manual page 30.



Print the Final Report of the year end process:

Run Program **134**



Year: Choose Current.

Starting period: Enter 0.

Ending Period: Enter 0.

Options: Select your requirements.

Print: to printer.

Keep this report with your other year end reports.

Take another backup. Label the backup “Post year end” and date it.

Take an additional backup for your accountant if requested.

Put your year-end backups in a secure location, preferably a safe. Ideally store your backup off site.

COMPLETING THE YEAR END.

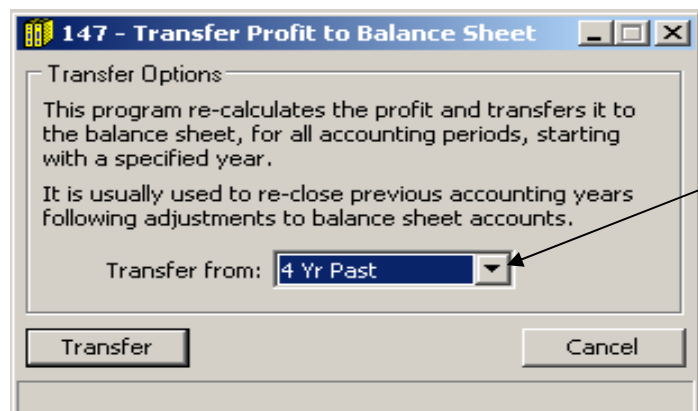
Your new financial year-end is now complete and you may start processing transactions for the new year.

PREVIOUS YEAR ADJUSTMENTS

TAS has what is known as a “soft” year end in comparison with other accountancy packages of a similar price. When you enter any postings outside of the ledger date you will receive a message stating “This posting is not in the current period”. Simply click ok to this message.

The bank account should not be adjusted for the previous year as this could cause a difference on the bank reconciliation. All adjustments to the bank account should be made in the current accounting period.

- Previous year adjustments are usually posted in the form of a Nominal Ledger Journal e.g. depreciation, accruals and prepayments.
- When you have made all your adjustments for the previous year rerun the **147** as processing this will update the retained profit for the previous year.
- These adjustments will not affect your current year transactions or reports.



Always run the 147 starting at 4 Yr Past when you have finished posting into a previous year.

Note: Year end adjustments should be dated the last day of the last financial year. E.g. adjustments for the year ended 31st August 2010 should be dated 31/08/2010 and **not** 01/09/2010.