

Sage Pastel Accounting

Processing transactions in last year

Sage Pastel Accounting has the ability to process journal and cashbook transactions in last year periods. Processing transactions in last year periods is usually done when processing opening balances or when processing Year End adjustments after the Year End audit has been completed.

Only users who have access rights to process to multiple periods will be able to process transactions in last year periods.

To check the user's access rights:

- Go to **Setup| Users/ Passwords| Users**
- The '**Setup Users/Passwords – Sole Access Mode**' screen will display:

The screenshot shows the 'Setup Users / Passwords - Sole Access Mode' window. On the left, under the 'Users' tab, the 'User' dropdown is set to '00 - Joanne'. The 'User Name' field contains 'Joanne'. The 'Email Address' field is empty. The 'Password' and 'Confirm Password' fields are masked with dots. The 'User Group' dropdown is set to 'Supervisor'. Below these fields is a button labeled 'Jump to User Access for Joanne'. At the bottom left, there are checkboxes for 'Auto Invoke' (checked), 'Navigator' (unchecked), 'Explorer' (checked), and 'Auto Refresh Explorer' (checked). On the right, under the 'Options' tab, there are two dropdowns: 'Copy from Group' set to 'Not Available' and 'Copy from User' set to 'Not Available'. Below these are four buttons: 'Delete Joanne', 'Int Rep Access for Joanne', 'Menu Access for Joanne', and 'Process Options for Joanne'. At the bottom right are 'OK' and 'Cancel' buttons.

- From the **drop down list** select the **user** in question
- Check the **User Group**

The screenshot shows the 'Setup Users / Passwords - Sole Access Mode' window for user Jojo. The 'User' dropdown is set to '01 - Jojo'. The 'User Name' field contains 'Jojo'. The 'Email Address' field is empty. The 'Password' and 'Confirm Password' fields are masked with dots. The 'User Group' dropdown is set to 'Personalised' and is highlighted with a red box. Below these fields is a button labeled 'Jump to User Access for Jojo'. At the bottom left, there are checkboxes for 'Auto Invoke' (checked), 'Navigator' (unchecked), 'Explorer' (checked), and 'Auto Refresh Explorer' (unchecked). On the right, under the 'Options' tab, there are two dropdowns: 'Copy from Group' set to 'Supervisor' and 'Copy from User' set to 'Joanne'. Below these are four buttons: 'Delete Jojo', 'Int Rep Access for Jojo', 'Menu Access for Jojo', and 'Process Options for Jojo'. At the bottom right are 'OK' and 'Cancel' buttons.

- If the Group is set to **Personalised**
- Click on **Process Options**

Setup Users / Passwords - Sole Access Mode

Users

User: 01 - Jojo

User Name: Jojo

Email Address:

Password: •

Confirm Password: •

User Group: Personalised

[Jump to User Access for Jojo](#)

☒ Auto Invoke
☐ Navigator
☒ Explorer ☐ Auto Refresh Explorer

Options

Copy from Group: Supervisor

Copy from User: Joanne

Delete Jojo

Int Rep Access for Jojo

Menu Access for Jojo

Process Options for Jojo

OK Cancel

- The 'Menu Access' screen will display:

