

A full backup must have been done before continuing.

Refer to;
End of Year – Read First

Ensure no one is logged on to PCSchool prior to running the Debtor End of Year Rollover as this module is integrated with both the Administration and General Ledger modules

End of Year Debtors NZ Gov Schools
This is a Generic Manual – Dates may not reflect this year



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End of Year Debtors NZ Gov Schools

NZ Government Schools – Flowchart EOY Procedures

1. Backup
2. Perform rollover into the next year
3. After Rollover Checks
4. Processing After the Roll
5. Transfer Paid Donations to the Voluntary area
6. Delete Unpaid Contributions/Donations
7. Consolidate unpaid balances to a B/Fwd Balance – (Optional)
8. Delete remaining paid transactions

IMPORTANT

Complete all the current year processing in the sundries and debtors - print all audit reports (*Aged Debtors, Account Summary, Debtors Reconciliation, Account Validity Report, Invoice and Receipt Reports etc*) - prior to proceeding with EOY procedures.

Ensure a **complete backup** has been done by your IT Department before proceeding with any of the steps shown below.

When performing the end of year rollover in the New Year, **all other terminals** must be logged out of PCSchool.

Choose the **most powerful terminal** available to run these routines – if possible, use the Server.

DO NOT PROCESS any following year transactions such as billing and receipting until the rollover into the next year is complete.

IF POSSIBLE CHANGE DATE OF YOUR PC TERMINAL TO 31ST DECEMBER OF THE YEAR YOU ARE ROLLING FROM

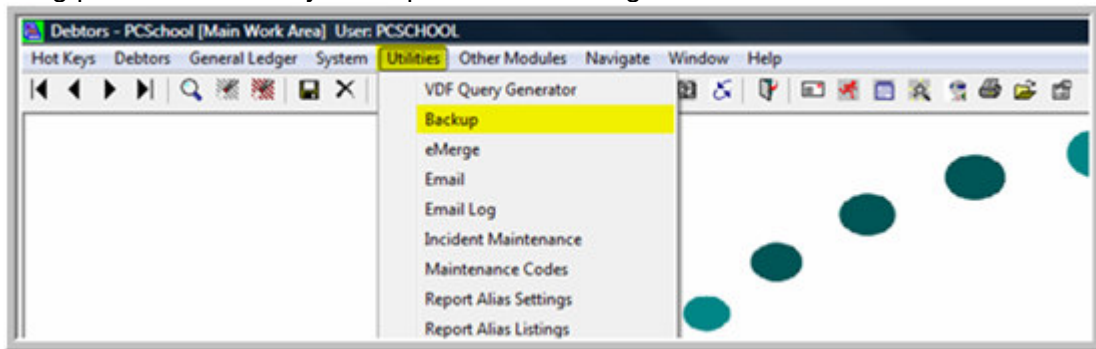
Before beginning all steps below set your computer's date to 31 December of the year you are rolling from so that your rollover into the next year and any consolidation of transactions reflects that date and NOT the date when this process is being executed.

1: Backup

Back up the PCSchool Before Continuing with the Roll Over

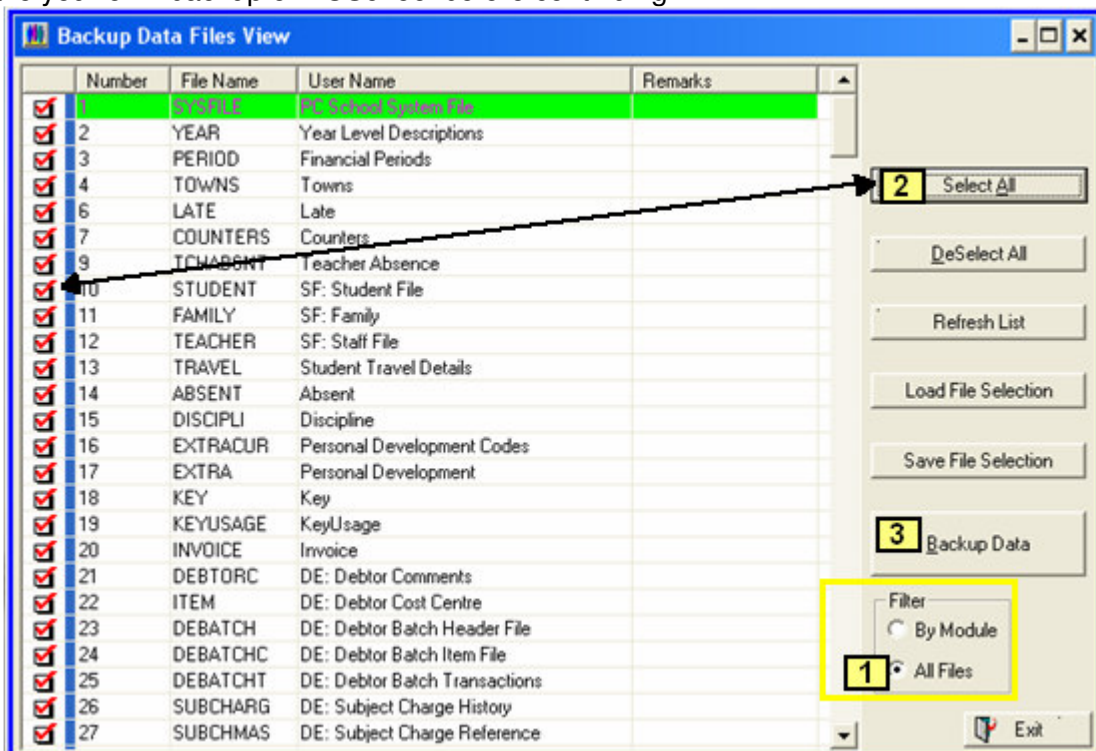
Path: PCSchool → Debtors → Utilities → Backup

The following procedure will only backup the data relating to the Debtors Module.



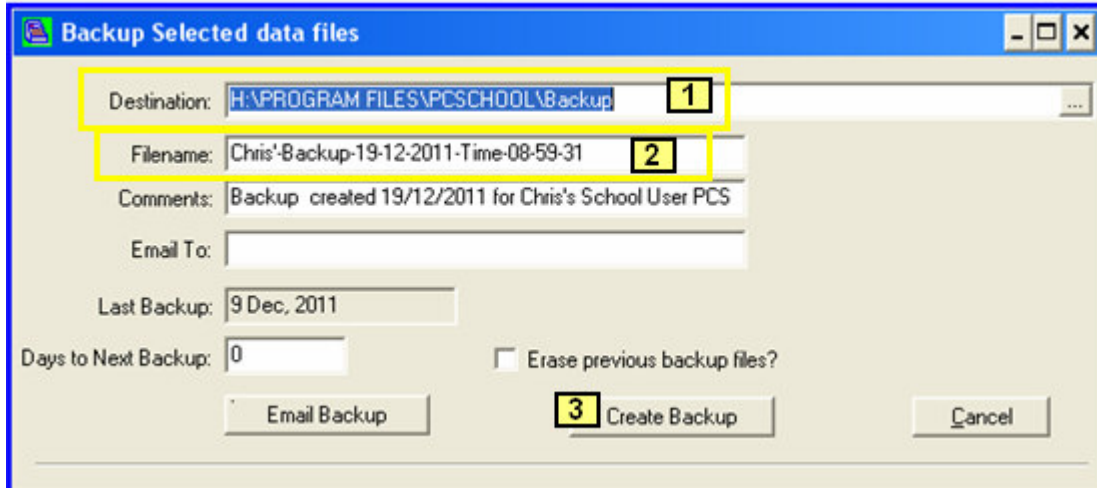
Important; Make sure your IT staff has completed the Backup procedure in the End of Year – Read First documentation.

Also make your own backup of PCSchool before continuing.



- | | |
|----|--|
| 1. | In the Filter select All Module . |
| 2. | Click Select All – all the files should have a Red tick beside them. |
| 3. | Click Backup Data . |
| • | Wait while it creates the Backup. |

At the next window Save the backup file.



1.	<p>Check the Destination. The default is your local drive PCSchool\Backup;</p> <ul style="list-style-type: none"> • This is the best place to save this as it can easily be accessed if it needs to be restored. • If you change the destination make sure you know where it is saved.
2.	<p>You may choose to rename the file, to signify that this is the Scholastic backup of a particular Year.</p>
3.	<p>Click Create Backup.</p>
•	<p>A Zip file will be created holding all necessary .tmp files.</p>

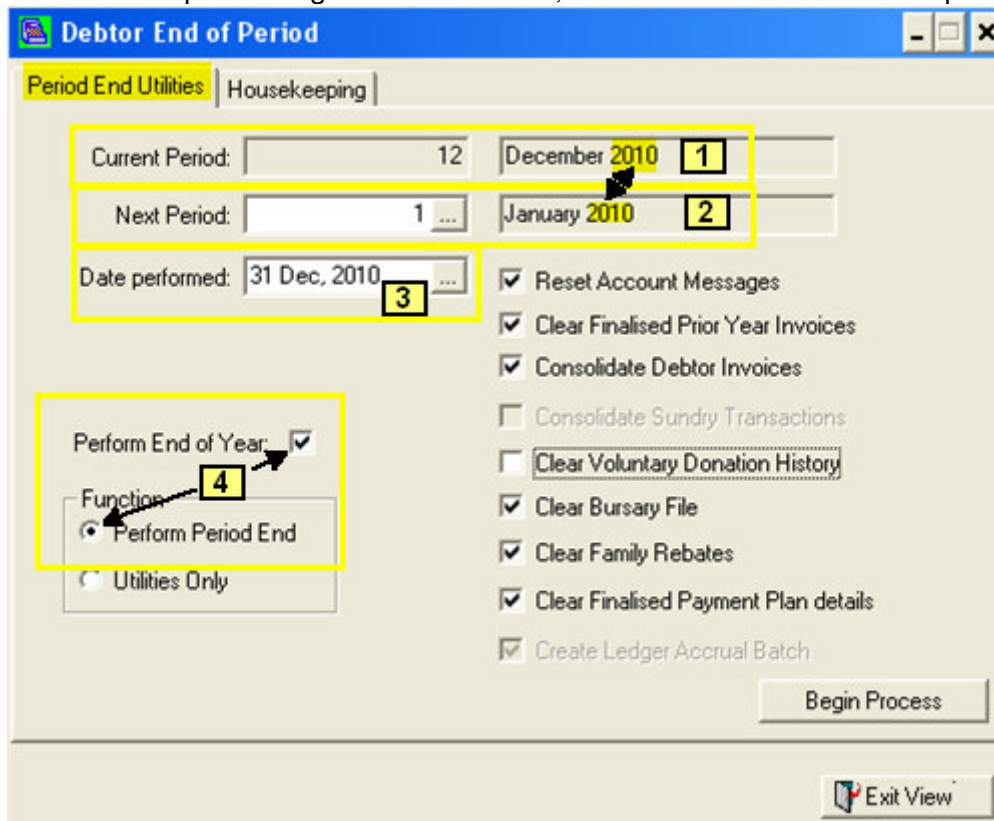
2: Perform Rollover into the Next Year

Rolling from one year to the next impacts on the Debtors as follows:

•	Debtors	Deletes all receipt detail.
		Deletes all fully paid transactions – depending on option chosen.
		Outstanding balances can be consolidated into b/fwd balance or as individual transactions – depending on option chosen.
		Creates a GL Debtors Accrual Batch.
•	Sundry Debtors	(Student sundry billing area) Deletes all receipt detail.

