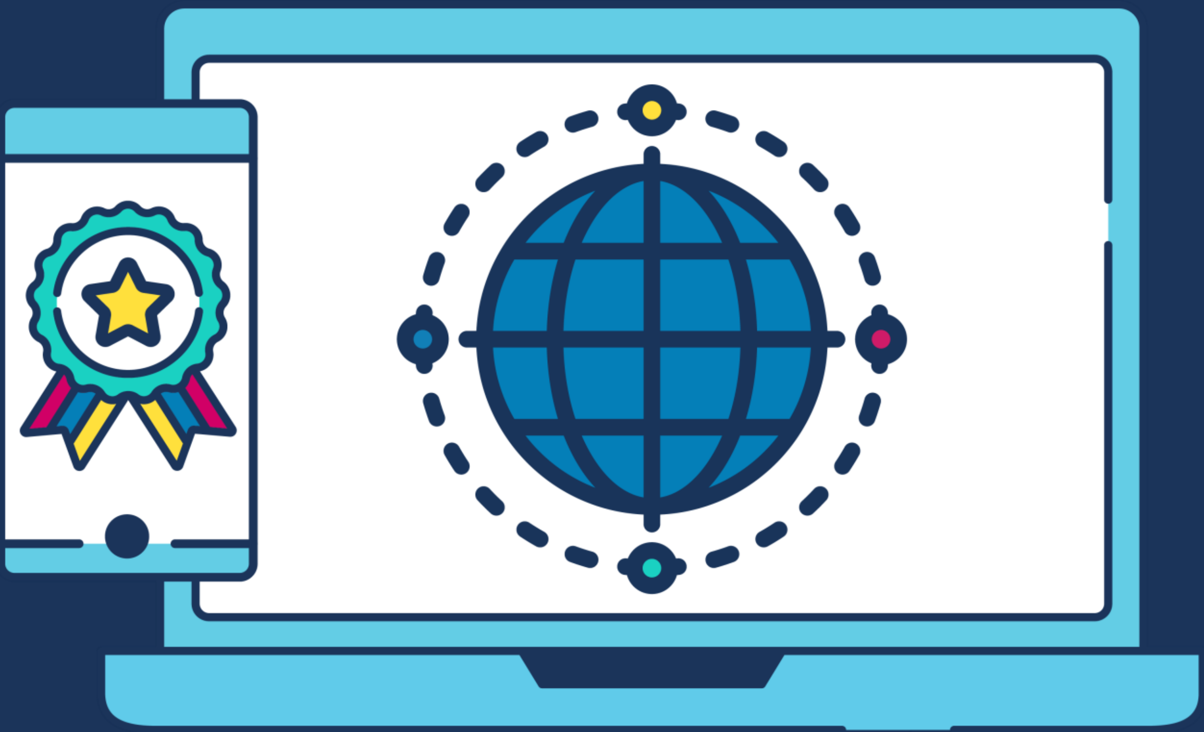
TEAM Software by WORKWAVE

Access Dimensions: Period End Processing Guide

Version: v.1



COMMERCIAL STATEMENT

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Please note this document is intended as a guide only to assist with the Period process in TemplaCMS & Dimensions. It is solely the responsibility of the customer to ensure that Period Ends are processed correctly.

Each step in this document is indicated by a step number and with a ‘D’ or ‘C’ in the first column where:

- D = Dimensions
- C = TemplaCMS

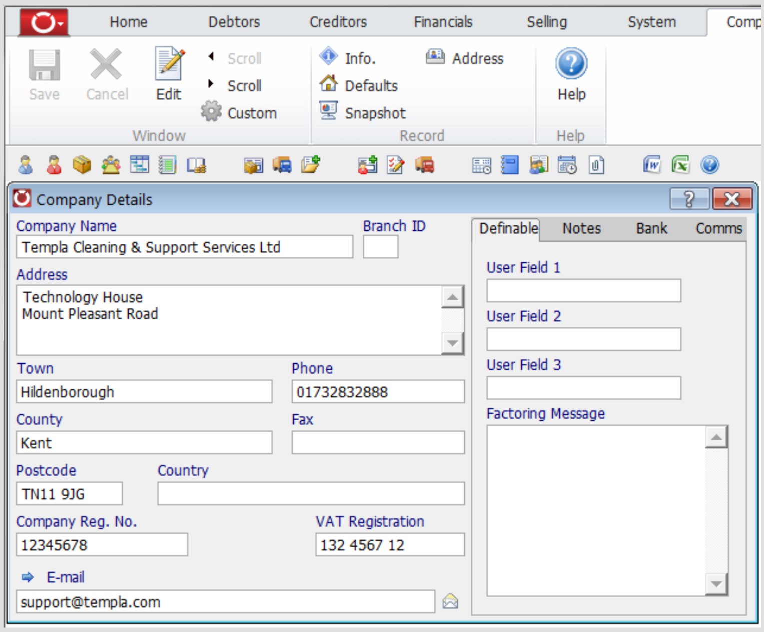
All point where back-ups should be taken are marked in ‘Red’. The user is welcome to take any additional back-ups if needed.

