

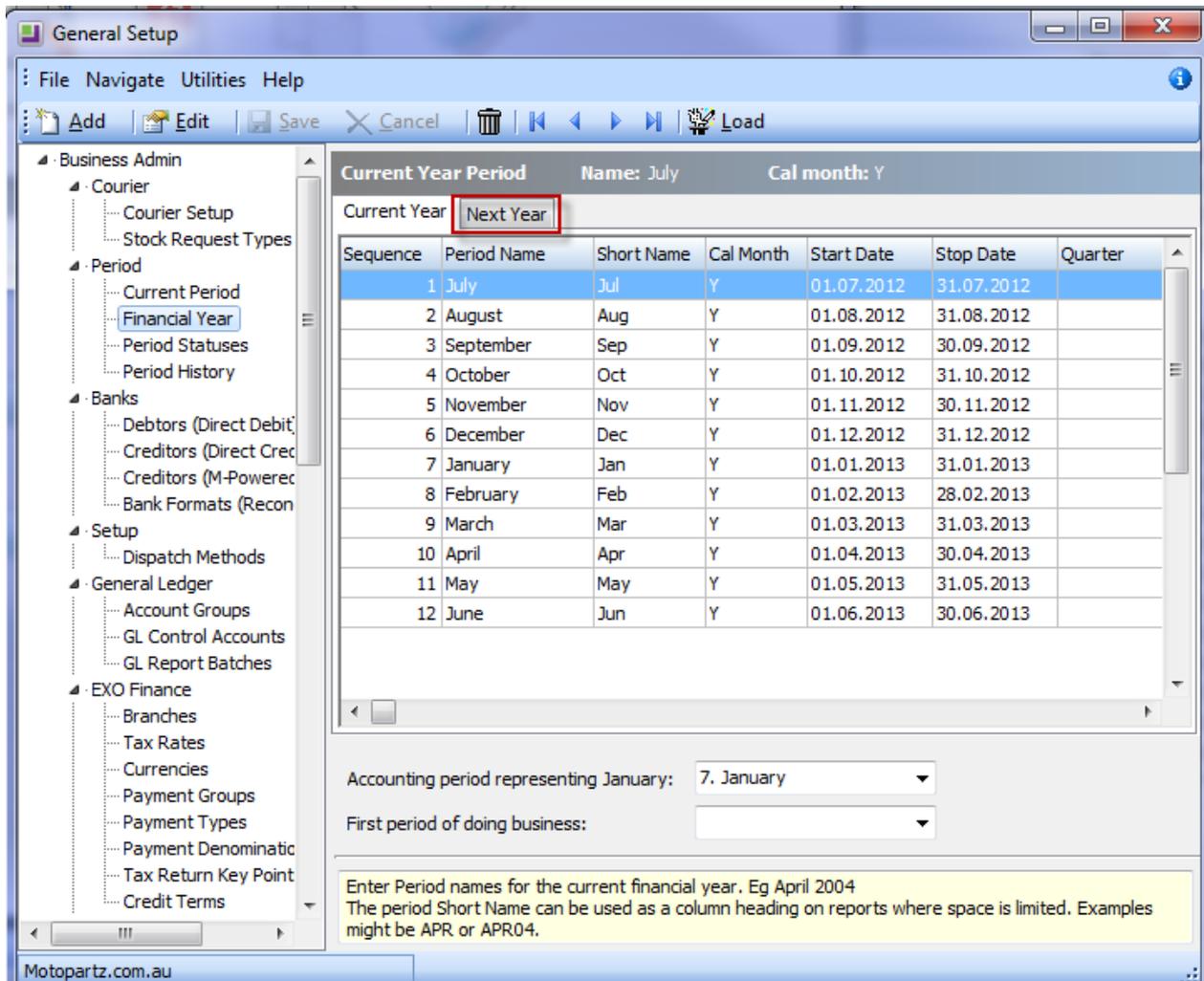
How to Set up Next Year Periods for the new Financial Year.

Overview

Prior to running End of Financial Year, it is highly recommended that the periods for the new financial year have been set up correctly.

Step 1 -

Click on the Utilities icon, select Advanced Configuration, General Administration, click on Financial Year, then click on the Next Year tab.



General Setup

File Navigate Utilities Help

Add Edit Save Cancel Load

Business Admin

- Courier
 - Courier Setup
 - Stock Request Types
- Period
 - Current Period
 - Financial Year
 - Period Statuses
 - Period History
- Banks
 - Debtors (Direct Debit)
 - Creditors (Direct Cred)
 - Creditors (M-Powerec)
 - Bank Formats (Recon)
- Setup
 - Dispatch Methods
- General Ledger
 - Account Groups
 - GL Control Accounts
 - GL Report Batches
- EXO Finance
 - Branches
 - Tax Rates
 - Currencies
 - Payment Groups
 - Payment Types
 - Payment Denominatio
 - Tax Return Key Point
 - Credit Terms

