



EOM & EOY Procedures

October 2011

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MONTH END PROCEDURES

The most important part of a Month End is to create a "cut off" point in the business transactions. Take the following as an example.

Company A's policy is to do their Month End on the last Thursday of the month. All Managers and Staff know this. The company established 1:00pm to be the time on the Thursday for the closing of all transactions.

The production staff ensures that the following is done:

- All Purchase Order Receipts are updated for any deliveries received. They will normally try to arrange that there are no deliveries from suppliers on the Thursday.
- The Winemakers will schedule their operations so that they do not need to move wine around during the Thursday afternoon. They will ensure that all Cellar Worksheets, Bulk Receipts and Bulk Despatch operations are updated.
- The Bottling Manager will ensure that all operations are completed by midday so that the Bottling Run can be processed.
- Production will do the physical stock take during the Thursday afternoon.

The Warehouse staff ensures that the following is done:

- Complete the despatching of goods and prepare the warehouse for stock take.
- They will ensure that all invoices are printed.
- They will do a stock take during the afternoon of the Thursday.

The Cellar Door staff will do the following:

- At 1:00pm (if it is not too busy) they will remove the cash takings of the morning from the till drawer and only leave the normal float.
- They will update the Cellar Door Dockets processed to obtain the cash up report.

- They will continue immediately with normal sales. They will update the afternoon's sales with the following day's transactions to do the daily banking.
- They will make up the daily banking for the Thursday morning's transactions.
- They will ensure they have at least a backup stock counted and set aside to be sold from 1:00pm while they count the rest of the stock.

The financial department will start preparing at least from the Monday by doing the following:

- Run the System Administration, System Validation Summary daily to obtain information on inconsistencies in the database that need to be corrected before Month End. The errors showing on this report have an impact on the accuracy of reports.
- Run the Sales Orders, Sales Order Listing and check for "empty" Sales Orders and Sales Orders older than two months that will not be executed in future. Delete such Sales Orders.
- Run the Purchase Orders, Purchase Order Listing and check for "empty" Purchase Orders and Purchase Orders older than two months that have a required date in the past. Ask the Purchaser to delete those that will not be delivered in future.

MONTH END PROCEDURES (Cont'd)

The financial department performs the following tasks on the Thursday afternoon:

- Run the System Administration, Outstanding Transactions report and follow up on outstanding transactions. The only transactions that should show on the list are Sales Orders, Purchase Orders, Purchase Order receipts for which invoices were not received, scheduled Cellar Worksheets and scheduled Vineyard Worksheets.
- Run the Purchase Orders, Purchase Order Receipt Listing and ensure that all Stock items are updated.
- Do the banking. This will ensure that the Ezy Bank Reconciliation Report has the same information as the Bank Statement.
- Process the physical stock count and update.

After the stock-take was completed, the Month End reporting can be done and the modules rolled to the new month. The General Ledger in Ezy does not have a Month End. It checks the month of the other modules to determine in which month a transaction must update in the General Ledger.

The Sub Ledgers (Accounts Receivable, Accounts Payable, Payroll, Asset Register and Stock) need a Month End to open a new month. It is important to obtain Month To Date type of reports.

We suggest that you use the following checklist for the final stages of the Month End.

- Update the stock takes.
- Print the Stock Operation Reports, Stock Valuation By Cost.
- Print the Accounts Receivable Reports, Debtor Trial Balance.
- Print The Accounts Receivable Reports, Debtor Detail Trial Balance.
- Print The Accounts Payable Reports, Creditor Trial Balance.
- Print The Accounts Payable Reports, Creditor Detail Trial Balance.
- Print The Payroll Operation Reports, Employee Mtd Summary.

