Running Your Year-End in Sage 200

Introduction

Another year has passed and you are now ready to run your year end in Sage!

While there are many things you need to do to prepare for and finalise your end of year accounts, these instructions are aimed specifically at the *Year End* process on Sage.

This guide will address:

- Important Information regarding the *Year End* process
- Preparing to run the *Year End* process
- Running the *Year End* Process
- Post *Year End* checks
- What Does the Year End Process do?

This guide does not cover how to end of year with consolidated companies. If this is required, please call the Dayta Support team for further advice.

Important Information regarding the *Year End* process

- You **must** ensure you have a backup taken prior to running the End of Year process because it can only be run once on Sage and it cannot be undone.
- The *Year End* process can be run at any time on Sage.
- You can continue to process transactions for the forthcoming year without waiting for the *Year End* process to be run on Sage. Transactions will update Customer and Supplier accounts along with the cash book. Postings to the Nominal will however, be held in a deferred file until the End of Year has been run.
- The Academy or Trust should agree with advice from their accountant, the actual date you will run the *Year End.*
- Auditors' Adjustments to the previous year's accounts can be made at any time during the *current* financial year using the 'Previous Year Journal Entry' feature.
- The *Year End p*rocess may take some time to complete depending on the number of transactions that have been entered and how many school databases you run in Sage.

Preparing to run the *Year* End process

The *Year End* in Sage is very straight forward - as always, it is the preparation that is the most challenging and time consuming.

The Checklist overleaf details the suggested tasks you will need to complete before running the *Year End process.* This is not a definitive list and you should always seek advice from your accountant or auditor on what needs to be done, since they may have additional requirements.

End of Year Check List

Task	Notes	Completed
Ensure that all transactions for the year have been entered on Sage.	Not all transactions need to be allocated before running the *Year End* - this can be done afterwards. Any transactions entered after the *Year End* process has been run will be posted to the current year, regardless of the transaction date.	
Ensure you post all your regular Period End Journals and transactions.	Examples: - Salary Journals and supporting Cash Book transactions. - Prepayments and Accruals. - Any other Period End Journals. - Process any standing orders and direct debits up to the end of year.	
Check your Bank Account to ensure all transactions have been posted to Sage.	Reconcile your Bank Account – Not essential but good working practice.	
Check for any outstanding purchase orders.	Should outstanding purchase orders be carried forward into the new year? If they are they are outstanding, they will be shown as commitments when reporting in the new financial year.	
Reconcile Your Control Accounts.	Check that - The Cash Book balances to the Nominal Ledger Bank Account. - The Creditors Control Account balances to the Aged Creditors Report. - The Debtors Control Account balances to the Aged Debtors Report.	

Financial Reports

Once you are satisfied that you are ready to run the *Year End* process, you should produce the final copies of your Financial Reports. The specific reports required may vary from establishment to establishment, but the checklist overleaf shows those most commonly required. You should always consult with your Accountant or Auditor as to their precise requirements.

Many people find it useful to have both paper, PDF and Excel formats of the reports to hand.

Report Checklist

Report	Notes	Completed
Detailed Trial Balance	Check that your accounts are in balance	
Profit & Loss Report		
Balance Sheet Report		
Aged Creditors Report	Check Balance matches the balance on the Control Account	
Aged Debtors Report	Check Balance matches the balance on the Control Account	
Any other Reports Required		

Close Your Account Periods

All accounting periods in the current financial year must be closed before you can run the *Year End*.

Prior to closing them, you should ensure you have a backup of your data and that nobody is logged into Sage.

To close Financial Periods in Sage:

- Navigate to Accounting System Manager > Accounting Periods > Maintain Accounting Periods.
- Choose a module.
- Click Change Period Status.
- Change the status to 'Closed'
- Repeat for each module, finishing with the Nominal Ledger module or
  Note: Some versions of Sage allow all modules to be closed in a selected financial period. To close all modules in a financial period in one action, select a module in the period and click Open/Close All.

Backup Your Data

Before running the End of Year, you should ensure you have a backup copy of each Sage company database.

There is no Backup facility provided within Sage 200, backups are taken by means of Microsoft SQL Server Studio Manager

In order to use Microsoft SQL Server Studio Manager you must have the following:

- Access to Microsoft SQL Server Studio Manager software
- Permissions, with sufficient privileges, to log into the database.
- Good nerves, a conscientious approach to working with computers and a basic understanding of computers. You can do a lot of damage to your Sage installation with this tool.