Path: Debtors → Debtor’s End of Period

The **Current Period and the Next Period will both have the same Year**, this is changed at the final stage, prior to the start of processing for the New Year, and after the Rollover is completed.



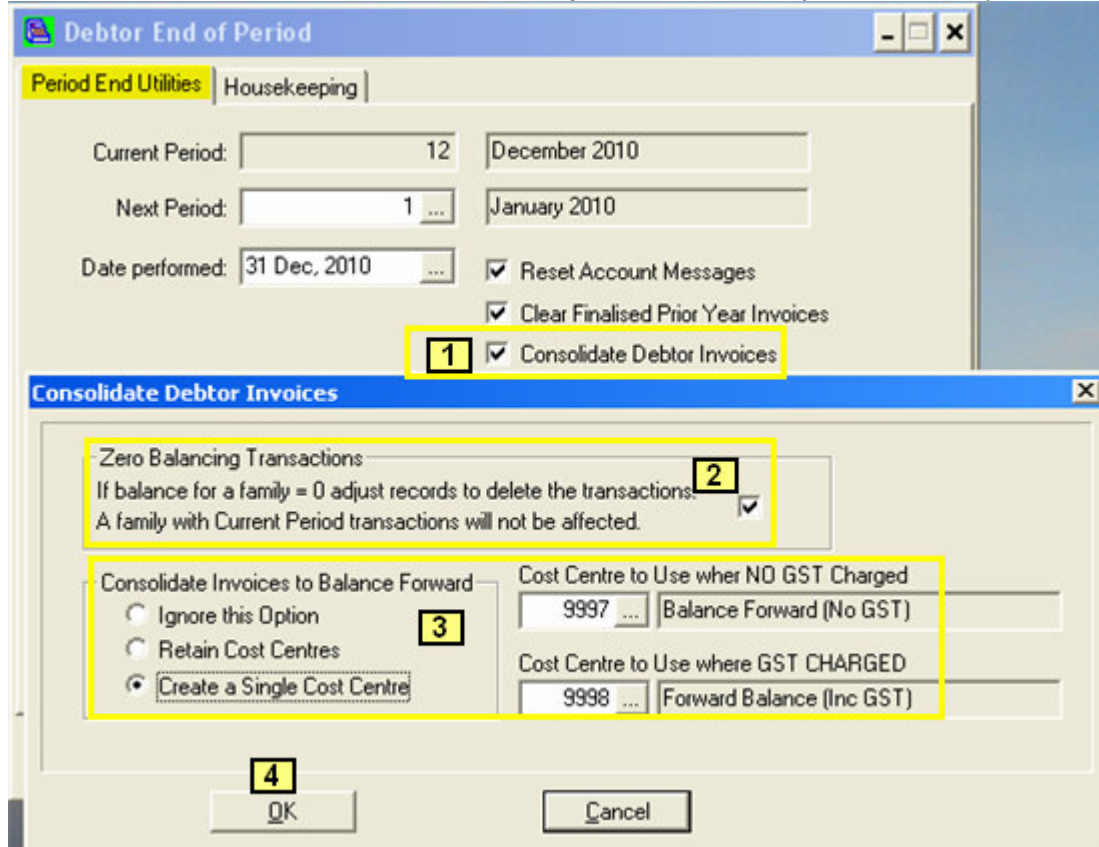
1.	Current Period is the Final Period of the Year you are in.
2.	Next Period will show the First Period of the next year; <ul style="list-style-type: none"> The Year will show the same as the current period; this is not changed until after the Rollover.
3.	Change the Date Performed date to the end of the year. Eg 31/12/2099
4.	Tick Perform End of Year , Perform End of Period will also be selected.

Consolidate Debtor Invoices

New Zealand; The End of Year Debtors Consolidation process will preserve two years of outstanding debtor invoice records, including unpaid Donations. This means:

- Any outstanding prior year debtor invoices (eg from 2009) will be rolled to Debtor Period -2
- Any outstanding current year debtor invoices (eg from 2010) will be rolled to Debtor Period -1
- All new debtor invoices after the roll (eg in 2011) will show in Debtor Period 1 and above

Consolidate Debtor Invoices relates to **Debtors only** and does not impact on Sundry Debtors.

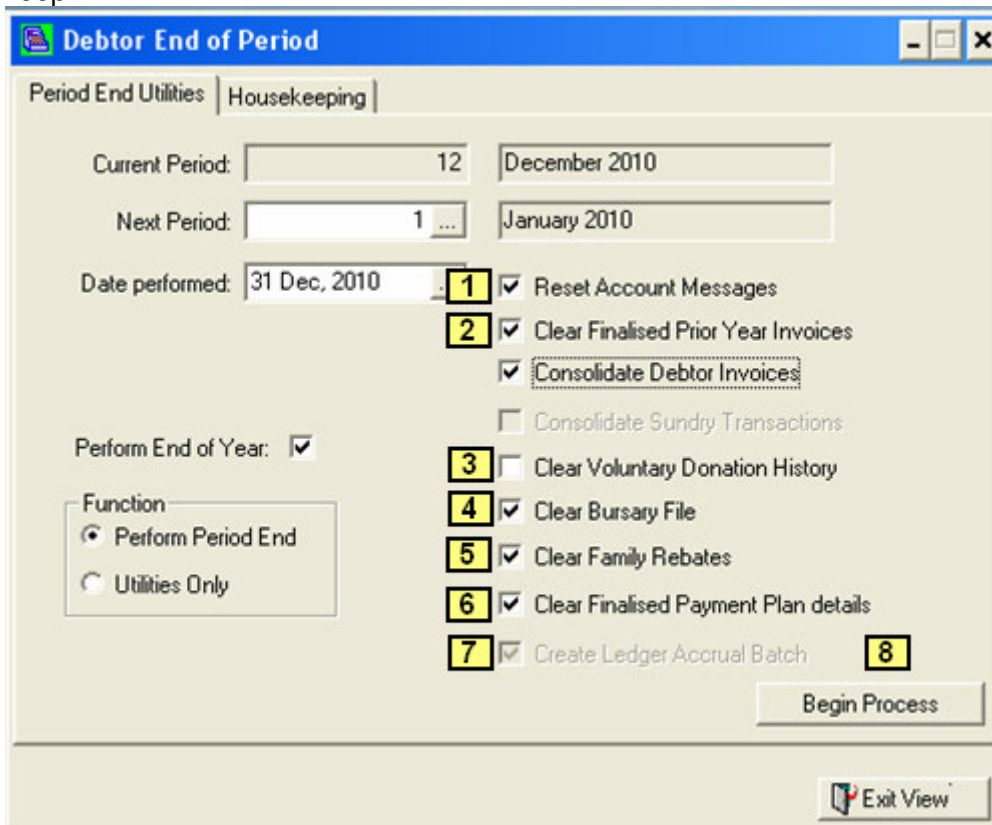


Consolidation Choices for Debtor Invoices

(Choose the consolidation option that best fits your environment)

1.	Consolidate Debtor Invoices	Tick to open the Consolidation window.
2.	Zero Balancing Transactions	This should be Ticked at the End of Year Rollover to remove any debit and credit entries that balance to zero. These transactions can still be accessed through the snapshot that is created.
3.	Consolidate Invoices to Balance Forward	Select how you wish to consolidate your brought forward invoices from; <ul style="list-style-type: none"> • Ignore this Option; All transactions will be brought forward. • Retain Cost Centres; Per Debtor, this will consolidate outstanding transactions to one amount for each Cost Centre used, for example, if a debtor owes 3 transactions for tuition fees they will consolidate to the 1 transaction for tuition fees. • Create a Single Cost Centre; Per Debtor, this will consolidate all outstanding transactions, regardless of the cost centre, to either the one cost centre with GST or one without GST, the two cost centres will be required whether or not GST is applicable.
4.	OK	Click to accept the entries.

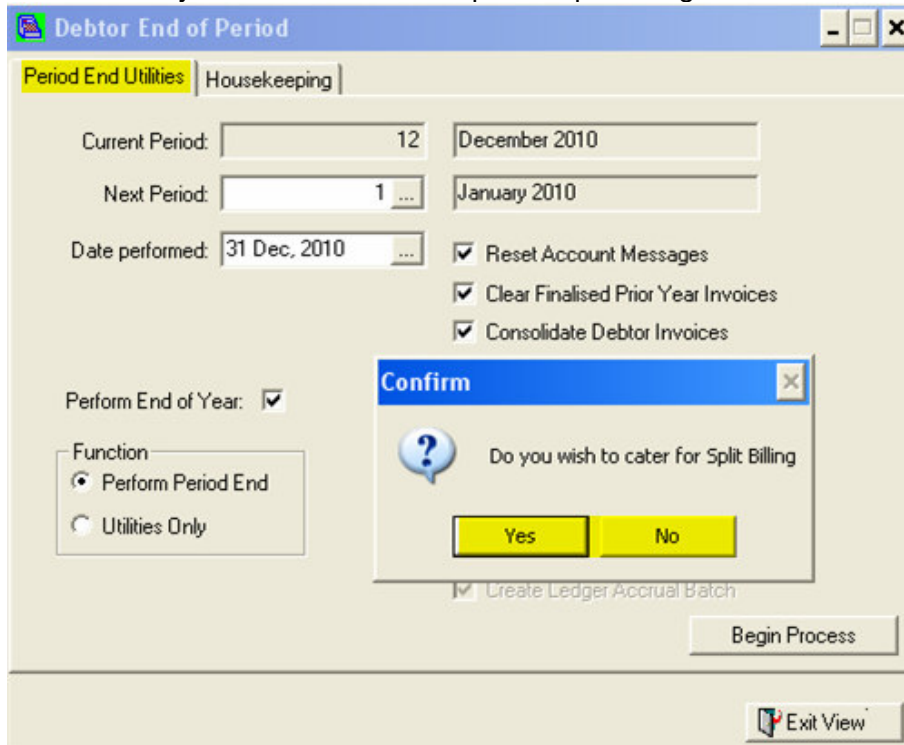
Several options will be ticked by default, read the information below to determine if these are options you wish to keep.