- Print The Payroll Operation Reports, Leave Audit Trail.
- Run The Payroll Operations, Super Monthly Update.
- Print The Payroll Operation Reports, Superannuation Report.
- Print The Sales Reports Required.
- Run Accounts Receivable Administration, Debtors Month End.
- Run Stock Administration, Stock Month End.
- Run Accounts Payable, Creditors Month End.
- Run Payroll Administration, Payroll Month End.
- Run Asset Operations, Depreciation Update.
- Print The Asset Operation Reports, Ytd Depreciation Summary.
- Run Asset Operations, Asset Register Month End.
- Print System Administration, Outstanding Transactions And Ensure That All Modules Are In The New Month.
- Run System Administration, Rebuild Indexes.
- Do A Backup.
- Print The Debtor Statements The Next Day Using Accounts Receivable Reports, Debtor Statement Reprint.

It is not a requirement to do the Creditor, Payroll and Asset Register Month End at the same time. You can roll these modules later.

Ensure that you do not update new month transactions to them by setting the System Parameter 'General: ACCT Validate Transaction Month' to "YES".

It is advisable that you roll both Stock and Debtors on the last transaction day you have determined.

SYSTEM ADMINISTRATION Month End Checklist

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Rebuild Indexes												
Copy Live Data to Test												
Do Backup and keep separate												
<i>Test Restore of backup</i>												

Tasks	Menu	Comments
Rebuild indexes	System Administration Rebuild Indexes	<i>Run this option after rolling the modules and before you commence the backup of the month end data. This option ensures the database speed is at its optimum.</i>
Copy live data to test	System Administration Copy Live Data To Test	<i>Keep the test area updated with the latest data.</i>
Month end backup	Backup Software	<i>Insert the storage media as usual into the backup device. Mark the storage media so it is distinguishable from the daily backup storage media. File until next month end.</i>
<i>Test restoring of backup data</i>	<i>Backup Software</i>	<i>Restore the data previously stored on a storage media on one of the PCs in the office. Check that you can run Ezy once restored. Delete the data from PC once test is complete.</i>

STOCK CONTROL Month End Checklist

Tasks	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Run Stock Validation Summary												
Run Outstanding Transactions												
Run Stock Items Without Cost												
Run Stock Items Without Selling Price												
Run Stock Additional Group Exceptions												
Do general maintenance on stock items												
Do Stock Take												
Stock Cost Audit Trail												
Stock Valuation by Cost												
End Of Month												
<i>Reconcile stock valuation with GL</i>												

Tasks	Menu	Comments
Check for exceptions in stock module	Stock Reference Reports Stock Validation Summary	<i>Run this report at least a week before the planned month end date. Check all exceptions listed on this report. Follow the instructions printed to correct the exceptions.</i>
Check for outstanding transactions	Stock Administration Stock Items Without Costs	<i>Run this report before commencing with stock take in the system. All items with a balance on hand should have a cost price. The stock valuation reports will be incorrect if all items do not have a cost.</i>
Check for sales items without a selling price.	Stock Administration Stock Items Without Prices	<i>Ensure all items you sell have a selling price entered for each of the relevant price classes. Australian companies MUST have the Notional Wholesale Price specified for all wine items (to ensure correct WET calculation).</i>
Stock additional group exceptions	Stock Reference Reports Stock Add. Group Exception	<i>Required when additional groups are used for the purpose of sales and stock reports. Ensure all items have all additional groups specified. Do not leave any additional groups blank.</i>
General maintenance	Stock Reference Maintenance Stock Items	<i>Check that all new items created during the month followed company conventions. Close old stock items no longer required by setting all Areas Of Use to 'No'. This will remove old items from picklists without impacting on reports.</i>
Stock take	Stock Take Stock Take Snapshot Stock Take Entry	<i>A monthly stock take should be conducted to ensure the system agrees with the stock in the warehouse. Only do the Stock Take Snapshot once all transactions are updated. Print the Stock Take Listings and file as a record of variances. Ensure the stock take for all locations are updated before rolling the stock module.</i>
Stock valuation by cost	Stock Operations Reports Stock Valuation By Cost	<i>This report is used to reconcile the total value of stock on hand with the General Ledger. You should print this report just before rolling the stock module to the next month. It should be filed for audit purposes.</i>
Stock cost audit trail	Stock Operations Reports Stock Cost Audit Trail	<i>Should be printed when average costing is used. This report lists the changes in the average cost of all items during the month. Save for audit purposes.</i>
Stock end of month	Stock Administration Stock End Of Month	<i>This option should be run along with the Debtor End Of Month. It closes the current period of the stock module and opens the next period. It ensures stock transactions update in the correct month.</i>
<i>Reconciling stock value with General Ledger</i>	<i>General Ledger Reports Trial Balance</i>	<i>Ensure the General Ledger total of the stock control accounts reconcile with the total value of stock according to the Stock Valuation By Cost.</i>

