WorkDESK
software

End of Year
Accounting - 2023

WorkDESK
End of Year Notes Accounting

YOU REQUIRE SOFTWARE VERSION 12.5107+ or HIGHER TO SUBMIT YOUR FINAL STP SUBMISSION FOR 2023 AND TO CARRY OUT END OF YEAR PROCEDURES FOR 2023.

CHECK THE WORKDESK WEBSITE FOR THE LATEST SOFTWARE UPDATES BEFORE CARRYING OUT ANY END OF YEAR PROCEDURES (INCLUDING STP FINAL SUBMISSION, CLIENT END OF PERIOD, ETC).

IF YOU DO NOT HAVE A CURRENT SOFTWARE SUBSCRIPTION YOU WILL NOT BE GRANTED ACCESS TO CRITICAL UPDATES.

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Quick Reference

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INTRODUCTION

These notes are designed to assist you in preparing for the End of Year as well carrying out End of Year procedures. The two main documents are

- End of Year 2023 – Payroll
- End of Year 2023 – Accounting

Both documents must be read in their entirety by at least one person in your company. Please distribute these documents to relevant staff members as required.

An additional document is provided for PAYG Summary printing – this is only required reading if you are not using Single Touch Payroll.

WorkDESK Documentation

The most recent Published version of each of the following WorkDESK pdf documents is included with each Software Update.

You will find these documents in the tempsys\help folder:
- WB1 - WorkDESK WorkBOOK One – WorkDESK starts here – walks you through "the basics"
- WB2 - WorkDESK WorkBOOK Two – Consultants – including DESKtops and Outlook Integration – describes the facilities available to Consultants and their support staff
- WB3 - WorkDESK WorkBOOK Three – Payroll, Billing and Bookkeeping – for the "back office" staff – Payroll, Invoicing and Accounting
- SMG - WorkDESK Installation & System Manager's Guide, which details initial software installation instructions plus procedural and system setup information
- WFL - WorkDESK File Load – import data into WorkDESK
- WDW - WorkDESK DocumentWriter – design document layouts
- WRG – Report Generator Manual – create custom reports - needs the Report Generator licence to use

Document Revision – End of Year Notes - Accounting

If we have made any documentation changes to the End of Year Notes we will ==highlight them in yellow== throughout the document.

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End of Year Notes Accounting – My Calendar

My Calendar/Checklist

This calendar has been prepared as a guide to help you complete your End of Year processing. Please include/delete additional items as needed and apply dates required to fit around your requirements to do the first Payrun in the new financial year (Payroll End of Year and related STP Final Submission **must** be completed before this date). Page numbers have been inserted to assist – they are no substitute for reading the full document; it is not possible to show all page references to the checklist items.

Date Required	Detail	Page	Who	Done
08 June	Reconcile PAYG remittances YTD up to end May			
	Trial print STP YTD Detail Report (Preparation)			
	Read End of Year Notes and comply with all setup requirements and checks			
	Last Payrun for 2022/2023			
	Last Invoice Run 2022/2023			
	Check Employee Revenue Report and Job Revenue Report – make sure that all timesheets have been paid/billed. Clean up as required (see Payroll EOY notes for more detail)	13		
	Print or Export PAYG Payment Report			
	Reconcile PAYG			
	Print or Export all Reports required before End of Year:			
	Employee Allowance/Deductions Report Employee Entitlements Summary Payroll History Ledger PAYG Payment Report			
	Backup prior to Super End of Period			
	Superannuation End of Period			
	Print Employee Superannuation Ledger Print Arrivals/Departures Report			
	Flag old Employees for deletion as 'Printed Summary'			
	Final (Statutory) Backup (required for ATO)	9		
	Flag All Employees as 'Final' for STP			
	Generate STP Final Update File			
	Reconcile STP Final Report with PAYG Payment Report			
	Send STP Final Submission to the ATO			
	Payroll End of Year			
	Backup prior to Payroll End of Year			
	Payroll End of Year (set date for data entry + assign new Super Ceiling)			
	Update Tax Tables			
	Change or check Super Percentage and Super Ceiling on all Super Funds if not done in EOY screen			