1.	Reset Account Messages	Optional; <ul style="list-style-type: none"> Leave the tick to retain special messages, other than 0 or 10, that you may have tied to Debtors.
2.	Clear Finalised Prior Year Invoices	Optional; <ul style="list-style-type: none"> Leave the tick to clear any fully paid invoices from prior years (eg. 2008 and 2009) in readiness for the next year.
3.	Clear Voluntary Donation History	Recommended; <ul style="list-style-type: none"> DO NOT to tick as this will preserve the history of all donations received by the students/families.
4.	Clear Bursary File	Optional; <ul style="list-style-type: none"> Leave the tick if special concessions are setup in this area and you wish to clear and re-enter all special concessions in the new year (eg 2011).
5.	Clear Family Rebates	Optional; <ul style="list-style-type: none"> Leave the tick if rebates are setup in this area and you wish to clear and re-enter all rebates in the new year (eg. 2011).
6.	Clear Finalised Pay Plans	Recommend; <ul style="list-style-type: none"> Leave the tick to remove all finalised pay plans in readiness for next year's payment plans against families.
7.	Create Ledger Accrual Batch	Default; Ticked to create and accrual batch and cannot be removed.
8.	Begin Process	Once you have completed all necessary steps outlined previously, and selected the relevant options above you are now ready to proceed.

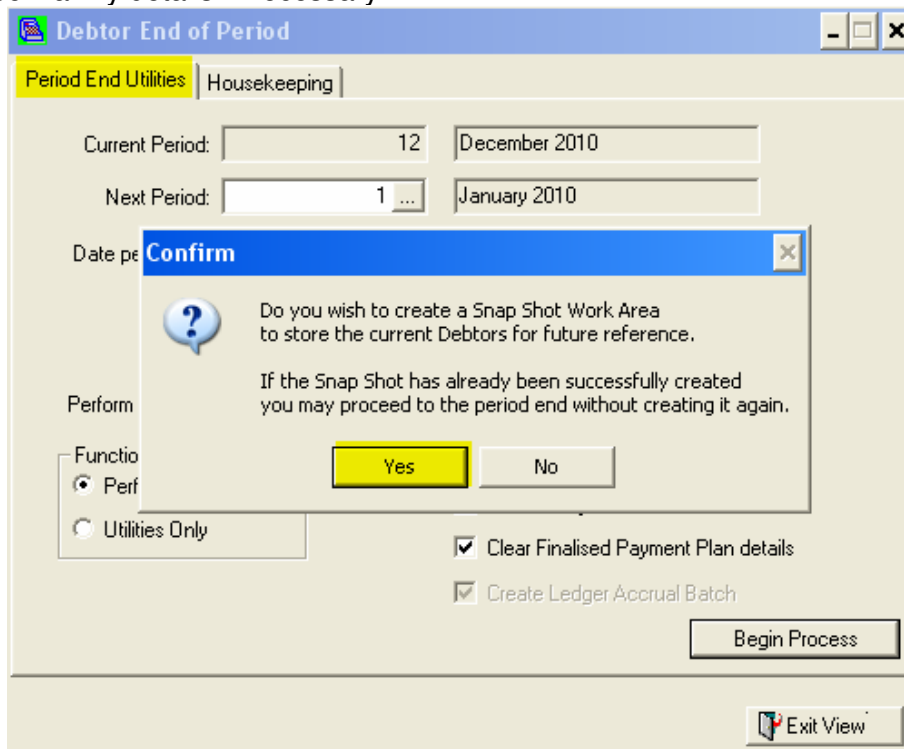
If you have split billing you will be asked if you want to cater for it when you roll;

- Select Yes to split any un-split current invoices for split billing families prior to the roll.
- Select No to leave any current invoices un-split for split billing families.



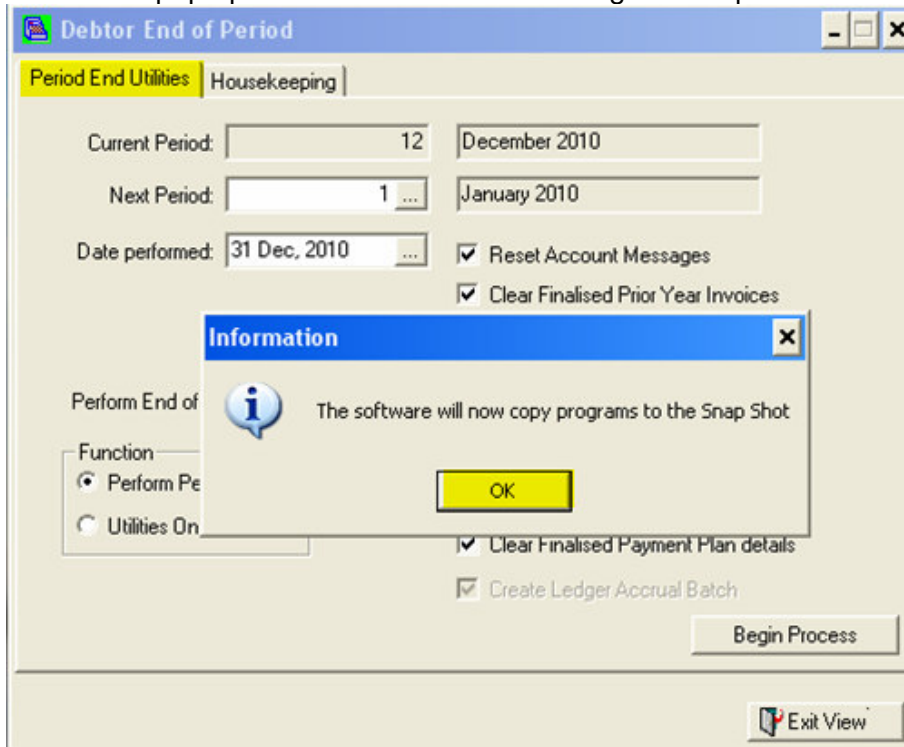
Create a Snap Shot

You must say yes to create the Snap Shot, this will be a new Workarea that will allow you to print reports and check family details if necessary.

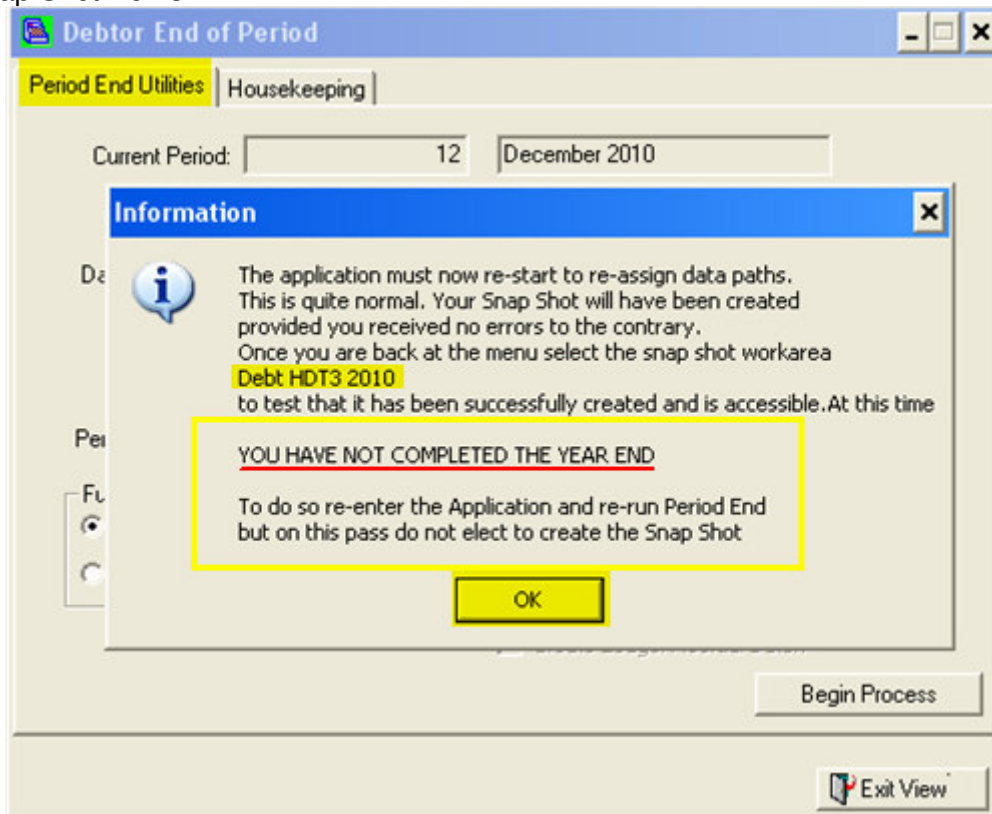


•	Work Area Confirmation	<p>Allow the system to create the backup Work Area;</p> <ul style="list-style-type: none"> • This may take some time depending on the size of the files being copied and the speed of your computer.
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An Information window will pop up click OK to continue creating the Snap Shot.



This is the final stage of creating the Snap Shot, when you have clicked OK to this you must make sure the Snap Shot works.