ACCOUNTS RECEIVABLE Month End Checklist

Tasks	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Run Accounts Receivable Validation Summary												
Run Outstanding Transactions												
Run Debtor Additional Group Exceptions												
Run Foreign Currency Update												
Run Debtor Trial Balance												
Run Debtor Detail Trial Balance												
Print Debtor Statements												
Debtor End Of Month												
<i>Reconcile Debtor Trial Balance with General Ledger</i>												

Tasks	Menu	Comments
Check for exceptions in the debtor module	Accounts Receivable Reports A/R Validation Summary	<i>Run this report at least a week before the planned month end date. Check all exceptions listed on this report. Follow the instructions printed to correct the exceptions.</i>
Check for outstanding transactions	Accounts Receivable Reports Outstanding Transactions	<i>Run this report before printing reports. The month end reports will be incorrect if all transactions for the current month are not updated.</i>
Debtor additional group exceptions	Accounts Receivable Reports Debtor Add. Group Exception	<i>Required when additional groups are used for the purpose of sales and debtor reports. Ensure all debtors have all additional groups specified. Do not leave any additional groups blank.</i>
Debtor foreign currency update	A/R Administration A/R Foreign Currency Update	<i>Enter the exchange rate (Bank's buying rate) for all currencies in ACCOUNTS RECEIVABLE MAINTENANCE, CURRENCIES. Run this option to revalue outstanding foreign currency debtor balances according to the latest exchange rate.</i>
Debtor trial balance reports	Accounts Receivable Reports Debtor Trial Balance Debtor Detail Trial Balance	<i>Run these reports in local currency to obtain debtor balances converted to local currency. Also print the reports sequenced by currency to obtain the foreign currency balances for offshore debtors. The Trial Balance report is used to reconcile the outstanding debtor balances with the General Ledger. It should be filed for audit purposes.</i>
Debtor statements	Accounts Receivable Reports Debtor Statements	<i>It is recommended that statements be issued to customers. If desired, you may select only those Debtors with an outstanding balance to be issued with a statement. Statements can be printed for the previous month when this module is rolled by using DEBTOR STATEMENT REPRINT.</i>
Debtor end of month	A/R Administration Debtor End Of Month	<i>This option should be run along with the Stock End Of Month. It closes the current period and opens the next period so that transactions update in the correct month. It ages the debtor outstanding balances by one month. It also resets the sales month to date values to zero.</i>
<i>Reconciling debtor trial balance with General Ledger</i>	<i>General Ledger Reports Trial Balance</i>	<i>Ensure the Debtor Trial Balance reconciles with the Debtor Control account in the General Ledger.</i>

ACCOUNTS PAYABLE Month End Checklist

Tasks	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Run Accounts Payable Validation Summary												
Run Outstanding Transactions												
Run Creditor Add. Groups Exception												
Run Purchase Order Receipt Listing												
Reconcile Purchase Order Receipt Listing with GL												
Run Accounts Payable Foreign Currency Update												
Run Creditor Trial Balance												
Run Creditor Detail Trial Balance												
Run Creditor End Of Month												
<i>Reconcile Creditor Trial Balance with GL</i>												