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Date Required	Detail	Page	Who	Done
	Reportable Deduction changes			
	First Payrun for 2023/2022 (Remember post to Period 13) (Have you done Payroll End of Year?)			
	STP? Final Update and Payroll EOY on 30 June			
	If unable Final before 14 July must print Payment Summ.			
	Check all Client Receipts processed up to last day of Financial Year End			
	Print Client Reports:			

	Net Revenue Analysis
	    Gross Revenue Analysis
	    Placement History
	    Revenue Detail
	    Revenue Summary
	    Statements
	    Receivable Ledger
	    Receivable Analysis
	    Unpaid Invoice by Client
	    Unpaid Invoice by Consultant
	    Custom Report Generator Reports			

	Backup prior to Accounts Receivable End of Period/Year			
	Accounts Receivable End of Period/Year	15		
	First Invoice Run for 2023/2024			
	Process first Client Receipts for 2023/2024 (Remember post to Period 13)			
	Complete Accounts Payable Processing (don't process Invoices dated July)			
	Print Reports			
	Backup prior to Accounts Payable End of Period/Year			
	Accounts Payable End of Period/Year	17		
14 July	STP Final must be sent to ATO by today			
30 September	General Ledger End of Year **note:** only if your Financial Year end is June [otherwise substitute your own date] (must be completed prior to the need to run first pay for October and before the requirement to do Accounts Receivable/Accounts Payable End of Period)			

WorkDESK
End of Year Notes Accounting – Preparation

General Information for the System Administrator

Software Version

To carry out the various procedures for End of Year processing you must have installed the latest version of WorkDESK. Only one supported version will comply with all requirements – Version 12.5107 or greater.

If you are not yet running this version, please contact WorkDESK Support urgently.

Preparing for End of Year

By performing the end of year "housekeeping" in a systematic fashion, you will start your new financial year knowing that your accounting records and WorkDESK database are in good order.

End of Year

There are many individual steps and planning your processing and knowing in advance the deadline for each step is your goal.

The importance of Backup

YOU MUST BE VERY, VERY SECURITY conscious over the end of year period. BACKUP regularly during your End of Year processing cycle. If you are going to have a problem it is most likely to occur when you are processing and deleting large volumes of data, as at Year End.

Please don't stress yourself by forgetting to backup prior to each crucial step. End of Year processing is a time when something is more likely to 'go wrong' particularly if database processing was interrupted at any stage during the year, by any event, and a recovery was not done (and the crash was cleared leaving corrupted data in the files).

Single Touch Payroll

You are required to submit all Outstanding STP payrun data to the ATO prior to running your STP Final Submission. WorkDESK will not allow you to proceed with a STP final submission if there are any outstanding entries.
Your Accounting -> Single Touch Payroll screen should not have any Submissions with the Outstanding status. We strongly recommend you resolve any Outstanding Submissions asap.

Another requirement is that you cannot do a payrun that will be paid in July without having first submitted Final Update and performed Payroll End of Year. Any pay to Employees sent to the bank after 30 June must be included in 2023 – 2024 financial year.

If you do not submit Final Update on or before 14 July you must produce Payment Summaries for the year ending 30 June. If the Payment Summaries are not made available by 14 July you may be subject to a penalty. Please see separate archived document on how to print PAYG Summaries for more information if this applies to you.

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Payroll Statutory Backup

In the Payroll End of Year Notes, you will see there is a requirement for a Statutory Backup. This backup must be taken prior to submitting your Final STP Submission. In previous years there was a requirement for a Total Environment backup of Tempsys, this is no longer required. You are now only required to generate a Zip Online Backup in WorkDESK through System -> Database backup/ Recover -> Online backup: tick 'Zip Online Backup' and input a file name for your final backup of the year. E.g. EOY2023.

Backup prior to each step.
Use WorkDESK Online Backup for additional backup safety. Remember there is only one copy of the Online Backup files – these get overwritten each time an Online Backup is taken. We recommend that each time you do an Online Backup record the details in your System Log. Online Backup can be taken at any time – you don't need staff to log out of WorkDESK once the initial Online Backup files are created.