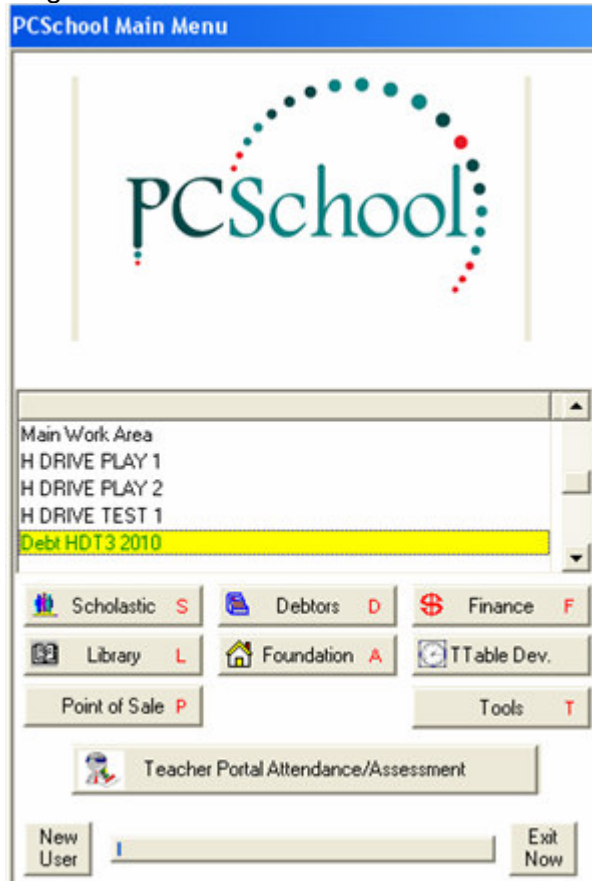


•	The application must now restart.	This means PCSchool will close and return to the main menu.
•	Your Snap Shot will have been created:	As long as no errors occurred during the process a snap shot / copy of your current Debtors Data will have been saved as a new work area and named "Debt ... 2010".
•	Check your snap shot work area	On the main menu view find the new work area the name will start with Debt and the year you are rolling will be part of the name. Select the new work area and check that you can see your data and print reports.
•	YOU HAVE NOT COMPLETED THE YEAR END	Return to the Debtors module in the Main work area to complete the End of Year process.

Check your Snap Shot Work Area

The main menu will list the newly created 'Snapshot' of your Debtors data, you must go into the new Workarea and check your data is available and reports can be printed.

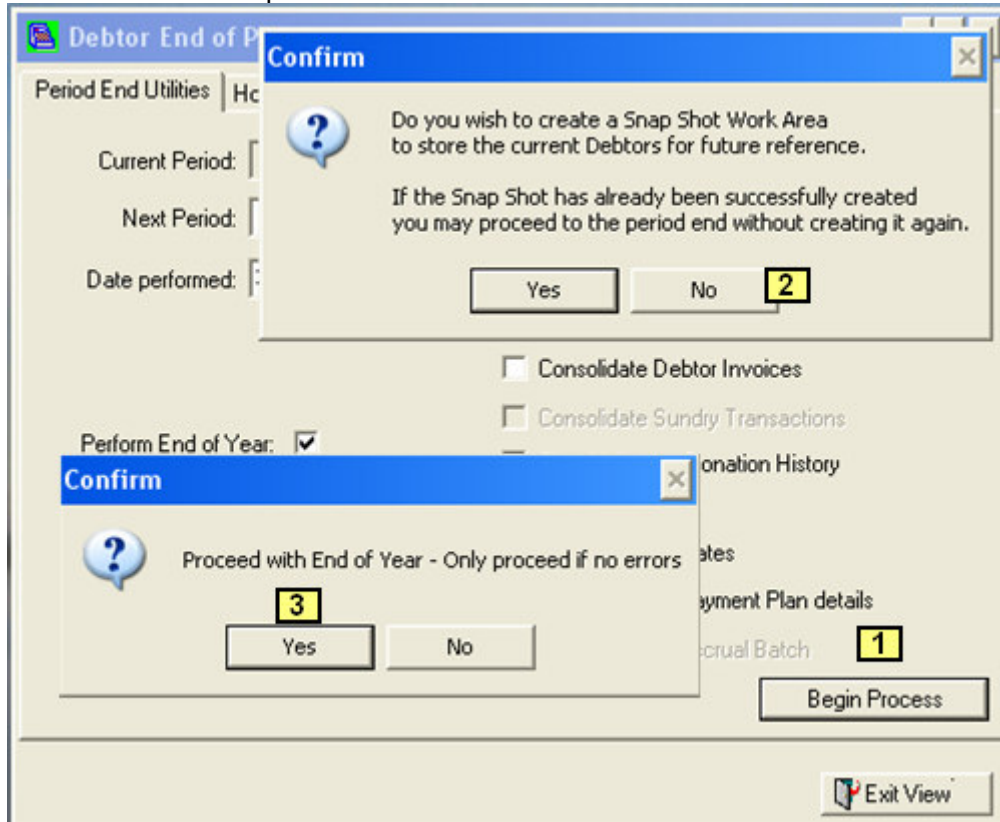
Close this work area once you have checked the information is correct and open the Main Work Area or the Work Area you are rolling.



Complete the End of Year Rollover

You must return to the Work Area you are rolling and not the newly created Snap Shot Work Area.

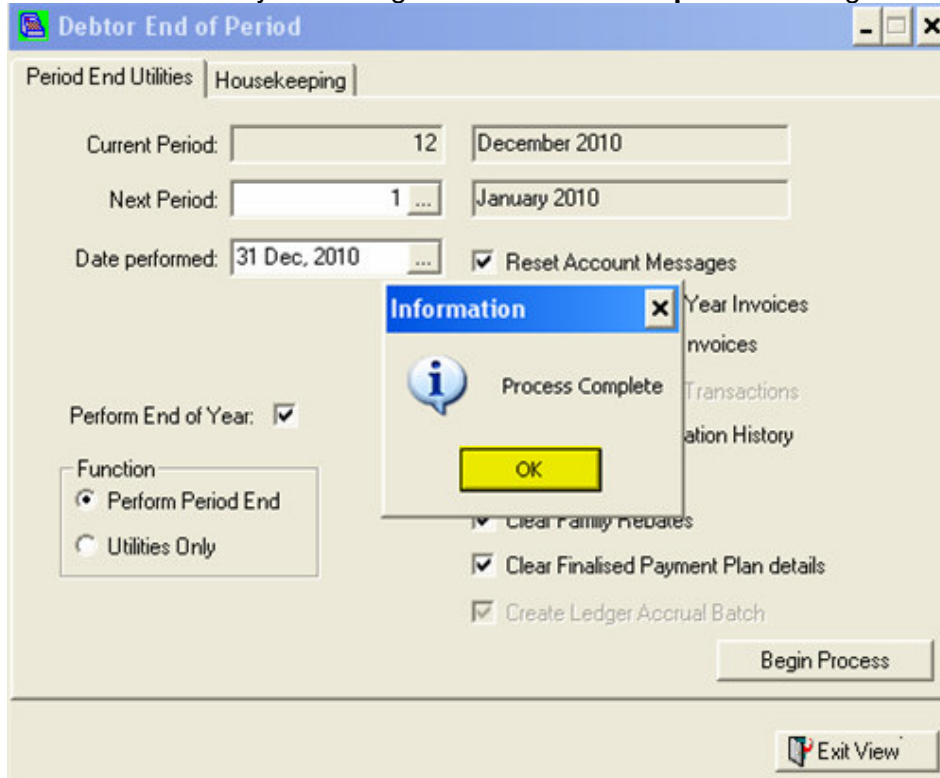
Make sure you go through the process again following each step until you get to the window that asks if you want to create a Snap Shot.



1.	Click Begin Process to continue.
2.	Select NO when asked Create Snap Shot . You have already created a snap shot of your work area.
3.	At Proceed with End of Year select YES to proceed with the end of year rollover.

At this point the system will begin the process of deleting all receipt details, consolidating transactions and updating family records as per the options you selected.

Once this has been finished the system will give a 'Process Complete' message.



Update - Period Year Descriptor

Path: System → Period ID

The Debtor Period now needs to be changed; this must be done prior to processing any transactions. Make sure you have you have Debtors selected then change the Year Range and the Previous Year Description to reflect the period you are now in.

The screenshot shows the 'Financial Period Identifiers' window with a table of period data. The table has columns: Entity >>, Period >>, Month, Period Desc, Year Range, Ledger Pd, Final Period, and Prev year desc. The 'Year Range' and 'Prev year desc' columns are highlighted in yellow. The 'Final Period' column has checkboxes, with the checkbox for period 12 checked. Below the table, there are radio buttons for 'Select Financial Area': Ledger, Debtors (selected), Creditors, and Payroll.

Entity >>	Period >>	Month	Period Desc	Year Range	Ledger Pd	Final Period	Prev year desc
	1	1	January	2011	1	<input type="checkbox"/>	2010
	2	2	February	2011	2	<input type="checkbox"/>	2010
	3	3	March	2011	3	<input type="checkbox"/>	2010
	4	4	April	2011	4	<input type="checkbox"/>	2010
	5	5	May	2011	5	<input type="checkbox"/>	2010
	6	6	June	2011	6	<input type="checkbox"/>	2010
	7	7	July	2011	7	<input type="checkbox"/>	2010
	8	8	August	2011	8	<input type="checkbox"/>	2010
	9	9	September	2011	9	<input type="checkbox"/>	2010
	10	10	October	2011	10	<input type="checkbox"/>	2010
	11	11	November	2011	11	<input type="checkbox"/>	2010
	12	12	December	2011	12	<input checked="" type="checkbox"/>	2010

- In the **Year Range** column change the all the date to the new current year description.
- In **Prev Year Desc** change all the dates to reflect the prior year description.

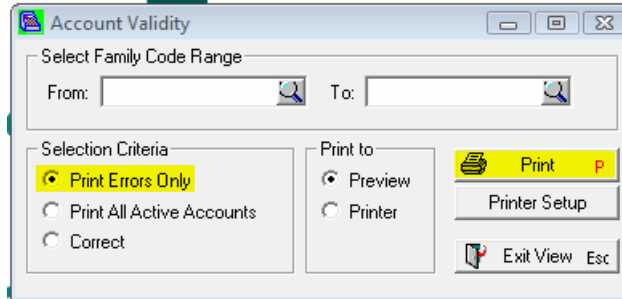
NOTE: If you wish to change your Debtor Periods it is best to do it now, immediately after the End of Year Rollover;

- You may wish to change to Monthly, Quarterly or Term periods. Contact the PCSchool Help Desk for more information or guidance.