Tasks	Menu	Comments
Check for exceptions in the creditor module.	Accounts Payable Reports A/P Validation Summary	<i>Run this report at least a week before the planned month end date. Check all exceptions listed on this report. Follow the instructions printed to correct the exceptions.</i>
Check for outstanding transactions	Accounts Payable Reports Outstanding Transactions	<i>Run this report before printing reports. The month end reports will be incorrect if all transactions for the current month are not updated.</i>
Creditor additional group exceptions	Accounts Payable Reports Creditor Add. Group Exception	<i>Required when additional groups are used for the purpose of creditor reports. Ensure all creditors have all additional groups specified. Do not leave any additional groups blank.</i>
Purchase order receipts not invoiced	Purchase Orders Purchase Order Receipt Listing	<i>Run this report with 'Print Invoiced Items Only' set to 'No' and 'Print Stock Updated Orders Only' set to 'Yes'. Run separate reports with the 'Print Item Type' set to "Stock Excluding Bulk", "Stock Bulk Only" and "Non-Stock". These reports are used to reconcile with the General Ledger.</i>
Reconcile purchase order receipts with General Ledger	General Ledger Trial Balance	<i>The Purchase Order Receipt Listing for "Stock Excluding Bulk Wine" should balance with the Stock Purchases Clearing account. The Purchase Order Receipt Listing for "Stock Bulk Wine Only" should balance with the Bulk Wine Purchases Clearing account. The Purchase Order Receipt Listing for "Non-Stock" should balance with the Non-Stock Purchases Clearing account.</i>
Creditor foreign currency update	A/P Administration A/P Foreign Currency Update	<i>Enter the exchange rate (Bank's selling rate) for all currencies in ACCOUNTS PAYABLE MAINTENANCE, CURRENCIES. Run this option to revalue outstanding foreign currency creditor balances according to the latest exchange rate.</i>
Creditor trial balance reports	Accounts Payable Reports Creditor Trial Balance Creditor Detail Trial Balance	<i>Run these reports in local currency to obtain creditor balances converted to local currency. Also print the reports for each foreign currency to obtain the foreign currency balances for offshore creditors. The Trial Balance report is used to reconcile the outstanding creditor balances with the General Ledger. It should be filed for audit purposes.</i>
Creditor end of month	A/P Administration Creditor End Of Month	<i>It closes the current period and opens the next period so that transactions update in the correct month. It ages the creditor outstanding balances by one month.</i>
<i>Reconciling creditor trial balance with General Ledger</i>	<i>General Ledger Reports Trial Balance</i>	<i>Ensure the Creditor Trial Balance reconciles with the Creditor Control account in the General Ledger.</i>

PAYROLL Month End Checklist

Tasks	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Run Payroll Validation Summary												
Run Outstanding Transactions												
Run Monthly Summary												
Run Employee Monthly Summary Report												
Run Leave Audit Trail Report												
Run Employee Leave Accruals												
Run Superannuation Monthly Update (Australia only)												
Run Superannuation Report												
Payroll End of Month												
Reconcile reports with General Ledger												
Monthly EMS File Generation (NZ)												
<i>Payment Summary Report (Australia)*</i>	—	—	—	—	—	—	—	—	—	—	—	AUS
<i>Payment Summary Print (Australia)*</i>	—	—	—	—	—	—	—	—	—	—	—	AUS
<i>I.R.D. Certificates Print (NZ)*</i>	—	—	—	—	—	—	—	—	NZ	—	—	—
<i>Payroll End of Year*</i>	—	—	—	—	—	—	—	—	NZ	—	—	AUS