In the event that you have to resort to a Database Recover step, having a recent Online Backup will save everyone time.

The DATE is important

Once the calendar has rolled over to 1st July, End of Month, End of Year operations require the Operator to use the Data Entry Date on the Login Screen and specify 30th June (or your End of Month date if not using Calendar Months). Failure to do this will have ramifications in this year and also next year if doing Payroll End of Year with the wrong date.

Clients

Clean up your Client Debtors Ledger

Print a complete "Receivables Ledger" (see Reports ⇒ Client & Accounts Receivable ⇒ Accounting). Do not select the option "Exclude Accounts with Zero Balances". Print Line Items – select this if you want to see the detail of each Employee who was invoiced to the Client.

Examine each Client's ledger in turn and attempt to identify amounts (unallocated Receipts, Credit Notes etc) that you can now properly "allocate", using the Adjustment screen. Note the following restrictions on transaction merging:
- You cannot merge "Current Invoices" with prior period (30, 60, 90 Day) Invoices
- You cannot merge VPT Invoices for different Employees. If you have old invoices in your system this may still apply
- You cannot merge GST Invoices for different G types

The Adjustment program asks you to enter the Client Code, the Invoice to be "added to" and the Invoice or Receipt to be used:

a. First, try to associate unallocated receipts with the invoices/credit notes to which they relate.
b. If you have processed any non-computer created credit notes or "adjustment" invoices, allocate them to the invoice(s) to which they relate, because they do not allocate to the original Invoice automatically.
c. If a Client account has a zero balance, but contains entries, "allocate" any receipts first then merge any remaining Invoices.

Other Client Accounting you should investigate:

If you have processed Invoices to the wrong Client's account, use Manual Invoices to credit the incorrect amount (enter as an invoice, but with a negative value – e.g. –1234.00) from the Account and debit the amount to the correct Client's account (use the original invoice number and date – if you need to re-age the Client aged balances, see note about matching Transaction Types that follows).

TAKE NOTE – You must match Transaction types – i.e. you can only allocate a Temporary Invoice to a Temporary Invoice or a Perm Invoice to a Perm Invoice, etc. You can allocate Receipts to ALL Invoice types. You cannot merge Invoices from the Current Accounting Period to prior.
⇒ If you have processed a receipt to the wrong Client's account, reverse from the incorrect account by entering a negative receipt total and a negative "unallocated" amount to the account, and reprocess into the correct account. You may also need to re-age the resulting Client aged balances.

⇒ Look at each Client account, and by working systematically you will reduce the size and increase the accuracy of Receivable Ledger reports printed in the new financial year.
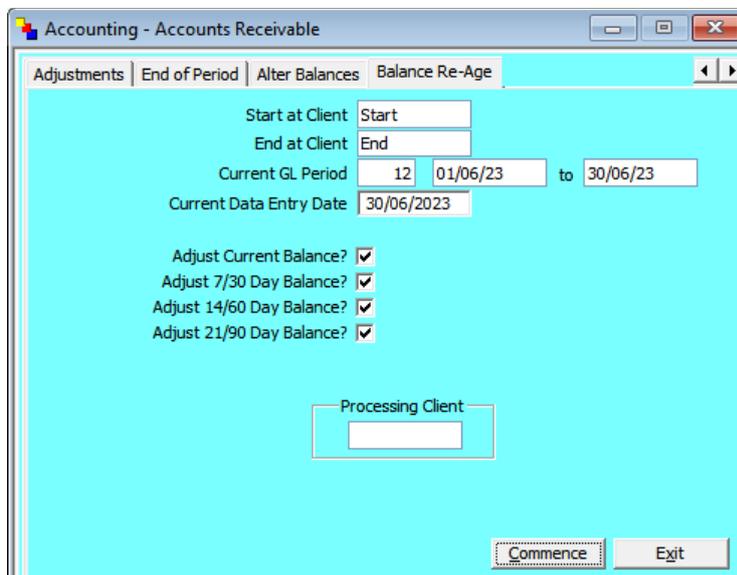
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CLEAN UP YOUR "Open Item" Detailed Aged Receivable Report

⇒ Print a complete up-to-date report after first cleaning up your Receivables Ledger.