3: After Rollover - Checks and Reports.

Path: Debtors → Account Validity

After completion of the rollover, run the Account Validity routine again to ensure the year end rollover was executed without error. If there are errors, you may need to restore your backup. Contact PCSchool Help Desk for guidance.



<i>Account Validity Listing</i>		Page 1												
Print records All records Errors only		Printed on: 31/12/2009												
<div style="border: 1px solid black; background-color: yellow; padding: 2px; display: inline-block;">Shows no Account Validity Errors</div>														
		<table border="0"> <tr> <td style="text-align: right;">Total Year Opening Balance:</td> <td style="text-align: right;">Trans</td> <td style="text-align: right;">Master</td> </tr> <tr> <td style="text-align: right;">Plus Current Year Invoices</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> <tr> <td style="text-align: right;">Plus Current Year Receipts</td> <td style="text-align: right;">0.00</td> <td></td> </tr> <tr> <td style="text-align: right;">Total Balance</td> <td style="text-align: right;">0.00</td> <td style="text-align: right;">0.00</td> </tr> </table>	Total Year Opening Balance:	Trans	Master	Plus Current Year Invoices	0.00	0.00	Plus Current Year Receipts	0.00		Total Balance	0.00	0.00
Total Year Opening Balance:	Trans	Master												
Plus Current Year Invoices	0.00	0.00												
Plus Current Year Receipts	0.00													
Total Balance	0.00	0.00												

Path: Family Based Debtor Reports → Account Summary

And

Path: Aged Debtor Report → Aged Debtor Report - Detail

Check that these two reports balance to each other and that these balances are still the same as the reports printed before the rollover.

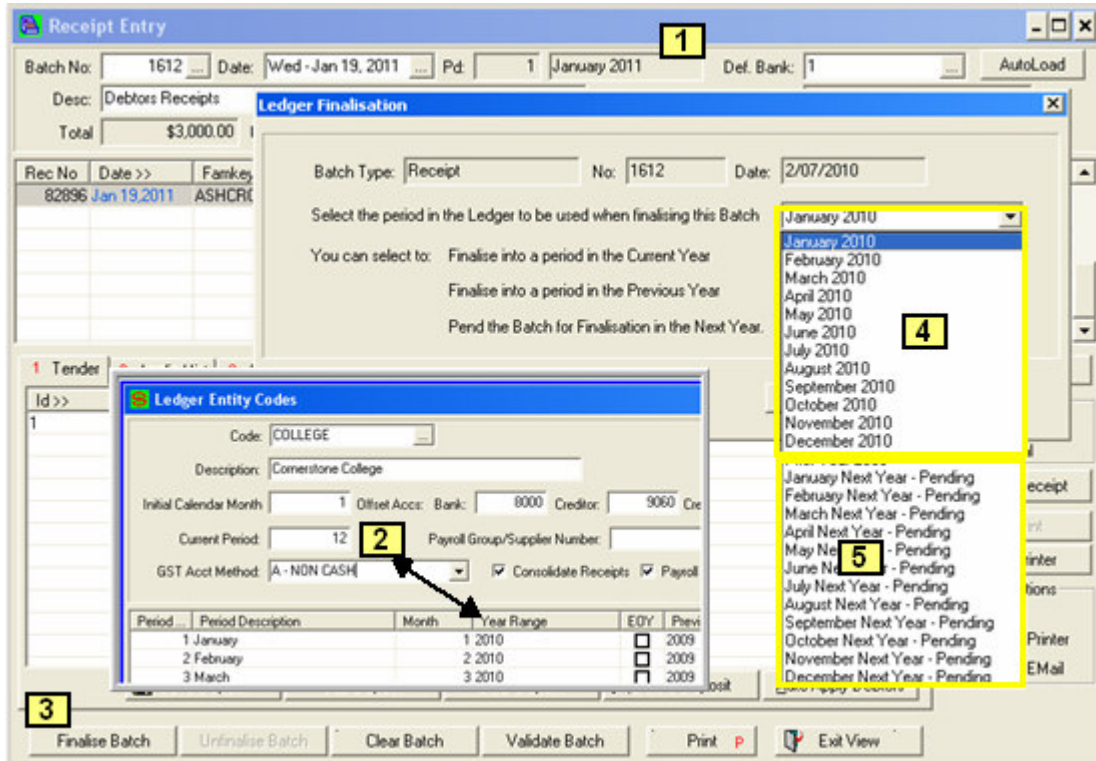
<u>Debtors Account Summary</u>				
Debtor Period: 1				
	Account Rendered	Current Invoices	Current Receipts	Balances
WEST01 Mr J & Mrs M West	-3,323.60			-3,323.60
WHITE01 Mr A & Mrs K Whitehead	3,720.96			3,720.96
ZUPAN01 Mr P & Mrs J Zupanic	-6.80			-6.80
ZZUNIDEN Unidentified Deposits	-200.00			-200.00
	\$197,950.31			\$197,950.31

Aged Debtor Report						
as at 31/12/2009						
	Last Rept.	Current	92 Days	184 Days	334 Days	Total
THOMP01 Mrs K Thompson	23 May 2007	1,031.25				1,031.25
THOMS01 Mr T Mathew & Mrs C Paulose	13 May 2009	0.40				0.40
ZUPAN01 Mr P & Mrs J Zupanic	6 May 2009	(6.80)				(6.80)
ZZUNIDEN Unidentified Deposits	29 Apr 2008	(200.00)				(200.00)
Grand Total:		197,950.31				197,950.31

4: Processing After the Roll

Most schools will perform the Debtors End of Year a few weeks before performing the General Ledger End of Year. As a result the Debtors will be in the New Year while the Ledger will still be in the prior year. Because of this special care needs to be taken when finalising Debtor Receipt Batches or Debtor Accrual batches to ensure they are posted to the correct period of the General Ledger.

When you finalise a **Receipt Batch you are finalising it to the Ledger** so you must select the Ledger period. If the Ledger has not been rolled you must finalise the Batch in the **Next Year – Pending** range. Once the Ledger is rolled the batches in pending can be finalised to the correct period. If this is not done the batches will have to be Journalled to correct the mistake.



1.	After rolling, the Debtors Module is now in the new year.
2.	The Ledger is still in the previous year, 2010.
3.	When finalising the batch, be sure to think carefully which period to post the transitions to.
4.	<p>If the Debtors are sitting in the New Year and the General Ledger is still in the Previous Year;</p> <ul style="list-style-type: none"> To finalise a debtors batch to the previous year finalise directly to the period. This should be done keeping in mind that all of the reports have been printed based on the information prior to rollover.
5.	<p>If the Debtors are sitting in the New Year and the General Ledger is still in the Previous Year;</p> <ul style="list-style-type: none"> To finalise a debtors batch to the New Year select Next Year (January, February etc.) Pending. These batches will be finalised when the Ledger is rolled into the New Year.

Finalising Batches to the Prior Year

If both the Debtors and General Ledger modules are rolled into the New Year;

- To finalise a batch to the previous year, select **Prior Year 20??** this will finalise to the 31st of December of the Prior year.
- This should be done keeping in mind that all of the reports have been printed based on the information prior to rollover.

5: Transfer Paid Donations to Voluntary Payments

Financial Year Transfer of Paid Donation Transactions to Voluntary Payments

This process will **transfer** all paid 'contributions and donations' from the **Sundries** area to **Voluntary Payments**. These details can then be accessed, at any time, through the Account Master File, tab 7 Vol P/ments providing the student's record is on your database.

Reprinting receipts may have to be done through the created Snapshot.

This transfer can be performed in December, at year end, before the start of the new school year, this would mean that any **unpaid contribution balances** are deleted and not brought forward as outstanding into the New Year.

A further transfer of paid contributions at the end of **March** will accommodate any payments for the New Year. This is required if the voluntary contribution letter is to accurately show all contributions for the financial year, from April of the previous year to March of the current year.

Note: As the routine requires date constraint entries, transfers do not have to be done on the actual day.

Once transferred a **Voluntary Contribution Report** will list all paid family donations for the current financial year.

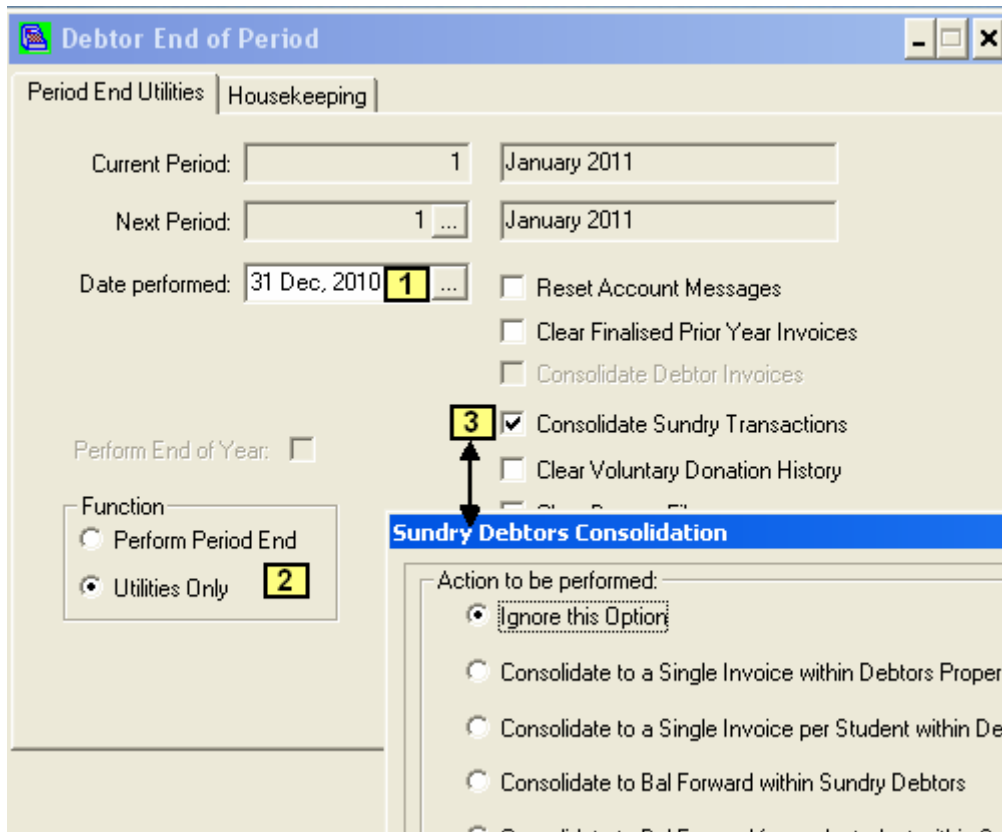
A **Voluntary Contribution Letter** is also available when parents request statements of donations for submission of their IRD returns.