Tasks	Menu	Comments
Check for exceptions in the payroll module	Payroll Reference Reports Payroll Validation Summary	<i>Run this report at least a week before the planned month end date. Check all exceptions listed on this report. Follow the instructions printed to correct the exceptions.</i>
Check for outstanding transactions	Payroll Reference Reports Outstanding Transactions	<i>Run this report before printing reports. The month end reports will be incorrect if all transactions for the current month are not updated.</i>
Monthly summary report	Payroll Operations Reports Monthly Summary Report	<i>This report is used to reconcile the employee tax deductions in General Ledger.</i>
Employee monthly summary report	Payroll Operations Reports Employee Monthly Summary	<i>This report contains information regarding employee remuneration and should be filed for audit purposes.</i>
Leave audit trail report	Payroll Operations Reports Leave Audit Trail	<i>This report lists the leave hours accrued and taken per employee. File this report as reference in case of disputes with employees.</i>
Employee leave accruals	Payroll Operations Reports Employee Leave Accruals	<i>This report is used to journal leave accruals in the Balance Sheet.</i>
Superannuation update	Payroll Administration Superannuation Monthly Update	<i>The Superannuation Monthly Update must be run before the End of Month option is run. The system will not allow End of Month to complete if the Superannuation Monthly Update has not already been run. It is possible that some employees have been paid incorrect superannuation, perhaps due to the superannuation threshold not being reached. These will be corrected by running the Superannuation Monthly Update.</i>
<i>Superannuation report</i>	<i>Payroll Operations Reports Superannuation Report</i>	<i>This report is used to reconcile the Super Liability account in the Balance Sheet and determine the Tax Credit (NZ only) for employer super contributions. This report can also serve as a remittance advice for amounts paid over to Superannuation Fund.</i>

PAYROLL Month End Checklist (CONT'D)

Payroll end of month	Payroll Administration Payroll End Of Month	<i>This option closes the current payroll period and opens the next. It ensures transactions update in the correct period.</i>
Reconcile reports with General Ledger	General Ledger Reports Trial Balance	<i>Reconcile the liability accounts for employee tax, superannuation, child support, etc. with the Monthly Summary and Superannuation reports.</i>
Monthly EMS file (NZ only)	Payroll Administration Monthly EMS File Generation	<i>Generate the file and email to IRD. This file contains the deductions made from employees which have to be paid to IRD.</i>
<i>*The Payroll module has a separate year end procedure. The following only applies to the year end process.</i>		
<i>Payment Summary Report (Australia only)</i>	<i>Payroll Operations Reports Payment Summary Report</i>	<i>Run this report to check before printing payment summaries.</i>
<i>Payment Summary Print (Australia only)</i>	<i>Payroll Operations Reports Payment Summary Print</i>	<i>Print the employee Payment Summaries.</i>
<i>IRD Certificates Print (NZ only)</i>	<i>Payroll Operations Reports I.R.D. Certificates Print</i>	<i>Print the employee IRD Certificates.</i>
<i>Payroll End Of Year</i>	<i>Payroll Administration Payroll End Of Year</i>	<i>Payroll End Of Year opens a new General Ledger year for Payroll, clearing Super expenses and Year To Date employee balances.</i>

ASSET REGISTER Month End Checklist

Tasks	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Asset Register Validation Summary												
<i>Outstanding Transactions</i>												
Depreciation Update												
<i>Year To Date Depreciation Summary</i>												
<i>Reconcile with GL</i>												
<i>Asset End Of Month</i>												

Tasks	Menu	Comments
Check for exceptions in the asset module.	Asset Reference Reports Asset Reg. Validation Summary	<i>Run this report at least a week before the planned month end date. Check all exceptions listed on this report. Follow the instructions printed to correct the exceptions.</i>
Check for outstanding transactions	Asset Reference Reports Outstanding Transactions	<i>Run this report before printing reports. The month end reports will be incorrect if all transactions for the current month are not updated.</i>
Depreciation Update	Asset Operations Depreciation Update	<i>Update the depreciation (book and tax) for the current month.</i>
Year To Date Depreciation Summary	Asset Operation Reports YTD Depreciation Summary	<i>This report is used to reconcile the Asset Register with the Balance Sheet.</i>
Reconcile with General Ledger	General Ledger Reports Trial Balance	<i>Ensure the Balance Sheet asset cost, accumulated depreciation, reconciles with the Depreciation Summary report.</i>
<i>Asset End Of Month</i>	<i>Asset Administration Asset Register End Of Month</i>	<i>This option closes the current period and opens a new period. It ensures transactions are updated in the correct month.</i>