⇒ Check that the total value of entries in each "Age" column AGREES with the total printed at the bottom of the column. These figures are maintained separately from the total Client account balance by the WorkDESK system, and if invoices or receipts are entered into the system with a date outside the current accounting period, the individual age column totals could be incorrect. The report will highlight any column totals that are incorrect. For example

```
     927.09                                     DAVITT Jane Tanya      980016
--------- ---------- ---------- ---------- ----------
   4518.09      0.00       0.00       0.00    4518.09  DERDAV  David Kim Derrington
   3591.00    927.09       0.00       0.00    4518.09  <<***** Aged Balances in Client file
```

If the aging on any Client account is incorrect, use the "Alter Balances" screen in the Accounting ⇒ Accounts Receivable menu to correct the aging for a Client. You can change the individual age totals as necessary, (as long as you do not change the overall total of all "ages").

⇒ If you have a large number of Clients to correct, use the automatic Balance Re-Age Screen. Run this at a Level 6 Security and WorkDESK will automatically correct the Aged Balance Totals to agree with the aged transactions using Date of each transaction. (See Accounting ⇒ Accounts Receivable ⇒ Balance Re-Age.)

⇒ If any balances are incorrect – i.e. total of INVOICES and Balance totals do not agree, please place a Support Call for assistance to repair the data damage in the Client account in question. For example:

```
     582.00                                     BAINES Lisa Patricia   99028
-------- ---------- ---------- ---------- ----------
    582.00      0.00       0.00       0.00     582.00  GEOHILL George Hillier Advertising
     10.20    582.00       0.00       0.00     592.20  <<***** Aged Balances in Client file
```

When the Balance Re-Age Screen, is run at **Level 7 Security** (User Login 'level7' requires a Security Check) it will update the Balance Totals to agree with the aged transactions on file. You must satisfy yourself that this is the correct procedure to follow and document all instances where the balances would be adjusted before running the procedure. <u>There is no audit trail provided</u>. You must take a backup prior to running this procedure.

If you do not use the Balance Re-Age to address this issue, the Support Group will require the following information:
- A screen print of the Client Balances/Other screen
- A ledger print for the Client

- Then, so that we can repair the data damage, you will need to tell us whether the Account Balance is correct – if not what it should be. If the Invoices are in error you will need to list out the discrepancy or discrepancies.

$\Rightarrow$ Use the Detailed Aged Receivable Report and or the Receivable Analysis Report to include the balance of the Accounts Receivable Control Account total at the bottom of the Report to assist General Ledger reconciliations. Note the facility is only available if you print the complete account range (from Start to End).

Show Current General Ledger Control
Account Balance for Debtors Control ? ☐
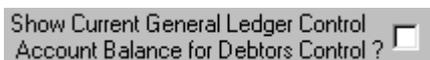
If the General Ledger Control account and the Receivable Analysis Report do not agree, you will need to investigate the differences. These could be caused by:
- Journal entries to the General Ledger Debtors Control account not reflected in Accounts Receivable accounts
- Operational failures during Client Receipting where the values processed against Clients accounts are not supported by a complete transaction in the General Ledger
- Check that the General Ledger Trial Balance balances
- Were Client Opening Balances correctly taken up and the Ledger agreed when WorkDESK was installed?

Candidates

There are no End of Year procedures to be run for Candidates, but it is an appropriate time to "housekeep" by removing unwanted Candidates. Candidates can be deleted one at a time, in 'bulk' by creating a List of Candidates to 'cull' or the departed can be "archived" by creating a Candidate Category (e.g. "ZZZ") and recoding them to that Category.

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Job Orders

There are no End of Year procedures to be run for Job Orders, however you MUST ensure that all Timesheets that should have been invoiced have been invoiced before finalising the Accounts Receivable End of Year. Any timesheets which will not be invoiced should be DELETED, as follows:

$\Rightarrow$ First, print a "Job Revenue" Report from 01/01/1901 to 31/12/2025, which will list all un-invoiced Timesheets for each Job Order (including those that have been entered with incorrect dates). Timesheets that should have been invoiced should now be invoiced, before you proceed further with your "clean up" (see Reports $\Rightarrow$ Job Orders $\Rightarrow$ Job Revenue).