Transfer Process

Important

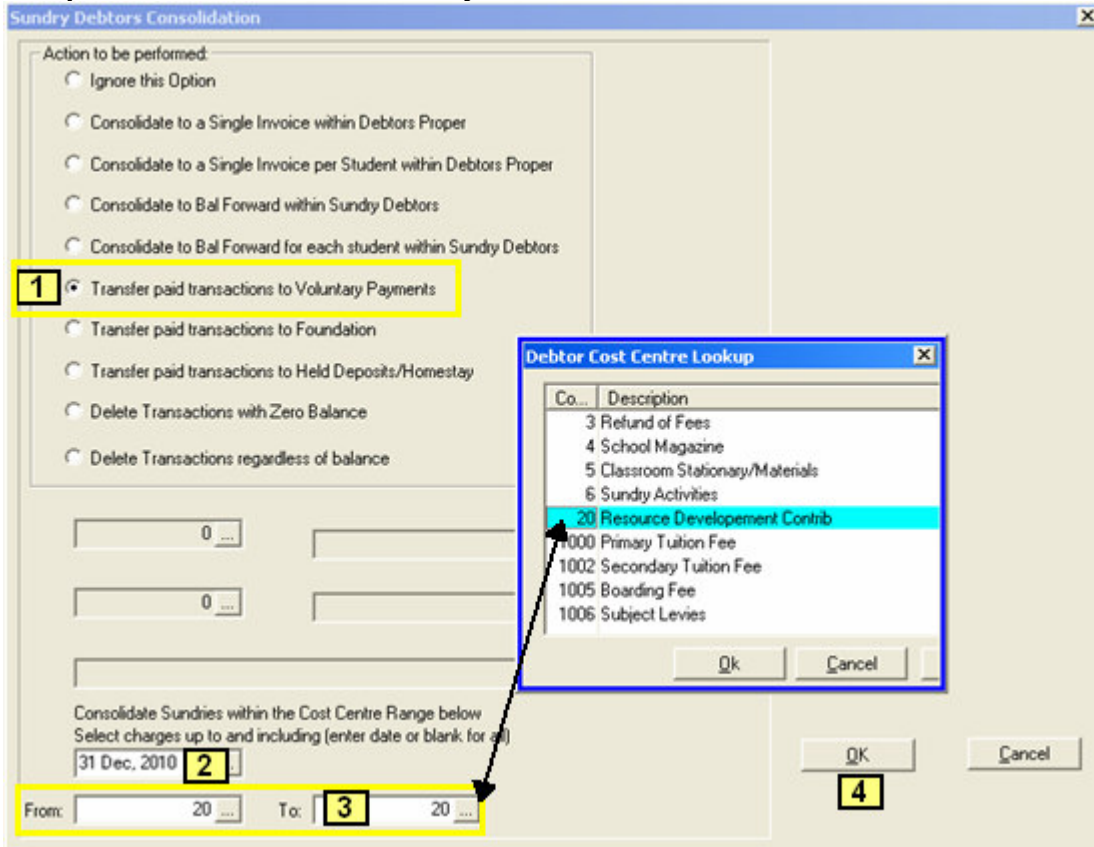
This routine should be performed **after the Debtors Rollover** into the next year as this creates a snapshot work area with a copy of all transactions for the year.

Path: Debtors → Debtors End of Period



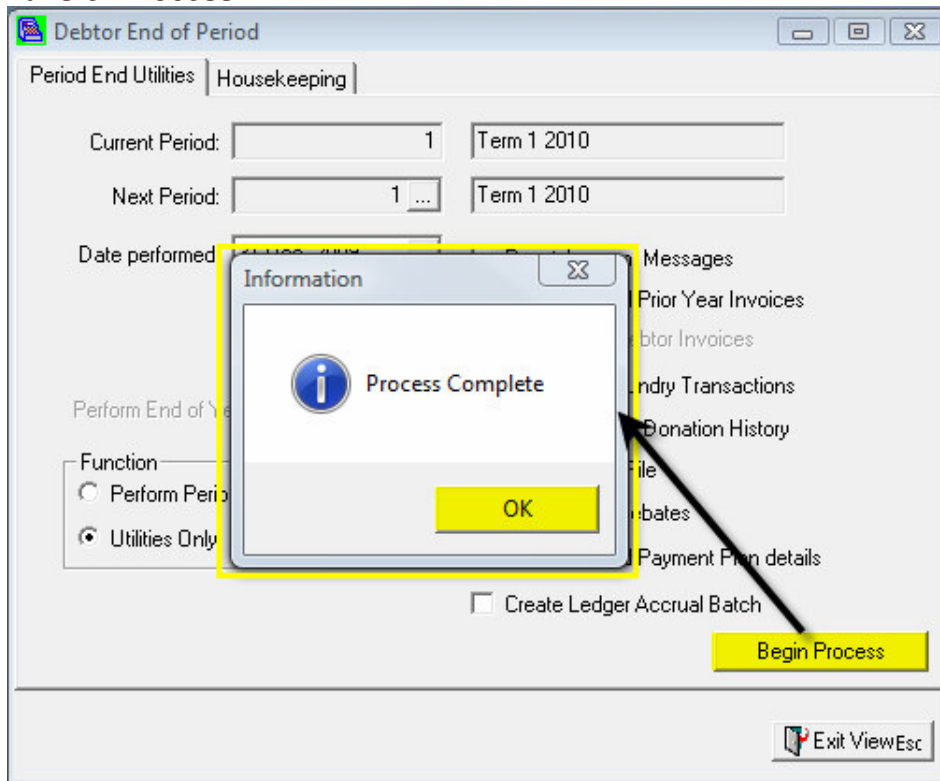
1.	Date Performed	This will be the date displayed against the cost centre the transactions will be consolidated to.
2.	Utilities Only	Check to activate the 'Consolidate Sundry Transactions' option.
3.	Consolidate Sundry Transactions	Tick to bring up the 'Sundry Debtors Consolidation' window.

Select the Option to Transfer to Voluntary Transactions:



1.	Check the Radio Box Transfer paid transactions to Voluntary Payments.
2.	Enter the Date; <ul style="list-style-type: none"> This will be the final date at either the end of the current financial year, 31st March or the end of school year 31st December
3.	Select the Cost Centre, From and To , used for the donations; <ul style="list-style-type: none"> If your cost centres are not consecutively structured you may have to repeat this process until all donation cost centres have been transferred one by one.
4.	Click OK to continue.

Perform the Transfer Process



- Click **Begin Process** to start the transfer the selected cost centre/s to Voluntary Contributions.
- Once the transfer has been done the system will advise '**Process Complete**' Click OK then Exit View to close the view.

After the transfer of paid 'donations' the details can be viewed in the Account Master File.

Path: Account Master File Information → tab 7 Vol P/ments

Student >>	Date >>	Item >>	Description	Amount	Receipt	Last Paym...
ADAM W	16/11/2009	20	Resource Development	150.00	999999	0.00

Donations / Contributions

Reports

Path: Debtors → Voluntary Contribution Reports

1.	In Famkey select a family or leave blank for all.
2.	Select the Item No of your voluntary donation code.
3.	Enter Date constraints for the report.
4.	In Report Style select to print a Contribution Letter or Contribution Listing report.
5.	In Print & Address Options you can select to: <ul style="list-style-type: none"> • Print the report to paper • Export the report to PDF • Email the letters to parents • Save the letters to Family Document Management.

Example of Contribution Listing

Voluntary Donations				01/04/2009
Family Code	Rec. Date	Rec. Number	Amount	
ADAM01	16/11/2009	999999	150.00	
ADAM01 Total:			150.00	
Family Code	Rec. Date	Rec. Number	Amount	
ALLIN01	16/11/2009	999999	150.00	
ALLIN01 Total:			150.00	
Family Code	Rec. Date	Rec. Number	Amount	
ANDRE01	16/11/2009	999999	150.00	
ANDRE01 Total:			150.00	
Family Code	Rec. Date	Rec. Number	Amount	
APOST01	16/11/2009	999999	150.00	
APOST01 Total:			150.00	
School Total:			600.00	

Example of Individual Contribution Letter

Kate's College

ABN: 12 345 678
 123 Craigs More Road
 TOWN 4000

Telephone 08 8912 3455 Facsimile 08 8912 3456
 Email help@pcschool.net

Mr D & Mrs M Adam
 47 Jacaranda Drive
 TOWN 5000

Tax Deductible Donations/Contributions

Thank you for your generous and continuing support to Kate's College and we greatly value your commitment.

For tax deductibility purposes, below is a list of your contributions for the period from 01/04/2009 to 31/12/2009

Family Code	Rec. Date	Amount
ADAM01	16/11/2009	150.00
Total:		\$150.00

6: Delete Unpaid Contributions & Invoices

If unpaid contributions are not to be included in the outstanding balance brought forward amount in the New Year this routine will **DELETE** the entries.

This routine can also be used, by stipulating the cost centre numbers, to remove other unpaid invoices which are not to be included in the outstanding balances for the New Year.