Menu Access for Jojo

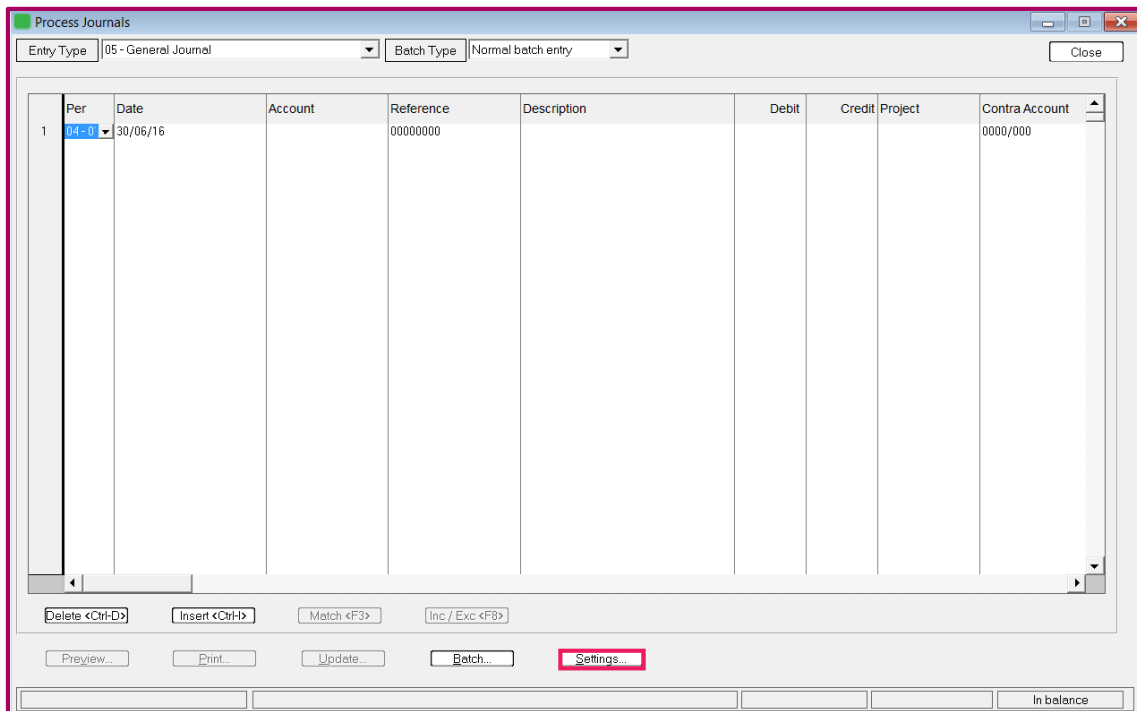
Description	Allowed
General Ledger	
Can Block and Unblock General Ledger Accounts	<input type="checkbox"/>
Multi Period Processing	<input checked="" type="checkbox"/>
Can Change Transaction Date	<input checked="" type="checkbox"/>
Can Update Batches	<input type="checkbox"/>
Can Delete Batches	<input type="checkbox"/>
Can Process Into Last Year	<input type="checkbox"/>
Can Process To Bank Accounts In Journals	<input type="checkbox"/>
Can Process Bank Transfers	<input type="checkbox"/>
Can Create or Edit GL Report Writer Reports	<input type="checkbox"/>
Can Reprint Cheques	<input type="checkbox"/>
Can Access Pastel Bank Manager	<input type="checkbox"/>
Show Blocked General Ledger Accounts in Zoom	<input type="checkbox"/>
Customers	<input checked="" type="checkbox"/>
Can Block and Unblock Customer Accounts	<input type="checkbox"/>
Can Block and Unblock Salesman	<input type="checkbox"/>
Change Selling Prices While Processing	<input type="checkbox"/>
Change Discounts While Processing	<input type="checkbox"/>
Change Salesman On Customer Accounts	<input type="checkbox"/>
Change Salesman While Processing	<input type="checkbox"/>
Can Delete Documents	<input type="checkbox"/>
Can Exceed Maximum Invoice Discount	<input type="checkbox"/>
Can Exceed Maximum Selling Price	<input type="checkbox"/>
Can Exceed Maximum Line Discount	<input type="checkbox"/>

Select All Deselect All OK Cancel

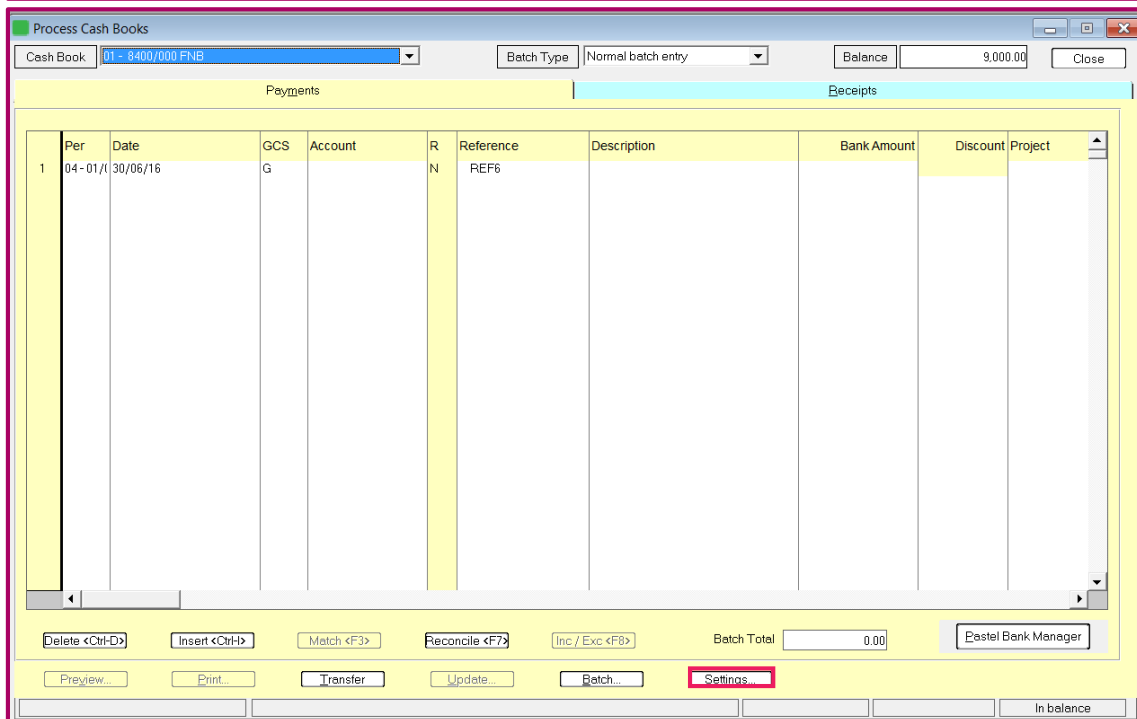
- Ensure **Multi Period Processing** is selected
- Click **OK**