$\Rightarrow$ Use the program "Delete Uninvoiced Timesheets" in System $\Rightarrow$ File Deletion to delete all unwanted Timesheets from the Job Orders (see System $\Rightarrow$ File Deletion $\Rightarrow$ Uninvoiced Timesheets).

$\Rightarrow$ When using "Delete Uninvoiced Timesheets" you can either select individual Job Orders, Groups of Job Orders or the total Job Order database. Only run this procedure immediately after BACKUP.

Payroll

See the Payroll End of Year Notes for full details. It is recommended that you make sure PAYG Withholding is reconciled and the Net Pay Clearing Account.

Unpaid Timesheet Cleanup

Delete any unpayable Timesheets from the system. First, produce an "Employee Revenue Report" from 01/01/1901 to 31/12/2025, which will list all unpaid Timesheets (including those that have been entered with silly dates) for each Employee (see Reports $\Rightarrow$ Payroll $\Rightarrow$ Timesheets $\Rightarrow$ Employee Revenue Report).

Please refer to the Payroll End of Year Notes for more detail.

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Processing Deadline

The order of completing some tasks is vital. The following 'rules' assume that your Financial Year End for General Ledger Reporting is also 30 June.

Where your Financial End of Year is not 30 June, you will be performing a 'normal' End of Period for Accounts Receivable and Accounts Payable plus all the Payroll printing and End of Year steps. You would normally include the End of Year processing to coincide with your Financial End of Year.

STP Final Submission, Super End of Period, Payroll EOY

Your immediate deadline this year is to complete Superannuation End of Period/Quarter, Send your STP Final Submission, then Payroll End of Year, and Update Tax Tables and Super Ceiling values on all Funds **BEFORE** the first Payrun of the new year.

Accounts Receivable End of Period/Year

Complete Accounts Receivable End of Period/Year before the first Invoice printing of the new year.

Accounts Payable End of Period/Year

Accounts Payable End of Period/Year should be completed as soon as convenient, and prior to entering any July Invoices.

General Ledger End of Year

General Ledger End of Year must be completed prior to 30 September or prior to your requirement to complete Accounts Receivable/Accounts Payable End of Period '15'.

The General Ledger has facility for up to 15 Accounting Periods in the Year. If you allocate Periods 1 to 12 for the Financial Year, you have 3 months to complete your Financial Statements for the year just concluding. Periods 13, 14 and 15 are used to accumulate transactions posted to the Ledgers for the 'new' year whilst you complete last year's work.

General Ledger End of Year will automatically move all accounting transactions for Period 13, 14 and 15 to Period 1, 2 and 3 providing you nominate period 12 when running General Ledger End of Year.

If your Financial Year does not end in June, you will need to complete Payroll End of Year and June End of Period for Accounts Receivable (Clients) and Accounts Payable (Creditors).

We recommend you produce a detailed calendar for your processing requirements after you have completed reading this document (see page 7 for our suggestions).

The correct period number is…

You need to ensure that your operators KNOW AND UNDERSTAND WHICH SUBSYSTEM IS BEING PROCESSED TO WHICH ACCOUNTING PERIOD IN THE ACCOUNTING CYCLE.

If you have not done General Ledger End of Year, for MOST Users the first Payrun after 1st July will be to PERIOD 13.

Once General Ledger End of Year has been performed, you will need to **manually** change the Period Number for Payroll Update, Client and Accounts Payable End of Period to Period 1, 2 or 3 as soon as this is appropriate.

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Accounts Receivable End of Year

Before you run the Accounts Receivable End of Period, please check that the system knows that Period 12 (or 13 if you have defined your Calendar in 13 four weekly periods) should incorporate End of Year.