GENERAL LEDGER Month End Checklist

Tasks	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
General Ledger Validation Summary												
Outstanding Transactions												
Bank Reconciliations												
GL Foreign Currency Update												
Cashflow Spreadsheet												
Profit & Loss Statement												
Balance Sheet												
General Ledger Report Writer												
GST Register Listing												
WET Register Listing (Australia only)												
Excise Register Listing (NZ only)												
Close Previous GL Year*	—	—	—	—	—	—	—	—	—	—	—	—
Open New GL Year*	—	—	—	—	—	—	—	—	—	—	—	—

Tasks	Menu	Comments
Check for exceptions in the general ledger module.	General Ledger Reports GL Validation Summary	Run this report at least a week before the planned month end date. Check all exceptions listed on this report. Follow the instructions printed to correct the exceptions.
Check for outstanding transactions	General Ledger Reports Outstanding Transactions	Run this report before printing reports. The month end reports will be incorrect if all transactions for the current month are not updated.
Bank reconciliation	General Ledger & Bank Rec.	The bank reconciliation only balances when the variance on the BANK RECONCILIATION REPORT is zero.
GL foreign currency update	General Ledger Administration GL Foreign Currency Update	Enter the exchange rate (Bank's buying rate) for all currencies in GENERAL LEDGER MAINTENANCE, CURRENCIES. Run this option to revalue outstanding foreign currency bank balances according to the latest exchange rate.
GL report writer reports		Compare the totals of these reports with the standard reports to ensure any new GL accounts created during the month are added to customised reports as well.
GST register	General Ledger Administration GST Register Listing	Print the report and reconcile its total with the GST Liability account in the Balance Sheet.
WET register (Australia only)	Sales Administration WET Register Listing	Print this report and reconcile the total with the WET Liability account in the Balance Sheet. Check that you did not reach the Federal Rebate limit yet and process the provision of Federal Rebate. When the Federal Rebate limit is reached, remember to change the applicable Parameters to start calculating State Rebate (WA wineries excluded).
Excise register	Sales Administration Excise Register Listing	Print this report and reconcile the total with the Excise Liability in the Balance Sheet.
*The General Ledger module has a separate year end procedure. The following only applies to the year end process.		
Close previous GL year	General Ledger Administration Close Previous GL Year	This function closes the previous GL year to prevent any further transaction postings. It should be run once the final Auditor's journals are updated and they have approved the financial statements.
Open new GL year	General Ledger Administration Open New GL Year	This opens a new General Ledger year. It should be run before commencing the month end rolling in the last month of the financial year. The General Ledger will still allow postings in the previous year. Entries in the previous year will automatically adjust opening balances in the new year.

SALES Month End Checklist

Tasks	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Sales Validation Summary												
Sales Reports												
Archive GST Register												
Archive WET Register												
Excise Register Purge												

Tasks	Menu	Comments
Check for exceptions in the sales module.	Sales Reference Reports Sales Validation Summary	<i>Run this report at least a week before the planned month end date. Check all exceptions listed on this report. Follow the instructions printed to correct the exceptions.</i>
Sales reports	Sales Analysis Report Writer/Sales Analysis Reports/More Sales Analysis Reports	<i>Every business has unique requirements for sales reports. It is best you compile a list of reports which should be printed each month and use the options listed to generate these.</i>
Archive GST register	Sales Administration GST Register Archive	<i>When this option is run depends on your BAS reporting period. Only use this option once the BAS is completed.</i>
Archive WET register(Aus only)	Sales Administration WET Register Archive	<i>When this option is run depends on your BAS reporting period. Only use this option once the BAS is completed.</i>
Excise register purge (NZ only)	Sales Administration Excise Register Purge	<i>Only use this option once the Excise Return is completed. This is a purge option – the data cannot be recovered once purged.</i>