If in doubt please contact either your IT department or the Dayta Support Team for further help.

In addition, please see the document on How to take a backup of a database with Microsoft SQL Server Studio Manager.

Run the *Year End* Process

To run the Year End from within the Sage Client:

- Navigate to Nominal Ledger > Period End Routines > Year End.
- Confirm you have printed the end of year reports by clicking the checkboxes. NB: on some versions of Sage you are also allowed to opt for this year's transaction on P& L accounts to be archived.
- Click OK to proceed.
- Sage will produce a report showing the transactions transferring the P & L accounts to the retained Earnings Account on the Balance Sheet.
- Once completed, you will be prompted to open Periods in the New Year. Opening periods in the new financial year will allow any deferred postings to be posted through to the Nominal Ledger.
- Note: On some older versions of Sage you will need to force through the Deferred Postings by using Nominal Ledger > Period End Routines >Update Waiting Postings.

Optional: Archiving Previous Year P&L Accounts

You may wish to archive the now previous years P&L transactions so that only the current year's transactions show in the P&L accounts.

Important: No transactions are deleted by this process - they are just moved from the Current Transactions Tab to the Historical Tab when viewing the transactions on the account.

To do this navigate to Nominal Ledger > Period End Routines >Account Maintenance.

- Tick the tick box "Remove Profit and Loss transactions…." in the yellow zone shown below and Click OK
- Do not do anything in the red zone otherwise you may get upset.
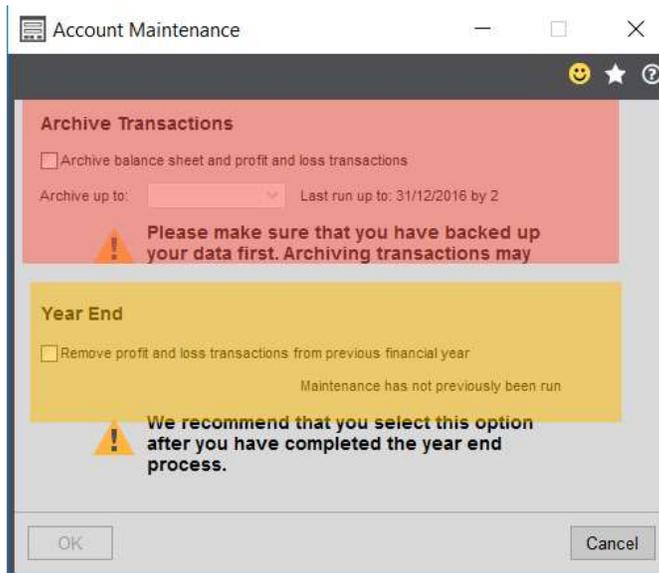
- Finally, you should run the Verify Data option to check and correct any discrepancies in found in your data.

    Your Year End is now complete.

Post Year End Checks

- Check Nominal > Nominal Enquiries>Nominal Deferred Pending Postings shows that transactions have been posted to the open periods(s) on the Nominal Ledger.
- Run a Trial Balance and check that the system is still in Balance.
- The Aged Creditors & Debtors Reports match their respective Control Accounts on the Nominal Ledger.

What Does the Year End Do?

- Accumulated Fund Profit Accounts
- Checks for, and where necessary, creates an Accumulated Profit account for each Fund with the appropriate cost centre code.

- Balance Sheet Nominal Accounts
- The **Year to date** balance is carried forward to the new year.
- The **Balance this Year** figure is moved to the **Balance last Year**.

- Profit & Loss Nominal Accounts
- Sets the Year to Date balance to Zero.
- Sets the Balance this Year to Zero.

- Accumulated Profit Nominal Ledger Account
- Transfers your profit (or loss) for the year to the Accumulated Profit Nominal Ledger Account.
- Generates a Report to show how this has been calculated.
- Transfers the balance for each fund account to the Accumulated Profit account with the appropriate cost centre.

- House Keeping
- The financial Year is moved forward.
- Resets your current period to 1.

This document has been produced as a guide on how to complete the year end process in the Sage 200 software. For any further assistance the support desk can be reached on 01296 770007 or by email support@dayta.co.uk.

Please note – the responsibility of the year end process sits with you, the customer and not with Dayta.