	Step	Templa CMS / Access Dimensions Cash Register Process
D	1	***Sales, Purchase Nominal Ledger Period Ends:***

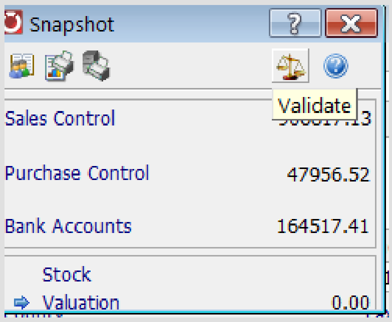
These routines are identical. Before running the period end routine make sure that:

- All **transactions** for the period have been entered.
- All relevant **batched transactions** have been updated to the accounts. The user running the period end routine will be warned if there are still transactions in the batch but will be allowed to continue.
- All required reports have been printed and checked. In particular, check the **Nominal Trial Balance** and that the **Nominal Sales/Purchase Control Account** agrees with the **Aged Debtors/ Creditors Report**.

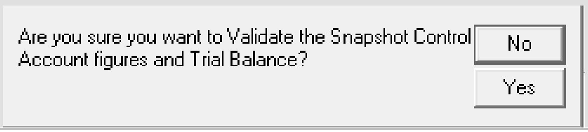
  A quick way to do this is to run the ‘***Snapshot’*** option. This can be found on the ***’System Control’*** menu via clicking on ***‘Company’*** and then on the ***‘Snapshot’*** option at the top of the screen:



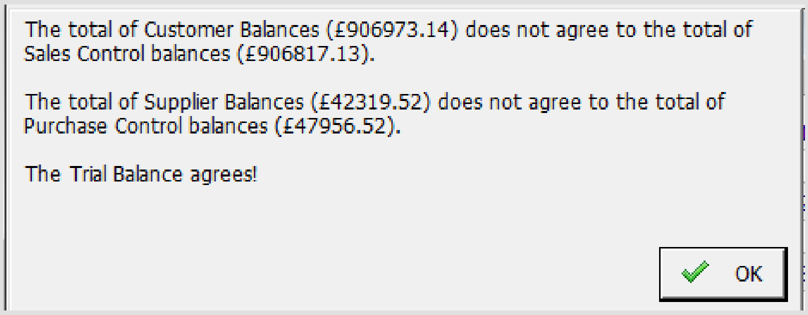
The following screen will appear, click on the ***‘Validate’*** icon:



Answer ***‘Yes’*** to the following question:

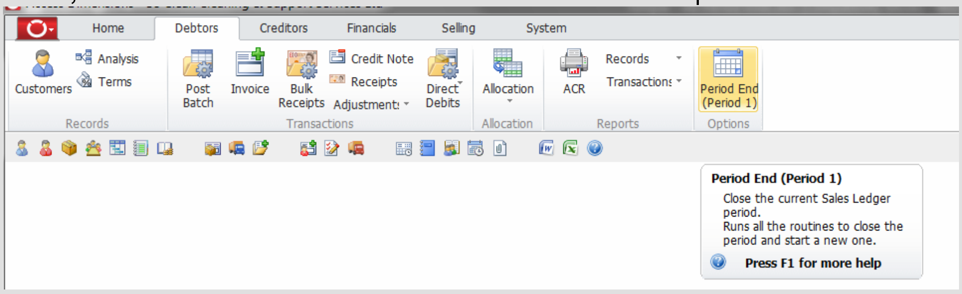


The following screen will appear and inform the user whether the ***Customer / Supplier*** balances agree or don't agree with the ***relevant control accounts*** and if the ***'Trial Balance'*** agrees.

