

Ledger End of Month User Guide



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Ledger End of Month

Path: General Ledger → Ledger End of Month

Prior to Rolling the Ledger several reports need to be run;

- Standard Ledger Reports
- Transaction Listing
- Trial Balance



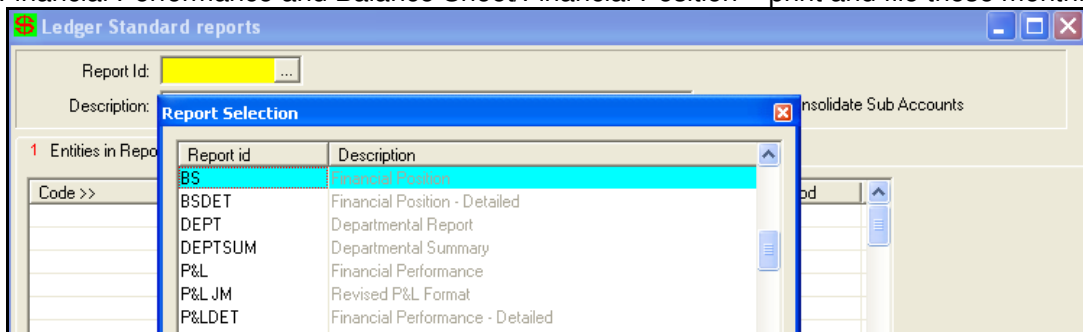
Reports

Printed monthly and filed. These can be printed for a particular period at any time within the current and prior year.

Standard Report Setup and Printing

Path: General Ledger → Standard Report Setup and Printing

Your reports may differ slightly from what you see here. However, you should have a Profit & Loss/Financial Performance and Balance Sheet/Financial Position – print and file these monthly.



Transaction Listing

Path: General Ledger → Transaction Listing

A Transaction Listing can be printed at any time for one period or up to and including current period.

Ledger Transaction Listing Report										Somewhere College	
Date Printed: 29/03/2009			Period January 2009								
Date	Ref.	Description	Batch	Pd.Ty	GST	Debit	Credit	Balance			
Account: 1300 0		Classroom Stationery & Materials	GST	TE	Class	E	Status	D			
Annual Budget:		\$909.10									
31/01/09	400268	Debit Account	BLAKEEDUCA	Blak Education	2	1	C	909.10		909.10	
		Debits: 909.10	Credits:		Closing Balance		\$ 909.10				
Account: 1300 10		Classroom Stationery & Materials - Art	GST	TE	Class	E	Status	D			
Annual Budget:		\$11,363.64									
31/01/09	400266	Inv 517	AC COLLEGE OF	Arutahua College of	2	1	C	11363.64		11363.64	
		Debits: 11,363.64	Credits:		Closing Balance		\$ 11,363.64				
Account: 1310 0		Library Expenses	GST	TE	Class	E	Status	D			
Annual Budget:		\$213.19									
31/01/09	400267	Inv 7089	AC ER	AC ER	2	1	C	213.19		213.19	
		Debits: 213.19	Credits:		Closing Balance		\$ 213.19				

Trial Balance

Path: General ledger → Trial Balance

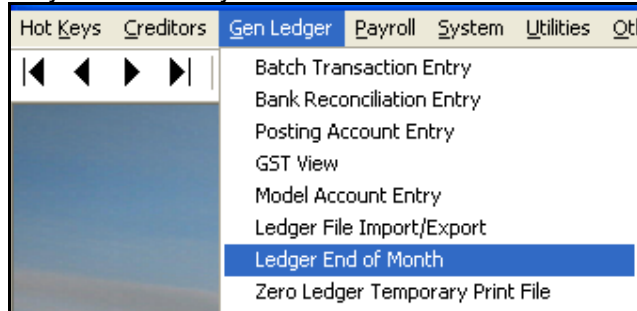
The Trial Balance must be in balance to roll your ledger into the next period.

Date Printed: 29/03/2009		Ledger Trial Balance Report			
Somewhere College		In Balance		In Balance	
		Debit	Credit	Debit	Credit
0160	OST Clearing A/c	L	2,561.06		
8200	Sundry Creditors	L			58,995.79
8300	Provision - Long Service Leave	L			3,247,009.00
8340	Provision - Annual Leave	L			190,800.00
9000	Accumulated Funds	C			16,421,843.84
			\$487,782.34	\$487,782.34	\$22,936,516.64

Rolling the ledger into the next Period

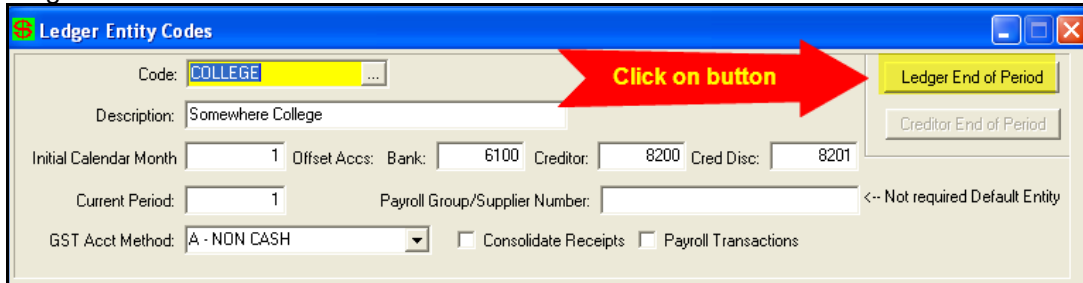
Path: Finance → General Ledger → Ledger End of Month

Path: Finance → System → Entity Codes



It is recommended this process be done when a month's processing is complete.

Click Ledger End of Period.



This will take you to the ledger Period End Routine,

1.	The Current Period cannot be changed and is view only.
2.	The Next Period is the Period you are rolling into.
3.	These details are for the Year End Procedure.
4.	Optional; it is not recommended you tick this field unless sure this is what is wanted.
5.	Click Perform End of Period.

When the Rollover is complete you will receive the following message.