Current Year Period Name: July Cal month: Y

Current Year **Next Year**

Sequence	Period Name	Short Name	Cal Month	Start Date	Stop Date	Quarter
1	July	Jul	Y	01.07.2012	31.07.2012	
2	August	Aug	Y	01.08.2012	31.08.2012	
3	September	Sep	Y	01.09.2012	30.09.2012	
4	October	Oct	Y	01.10.2012	31.10.2012	
5	November	Nov	Y	01.11.2012	30.11.2012	
6	December	Dec	Y	01.12.2012	31.12.2012	
7	January	Jan	Y	01.01.2013	31.01.2013	
8	February	Feb	Y	01.02.2013	28.02.2013	
9	March	Mar	Y	01.03.2013	31.03.2013	
10	April	Apr	Y	01.04.2013	30.04.2013	
11	May	May	Y	01.05.2013	31.05.2013	
12	June	Jun	Y	01.06.2013	30.06.2013	

Accounting period representing January: 7. January

First period of doing business:

Enter Period names for the current financial year. Eg April 2004
The period Short Name can be used as a column heading on reports where space is limited. Examples might be APR or APR04.

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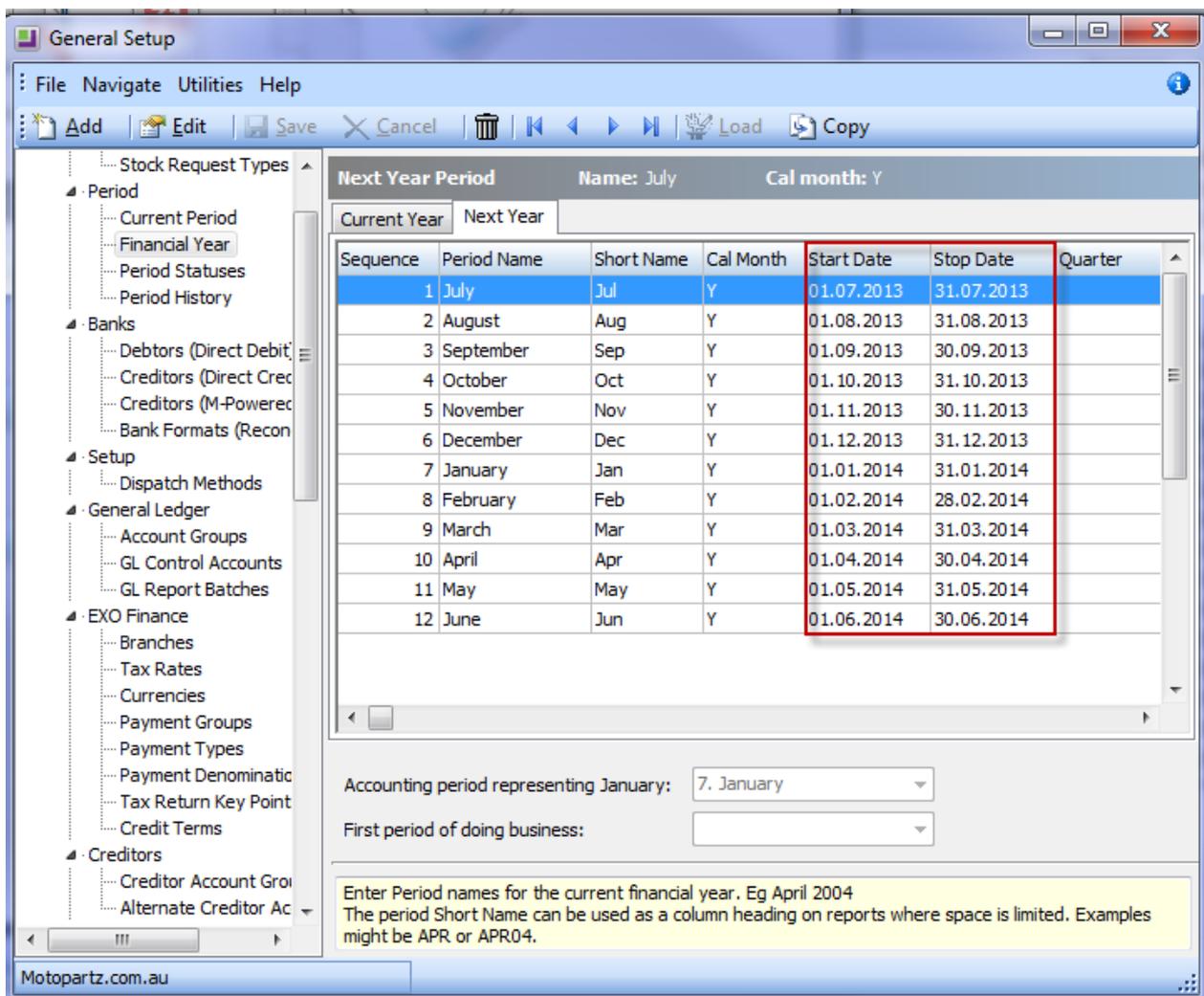
The information contained in this document is intended to be a guide for using your software. It is not accounting, bookkeeping or payroll advice. You should seek advice or clarification from your professional advisor in respect of these matters.