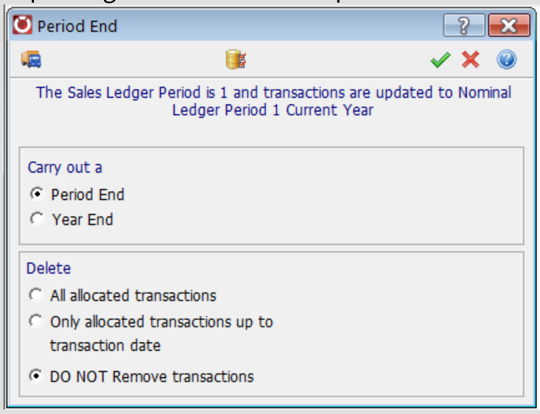


Please note: A period end can only be run in the nominal ledger after the respective periods have been closed in the Sales & Purchase Ledger.

D	**2**	**Take a back-up called 'PrePeriodEnd_**_P#' where ** is NL (Nominal Ledger), PL(Purchase Ledger) or SL (Sales Ledger) and # is the period number for example 'PrePeriodEnd_NL_1'**
D	**3**	***Running the Period End:*** From the 'Debtors', 'Creditors' or 'Financials' tab click on the 'Period End' option:



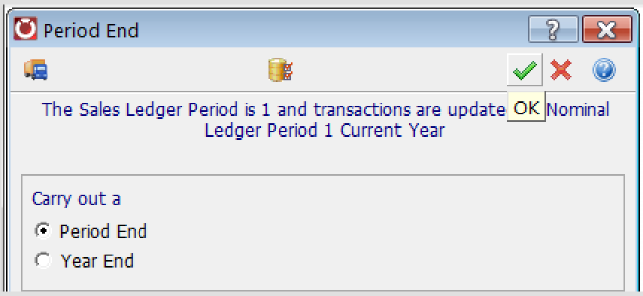
On the following screen the current ***'Sales/Purchase Ledger period'*** and the ***'Nominal Ledger Period'*** that the Sales/Purchase transactions are updating is detailed at the top of the window.



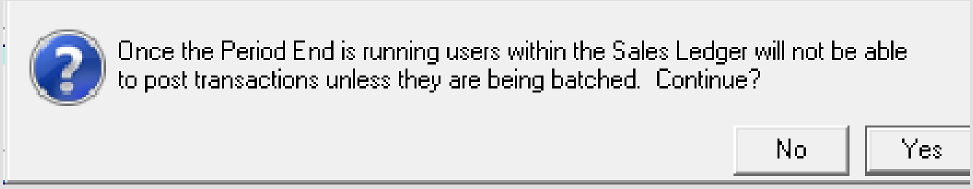
The system will default to ***'Do not remove Transactions'*** but transactions can be deleted if selected by the user, either all allocated transactions or transactions up to a specific date.

Whichever option is selected only those transactions that have been allocated will be removed. ***Once removed it will not be possible to restore any transactions unless the user reverts to a back-up.***

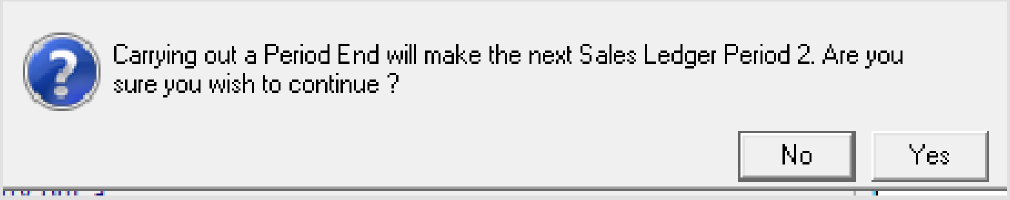
To process the ***'Period End'*** click on the ***'Green tick'***:



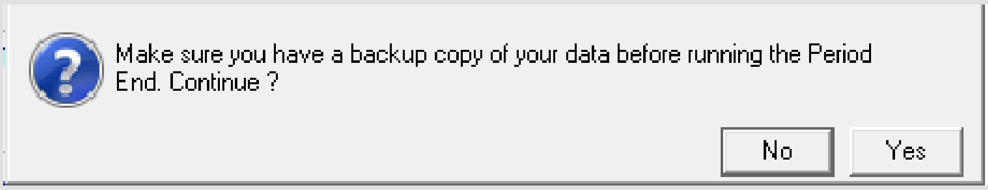
Answer ***'Yes'*** to the following question:



The system informs the user which period the ledger will be moved too, click on 'Yes' to continue:



The following message will appear – if a backup hasn't been taken cancel answer ***'No'*** and take a backup first before continuing. If a backup has been taken, click on ***'Yes'*** to continue:



Once the **'Period End'** routine is completed the following message will appear:

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