WINEMAKING Month End Checklist

Tasks	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Winemaking Validation Summary												
Vessel Storage Cost Update												
Contract Service Invoices												

Tasks	Menu	Comments
Check for exceptions in the winemaking module.	Cellar Reference Reports Winemaking Validation Summary	Run this report at least a week before the planned month end date. Check all exceptions listed on this report. Follow the instructions printed to correct the exceptions.
Vessel storage cost update	Winemaking Administration Vessel Storage Cost Update	Run this option when you have storage rates specified against vessels. It will update storage cost on all vessels with a rate entered up to the date on which it is run.
Contract services invoicing	Contract Winemaking Client Invoice Generate (Periodic) Client Invoice Generate (Ad Hoc)	Print the applicable Client Invoice reports and then compare the entries on it with the Cellar Operations History report to ensure all chargeable transactions appear on the client invoices. Only then use the generation options listed.

BOTTLING Month End Checklist

Tasks	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
Bottling Validation Summary												
Contract Bottling Invoices												
Contract Storage Invoices												

Tasks	Menu	Comments
Check for exceptions in the bottling module.	Bottling Reference Reports Bottling Validation Summary	Run this report at least a week before the planned month end date. Check all exceptions listed on this report. Follow the instructions printed to correct the exceptions.
Contract bottling invoicing	Contract Bottling Bottling Invoice Generation	Print the applicable Client Invoice reports and then compare the entries on it with the Bottling History report to ensure all chargeable transactions appear on the client invoices. Only then use the generation option listed.
Contract storage invoicing	Contract Bottling Storage Invoice Generation	Print the Storage Invoice Listing and ensure all chargeable items are on the report before using the generation option.

PLANT SERVICING Month End Checklist

Tasks	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
<i>Plant Servicing Validation Summary</i>												

Tasks	Menu	Comments
<i>Check for exceptions in the plant servicing module.</i>	<i>Plant Servicing Reports Plant Validation Summary</i>	<i>Run this report at least a week before the planned month end date. Check all exceptions listed on this report. Follow the instructions printed to correct the exceptions.</i>

VINEYARD MANAGEMENT Month End Checklist

Tasks	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
<i>Vineyard Validation Summary</i>												
<i>Update Vineyard Time Sheets</i>												

YEAR END PROCEDURES

Before commencing any end of year procedures it is recommended that a back-up is made first.

The software allows for two financial (GL) years to be open at the same time, however only General and Cash Journals can be posted to the previous year.

To open the new financial year and roll the ledgers into July (for example) of the new year:

- ❖ Run the General Ledger Administration, Close Previous GL Year to close the year previous to the current financial year.
- ❖ Check that the Accounts Receivable, Accounts Payable, Payroll, Stock and Asset Ledgers are all in the month of June of the current year.
- ❖ If any of these Ledgers are in a month prior to June, run the appropriate Administration, End Of Month option as many times as required until the Ledger is in June.
- ❖ Run the General Ledger Administration, Open New GL Year option to open the new financial year.
- ❖ For each of the Ledgers, finalise (update) any late transactions that are to be recorded against June.

Note: If June hasn't been rolled yet and July transactions (such as Sales Invoices) need to be recorded, enter these July transactions but **don't** update them (otherwise they'll be posted against June).

In the case of A/P and A/R Invoice & Adjustments ensure that the month specified for the July entries have in fact been changed from June to July (as the entry will default to June) and that all the entries in the batch are for the same month. Take care when specifying which batch to update against June – only select batch(es) with June entries if June hasn't been rolled yet!

Note: As part of the End of Month procedure, it is important to run the Debtor Trial Balance, Debtor Statement, Creditor Trial Balance and Stock Valuation Reports before you close the month.

Finally, run the End Of Month option for each of the five ledgers so that they are all in July. The Payroll Ledger also has a Payroll End Of Year option that must be run.

General Ledger Journals, Cash Receipt Journals and Cash Payment Journals can be posted to the previous financial year at any time.