Select System ⇒ System Control ⇒ Maintain System Control File ⇒ Client Aging/Revenue:
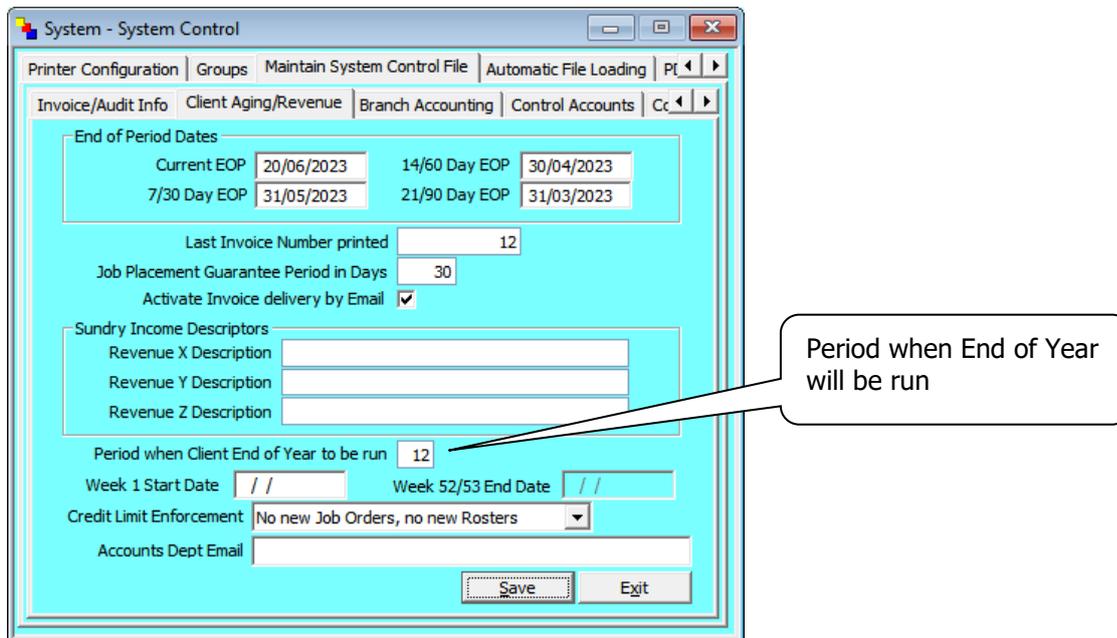
Run the Accounts Receivable End of Period (Year) ONLY after you have entered all invoices and receipts for the last month of your financial year (usually June) but BEFORE YOU ENTER ANY INVOICES OR RECEIPTS FOR THE NEW YEAR:

⇒ Print all the reports that you normally print out at the end of each processing month (period) and any other that you may need either for historical, statistical or management purposes OR that may help your external accountants to complete their tasks more easily. As a minimum these reports should include:

- o Receivables Ledger
- o Aged Receivables Analysis

⇒ Check your System set up "Period when Client End of Year to be run". You cannot run this process more than once.
⇒ Check your General Ledger Period End Dates. Make sure your Calendar defines dates for Period 13, 14 and 15 (see Accounting ⇒ General Ledger ⇒ Period End Dates).
⇒ Run your Client End of Period and click "Yes" in response to the "Include Client/Consultant Statistics End of Year?" question.

TAKE CARE, if you forget to click "Yes", the Year to Date and Last Year totals for each Client and each Consultant WILL BE INCORRECT, and therefore meaningless, FOR THE WHOLE OF THE NEXT YEAR. There is no way to rectify this mistake.

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<mark>If you are not prompted with the "Include Client/Consultant Statistics End of Year?" question before you are prompted with "Commence End of Period" and you are running the End of Period for Period 12, and Period 12 has been defined as when your Client End of Year is to be run, you should cancel the End of Period and contact WorkDESK Support for assistance.</mark>

The Client End of Year procedure moves all YEAR TO DATE figures for Client, Consultant, and Revenue Codes to "Last Year". It then sets the "Year to Date" figures to zero, ready for the system to start accumulating statistics for the new financial year.

Check the Gross Revenue Analysis report located under Reports ⇒ Clients and Accounts Receivables ⇒ Statistical menu to make sure "This Year's Revenue" is 0.00 for all Clients.

Reconcile Trade Debtors Control

As part of the Year End operations, it is usual to balance/reconcile the accounts in the General Ledger with the contents of the Accounts Receivable Ledger.