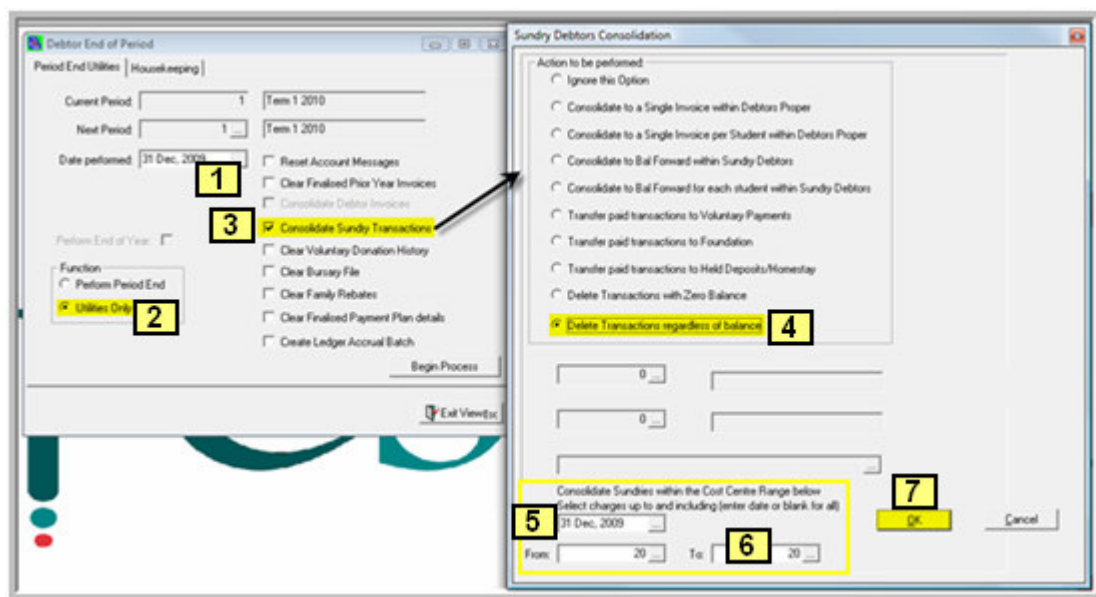
Important

This routine should be performed after:

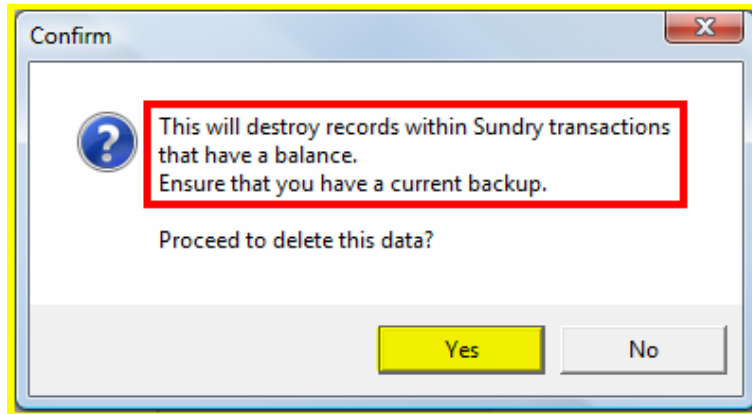
The **Debtors Rollover** into the New Year, as in Step 2, that created a snapshot. This snap shot provides a complete Workarea of all transactions for the year you are rolling from.

Paid parent contributions/donations (Step 2) have been transferred to the voluntary area.

Path: Debtors → Debtors End of Period

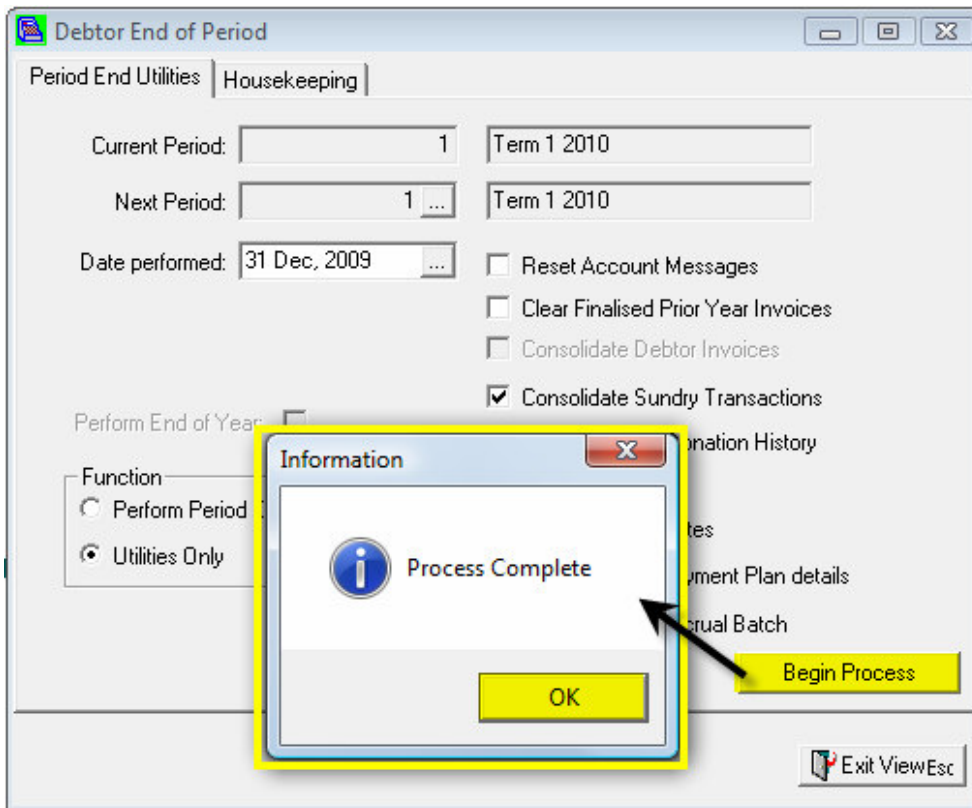


1.	In Date Performed select the 31 st of December.
2.	In Function select Utilities Only .
3.	Tick the radio box Consolidate Sundry Transactions
4.	Tick the Action to be performed Delete Transactions regardless of balance
5.	Enter the Date , such as the last day of the year end.
6.	Enter Parent Donation cost centre number (or whichever cost centre is required for deletion) in both the From and To fields.
7.	Click OK to return to the Debtor End of Period Screen.



- **Confirm;** Read the caution and only proceed if there is a current backup.

Perform the Deletion Process



- Click **Begin Process** to start the transfer of Voluntary Contributions.
- Once the transfer has been done the system advise 'Process Complete'
- Then Click Exit View to close the view.

7: Consolidation of Unpaid Invoices to B/Fwd Balance (Optional)

This routine should be run at **year end** if outstanding items, excluding unpaid donations and contributions, are to be represented as a b/fwd balance in the next year.

This process is optional, unpaid balances do not have to be consolidated. But if consolidated, all subject charges, trips etc can be represented as one outstanding balance.

Important

This routine should only be performed after:

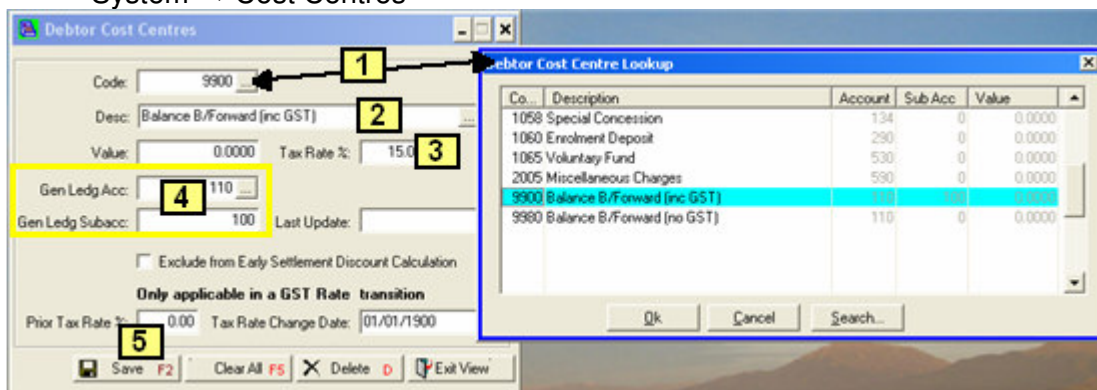
The **Rollover** into the next year, as in Step 1, that created a snapshot, such as debt data 20?? on the main menu. This is a complete Workarea of all transactions for the year

Paid parent contributions/donations (Step 2) have been transferred to the voluntary area and

Unpaid parent contributions/donations (Step 3) have been deleted

At least **two 'B/Fwd' Cost Centres must be created** if not already setup, one for any sundry transactions where **NO GST** has been charged and one for any transactions where **GST HAS been charged**.