Note: You might consider processing your 7-day accounts using the Cash Payments Journal Option rather than processing the transactions through the Accounts Payable module until such time as you have received all your June invoices, processed them and rolled your Creditor month into July.

Payroll

- ❖ Update your last payroll run for the current year.
- ❖ Run the Payroll Administration, Payroll End Of Month option for June.
- ❖ Print Payment Summaries (If you are not ready to print group certificates simply print to FILE so that the Payroll End of Year option can be run). Payment Summaries can be generated at any time for any financial year.
- ❖ Run the Payroll Administration, Payroll End Of Year option. Don't hold back in rolling the year!

If discrepancies exist between the Payment Summaries report and the Monthly and YTD Employee reports, you need to check how additions and deductions have been set-up in Payroll Maintenance.

If additions and deductions have been flagged to appear separately on the payment summaries, they will appear on the Monthly and YTD Employee reports but will be excluded from the Payment Summaries Report.

Note: To obtain On-Cost Totals (such as Payroll Tax), run the Employee Monthly Summary report with GL Month set to YTD.

New Tax Tables

Check whether there are changes to the tax tables for the new payroll year.

New tax tables will be made available on the Ezy Systems website, Services, Downloads page.



The new tax tables can also be accessed from the **What's New** icon.

On downloading the new tax tables, don't forget to utilise the [Import] option on selecting the Payroll Administration, Payroll Tax Table Maintenance option to load the new tables.

Note: Ensure that you have completed the last pay run for the current payroll year before importing the new tax tables.

AUSWINE - Close Previous GL Year

NICK AUSWINE QA

Previous Year 2005/2006

On closing the previous year, you will not be allowed to post any more late Journal Entries for that previous year.

YEAR END PROCEDURES (Cont'd)

General Ledger

General Ledger Administration Close Previous GL Year

This option allows you to close the previous GL year. On running this option, Journal entries can no longer be posted against the previous year.

You should consider backing-up the system prior to running this option.

AUSWINE - Open New GL Year

NICK AUSWINE QA

Current Year 2006/2007

Opening a new GL year will still allow you to enter late Journal Entries for the previous year.

Commit Open New GL Year ?

Open New GL Year

This option allows you to open a new Financial Year.

However, you'll still be able to enter late journal entries for the year being closed.

Using the Close Previous Year option will ensure that no journal entries can be posted against the previous year.

Balance forward figures are created for Balance Sheet GL accounts and last-year-balances are created.

Reasons why new year can't be opened:

NICK AUSWINE QA 12:47
GLA01 Open New GL Year

Account	Name	Debit	Credit
10-005	Sales - Export		1161.00
10-010	Sales - Packaged Wine	0.00	
10-020	Sales - Unlabelled Wine	0.00	
10-030	Sales - Bulk Wine	0.00	
10-040	Sales - General/Merchandise		11.36
10-050	Sales - Wine Club		1161.00
10-055	Sales - Olive Oil (Packaged)	0.00	
10-056	Sales - Olive Oil (Bulk Oil)	0.00	
10-058	Sales - Olive Oil (Other)	0.00	
10-060	Sales - Olive Trees	0.00	
12-060	Trade Discounts - Domestic	0.00	
12-065	Trade Discounts - Export	0.00	
12-070	Settlement Discounts	0.00	
15-010	Interest - A/Receivable	0.00	
15-020	Discount - A/Payable	0.00	
15-025	Sales Claims (A&P)	0.00	
15-030	Foreign Currency Loss or Gain	0.00	
20-005	COGS - Export Sales	0.00	
20-010	COGS - Packaged Wine	330.00	
20-020	COGS - Unlabelled Wine	0.00	
20-030	COGS - Bulk Wine	0.00	
20-040	COGS - General/Merchandise	0.00	
20-050	COGS - Wine Club	0.00	
20-055	COGS - Olive Oil (Packaged)	0.00	
20-056	COGS - Olive Oil (Bulk Oil)	0.00	
20-057	COGS - Olive Oil (Other)	0.00	