You need to check whether the period 12 Year-To-Date balance of the General Ledger "Trade Debtors Control" account, after you have run Client End of Period/Year, equals the total of the Total column on the Client Aged Receivables report. If it does not then you need to reconcile the difference (find out how the difference is made up).

Job Orders

WorkDESK can automatically create Job Order numbers, starting at a number that you enter/change on the Control Accounts Tab (see System ⇒ System Control ⇒ Maintain System Control Files ⇒ Control Accounts). The "Next Job Number" may be changed at any time.

If you wish to identify Job Orders as belonging to a particular financial year (e.g. 24/0001) you can change the "Next Job Order Number (if auto-numbering)", before entering your first Job Order for the new financial year). You can also use the Job Order Number Mask (e.g. 24/####) to number all Jobs commencing with '24/'.

When you change the Job Order numbering sequence do not start the new numbering sequence with a number that will conflict with a previously used sequence (if there is any likelihood of old Job Orders still remaining) as the system will complain when Job Number duplications occur.

If you use Consultant Job Order Pre-fix (up to 4 characters) make allowance for this when setting the next Job Order Number. For example if you set the next number to be 2418001 and the Consultant Job Order Prefix is MKW, the first Job Order will be created as MKW0001 i.e. taking the last four digits of the Next Job Order Number.

Accounts Payable

If you use Accounts Payable you do not need to delay running the Payable End of Period until AFTER entering all invoices for period 12, as you can selectively run End of Period for Invoices within a particular date range. Remember to select "Zero End of Year Totals?" when running the End of Period for Period 12.

You will need to specify a start date or 01/01/1901 to 31/12/2025 to be sure to clear all unprocessed Purchase Ledger transactions.

As part of other Year End operations, it is usual to balance/reconcile some accounts in the General Ledger at or near statutory/financial year end:

The total of the General Ledger "Trade Creditors Control" account after running the Payable End of Period for period 12 should agree with the total of the "Payable Trial Balance" report printed at the same time.

After you have done your General Ledger End of Year MAKE SURE that the subsequent Accounts Payable End of Period processes to the correct period number (i.e. period 1, 2 or 3 NOT 13, 14 or 15).

Withholding where ABN not Quoted

The PAYG Withholding System requires payers of certain types of payments to withhold an amount from those payments. Guidelines published by the ATO (PAYG Payment Summary – Withholding where ABN not Quoted Guidelines) states that they do not apply where amounts have been withheld from payments made:

- ❖ To employees, company directors or office holders;
- ❖ Under labour hire or other specified payment arrangements;
- ❖ Under voluntary agreements to withhold;

When you make a payment and withholding applies, there are provisions you must meet (Remittance Advice requirements). If you have or are making payments to which this type of Withholding applies, we recommend you review these requirements and your procedures with your Accountant if you have not recently done so.

Please note that the preparation and submission of the "Withholding where ABN not Quoted Annual Report" is not an automatic WorkDESK feature. See the ATO reference for further information: PAYG withholding where ABN not quoted – annual report | Australian Taxation Office (ato.gov.au).

If you have made this type of Withholding, you will need to complete your Annual Report by examining the information in the WorkDESK Business Activity Report and from your copies of Remittance Advices.

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General Ledger & Other

Your General Ledger End of Year does not need to be run until near the end of accounting Period 15, which is the end of September for *most* WorkDESK Users. IT MUST BE RUN BEFORE ANY PERIOD 15 END OF PERIOD FOR CLIENT, ACCOUNTS PAYABLE or PAYROLL (Super) is attempted.

Before you run any Client, or Accounts Payable "End of Period" operation for period 12 check to see that General Ledger PERIOD END DATES FOR PERIODS 13, 14 and 15 HAVE BEEN ENTERED (Accounting ⇒ General Ledger ⇒ Period End Dates).

If it is your intention to make significant changes to the structure of the General Ledger, this should be done immediately after the end of period 12 (e.g. after Client and Accounts Payable End of Month/Year and Payroll End of Year) and before any accounting processing occurs in the new financial year. This of course will impact on the presentation of accounts for the year just completed. You should plan this in advance, in consultation with WorkDESK Support.