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Step 2 –

If no periods display, click on the Copy button. The software will then copy the periods from the existing financial year, but will have the dates for the new financial year.

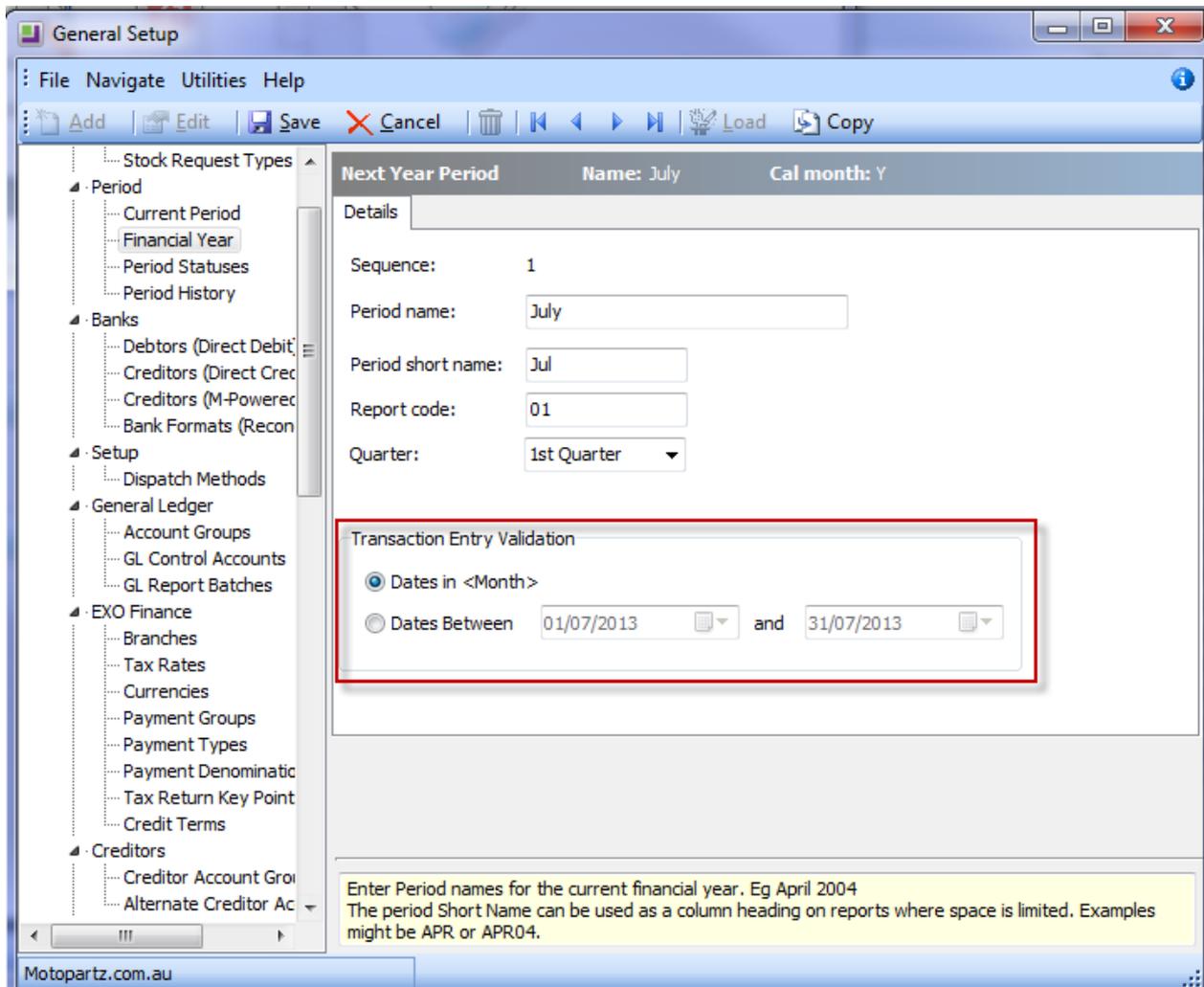
NB It is highly recommended to check that the dates shown are correct, if not double click on the period and then enter the correct information regarding the Transaction Entry Validation box. Select either Dates in <Month> or Dates Between.



The screenshot shows the 'General Setup' window with a tree view on the left and a table on the right. The table is titled 'Next Year Period' and has columns for Sequence, Period Name, Short Name, Cal Month, Start Date, Stop Date, and Quarter. The 'Start Date' and 'Stop Date' columns are highlighted with a red border. Below the table, there are dropdown menus for 'Accounting period representing January' and 'First period of doing business'. A yellow box at the bottom contains instructions: 'Enter Period names for the current financial year. Eg April 2004. The period Short Name can be used as a column heading on reports where space is limited. Examples might be APR or APR04.'

Sequence	Period Name	Short Name	Cal Month	Start Date	Stop Date	Quarter
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Then click on Save.