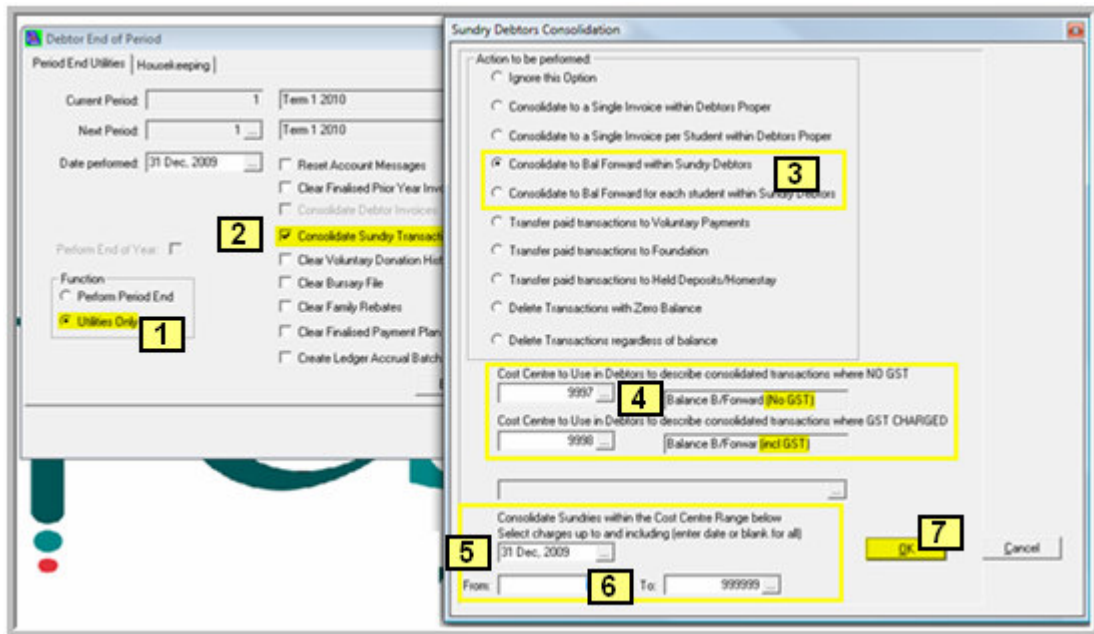
Path: System → Cost Centres



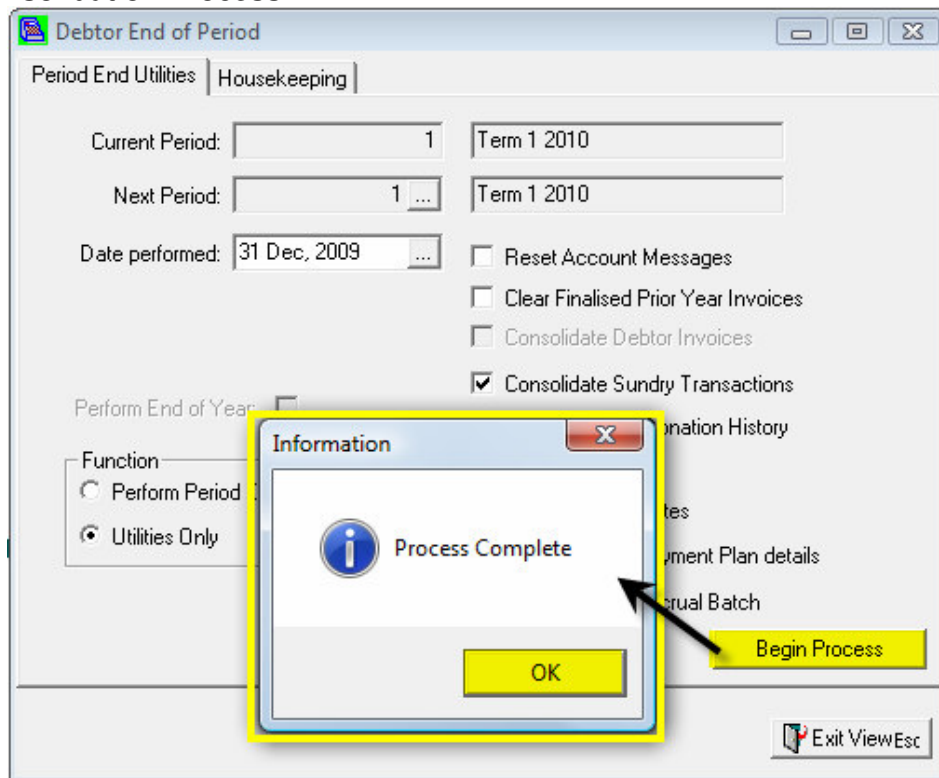
1.	Enter a unique Code ; <ul style="list-style-type: none"> You will need two Coded on to include GST and one with no GST
2.	Enter a description you will need two, one for each Code; <ul style="list-style-type: none"> Balance B/Forward (incl GST) Balance B/Forward (no GST)
3.	Enter the Tax Rate of; <ul style="list-style-type: none"> 15 for b/fwd balances that have tax component Leave blank for b/fwd balance that do not have a tax component.
4.	Select a valid General Ledger income account and sub account number where the b/fwd figure will be credited; <ul style="list-style-type: none"> Select the correct GL Account one with GST and one with No GST.
5.	Save the new cost centre.

Consolidating the unpaid balances to one cost centre

Path: Debtors → Debtor's End of Period



1.	In Function select Utilities Only .
2.	Tick Consolidate Sundry Transactions .
3.	In Action select either: <ul style="list-style-type: none"> • Consolidate to Bal Forward within Sundry Debtors (1 balance per family) • Consolidate to Bal Forward for each student within Sundry Debtors (1 balance per student)
4.	Select the Bal Forward Cost Centre number for the; <ul style="list-style-type: none"> • NO GST cost centre • GST CHARGED cost centre
5.	Select a Date for the transactions to be consolidated up to or leave blank for all transactions in the Sundries.
6.	The Cost Centre Range can be left as 0 to 9999 if all transactions are to be included in the Bal Forward balance; <ul style="list-style-type: none"> • If not select the cost centres
7.	Click OK to return to the Debtor End of Period Screen.

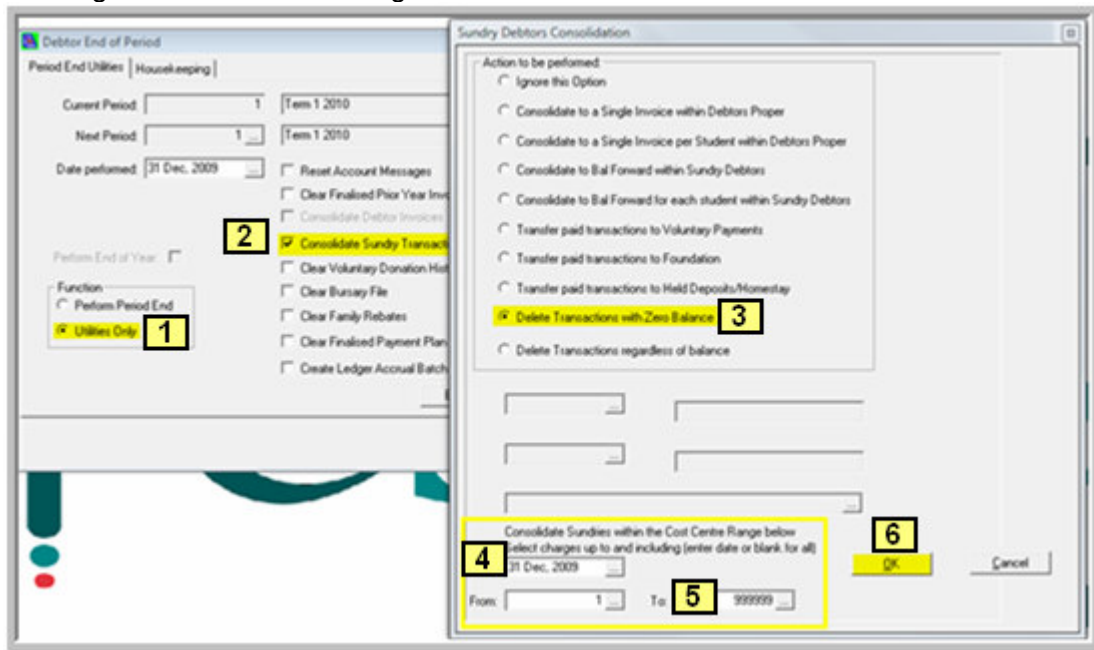
Begin the Consolidation Process:

- Click **Begin Process** to start the transfer of Voluntary Contributions.
- Once the transfer has been done the system advise '**Process Complete**'
- Click Exit View to close the view.

8: Delete Remaining Paid Transactions

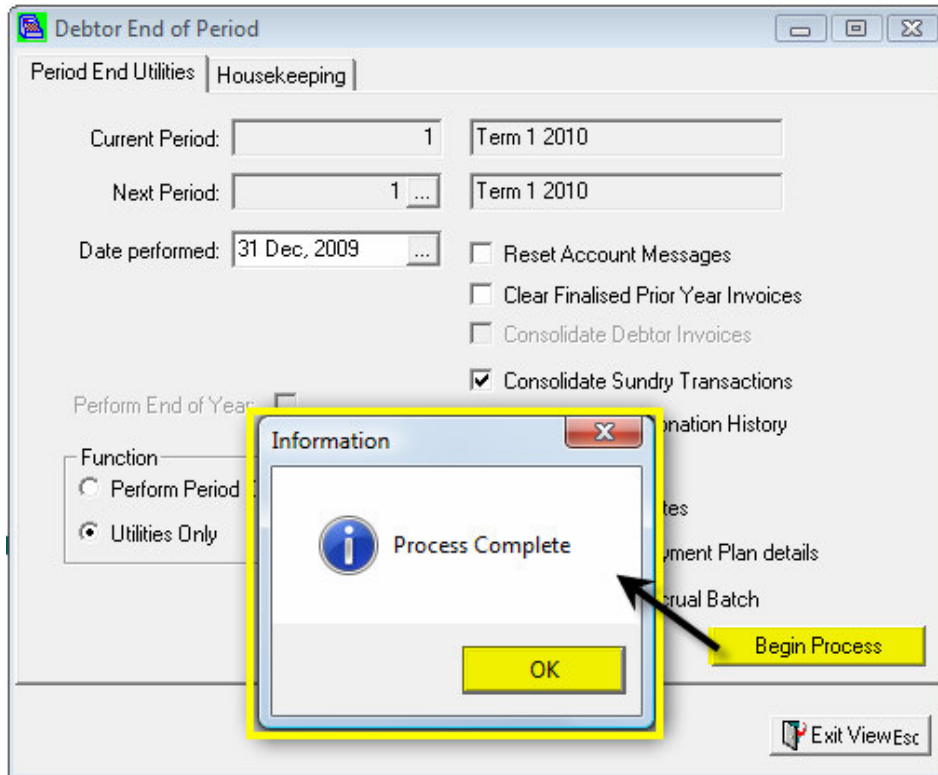
Path: Debtor → Debtor End of Period

All other finalised (fully paid) transactions can now be deleted from the system. Only transactions with outstanding balances will be brought over into the New Year.



1.	In Function select Utilities Only .
2.	Tick Consolidate Sundry Transactions .
3.	In Action select to Delete Transactions with Zero Balance
4.	Enter a Date or leave blank for all transactions in the Sundries
5.	The Cost Centre Range can be left as 0 to 9999 if all transactions are to be included in the Bal Forward balance; <ul style="list-style-type: none"> • If not select the cost centres
6.	Click OK to return to the Debtor End of Period Screen.

Begin the Consolidation Process



- Click **Begin Process** to start the Deletion.
- Once the deletion is complete the system advise '**Process Complete**'.