Before doing your General Ledger End of Year take a BACKUP, which you should preserve until your Accountant has finished your financial reports and tax figures for the year. After the BACKUP, but before running the General Ledger End of Year program, print and safely store away, a General Ledger "Trial Balance" for period 1 to 12 and a General Ledger "Ledger Print" for all accounts for periods 1 to 12.

When you run your General Ledger End of Year, it "balances forward" your General Ledger, moving period 1 to 12 balances to "Last Year to Date", deletes all entries for months 1 to 12 and moves months 13, 14 and 15 back to become period 1 2 and 3.

General Ledger End of Year is completed in Accounting ⇒ General Ledger ⇒ End of Year. Perform a backup prior to completing.
Account to Post Profit/ Loss to: for default systems this is account 610.00 Unappropriated Loss/Profit. Or any account above 600.00 or XA0000 with a similar name. View your GL master chart list if you are unsure.
Close off at period: 12 unless you are using a different period structure or changing your period structure.

ENTER PERIOD END DATES FOR THE NEW FINANCIAL YEAR, IMMEDIATELY AFTER COMPLETING THE GENERAL LEDGER END OF YEAR OPERATION. Failure to do so will cause incorrect processing in the new Financial Year.

I don't use the WorkDESK General Ledger.

If you don't use the WorkDESK General Ledger, when you use the Accounts Receivable System to manage your Debtor Accounting, the General Ledger accounts for Debtors Control, Bank Account and Revenue Accounts will be accumulating values. It is possible that at some stage, these accounts will hit some system value limits.

To manage this area yourself, do some dummy Journal Entries and shuffle some 'money' to reduce large balances in these accounts. Ask Support for assistance if you are not sure what to do.

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Cash Book

After you have finalised and reconciled your bank balance at the end of your final accounting period for the year (usually period 12, for most Users) it is a good idea to print out and then delete all Cash books, to give you a clean start for the new year.

- The use of this facility is enhanced if you use only one Cash Book (for each Bank Account) for both Receipts and Payments in the period.
- At the end of the period, unpresented receipts/payments may be transferred to a 'follow on' Cash Book.

Other Reconciliations

As part of other Year End operations, it is usual to balance/reconcile some accounts in the General Ledger at or near statutory/financial year end:

- The balance in your bank account should be reconciled with the General Ledger "Bank Account" account at 30th June.
- Net Pay Clearing should reconcile to zero
- Trade Debtors
- Trade Creditors
- PAYG Clearing
- GST Inputs
- GST Outputs
- After reconciling GST Inputs and GST Outputs you will need to reconcile entries in your Business Activity Ledger
- 'Suspense'

Consultants

The Consultant End of Period/Year is performed automatically as part of the Client End of Period/Year.

After the Client End of Period/Year for period 12 is an ideal point at which to "tidy up" departed Consultants. Before you can delete a Consultant, all Job Orders remaining on the system that "belonged" to the Consultant must have been deleted or allocated to another Consultant and all outstanding Invoices must have been paid.

The most appropriate way is to remove the check against the "**Active Consultant**" check box. This allows you to leave a Consultant on the system, but excludes their statistics from any Consultant Report that you print.

The Active Consultant flag can be set in System $\Rightarrow$ Miscellaneous Maintenance $\Rightarrow$ Consultant $\Rightarrow$ Alter.

WorkDESK
End of Year Notes Accounting – I need Help

Help…..

WHEN YOU NEED TO MAKE A SUPPORT CALL

SUPPORT CALLS MUST BE PLACED WITH THE WorkDESK SUPPORT REGISTRATION LINE **1300 783 677**. When leaving a message, ALWAYS INCLUDE BRIEF <u>DETAILS</u> OF YOUR PROBLEM, even if you have also sent details of your problem by email.

AFTER HOURS SUPPORT COSTS

In prior year's we've opened on the first Saturday after June 30, based on demand. If this is made available and you place a call during this time (on Saturday), your usual rate per six minute time unit will be charged plus a 30 minute after hour call charge for each Support Call.

WorkDESK
1300 783 677

support@workdesk.com.au