To process transactions in last year:

- Go to **Process| Journals** or **Process| Cash Book| Process Cash Books**
- The **Process Journals** or **Process Cashbooks** screen will display:



The screenshot shows the 'Process Journals' window. At the top, there are dropdown menus for 'Entry Type' (set to '05 - General Journal') and 'Batch Type' (set to 'Normal batch entry'). A 'Close' button is in the top right. The main area is a table with columns: 'Per', 'Date', 'Account', 'Reference', 'Description', 'Debit', 'Credit', 'Project', and 'Contra Account'. The first row has '1' in the 'Per' column, '04-0' in the 'Date' column, and '30/06/16' in the 'Date' column. The 'Reference' column contains '00000000' and the 'Contra Account' column contains '0000/000'. Below the table, there are buttons: 'Delete <Ctrl-D>', 'Insert <Ctrl-I>', 'Match <F3>', 'Inc / Exc <F8>', 'Preview...', 'Print...', 'Update...', 'Batch...', and 'Settings...' (highlighted with a red box). At the bottom right, there is an 'In balance' button.



The screenshot shows the 'Process Cash Books' window. At the top, there are dropdown menus for 'Cash Book' (set to '01 - 8400/000 FNB') and 'Batch Type' (set to 'Normal batch entry'). There is a 'Balance' field showing '9,000.00' and a 'Close' button. The window is divided into two sections: 'Payments' (yellow background) and 'Receipts' (light blue background). The 'Payments' section contains a table with columns: 'Per', 'Date', 'GCS', 'Account', 'R', 'Reference', 'Description', 'Bank Amount', 'Discount', and 'Project'. The first row has '1' in the 'Per' column, '04-01/1' in the 'Date' column, '30/06/16' in the 'Date' column, 'G' in the 'GCS' column, 'N' in the 'R' column, and 'REF6' in the 'Reference' column. Below the table, there are buttons: 'Delete <Ctrl-D>', 'Insert <Ctrl-I>', 'Match <F3>', 'Reconcile <F7>', 'Inc / Exc <F8>', 'Batch Total' (set to '0.00'), 'Pastel Bank Manager', 'Preview...', 'Print...', 'Transfer', 'Update...', 'Batch...', and 'Settings...' (highlighted with a red box). At the bottom right, there is an 'In balance' button.

- Click the '**Settings**' button
- The '**Settings**' screen will display:

Contra Account

8400/000 FNB Close

Processing

☐ This Year Transactions ☐ Multi-Currency

☒ Repeat Descriptions ☒ Invoke Open Item

☐ Repeat Projects

☐ Allocate Settlement Discount

Increment References

☒ Yes

☐ No

☐ Once

Tax

Tax Processing ☐

Default Tax Type 00 - Tax type 0

Default Entry Method ☐ Exclusive ☒ Inclusive

- Deselect **This Year Transactions**
- Click **Close**

Process Cash Books

Cash Book 01 - 8400/000 FNB Batch Type Normal batch entry Balance 0.00 Close

Payments Receipts

	Per	Date	GCS	Account	R	Reference	Description	Bank Amount	Discount	Project
1	04-0	30/06/15	G		N	REF6				

Delete <Ctrl-D>
Insert <Ctrl-I>
Match <F3>
Reconcile <F7>
Inc / Exc <F8>
Batch Total 0.00
Pastel Bank Manager

Preview...
Print...
Transfer
Update...
Batch...
Settings...

Last Year
In balance

- Last Year will display on the bottom of the process screen

NOTE: Customer and Supplier documents cannot be processed in Last Year