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:

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

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

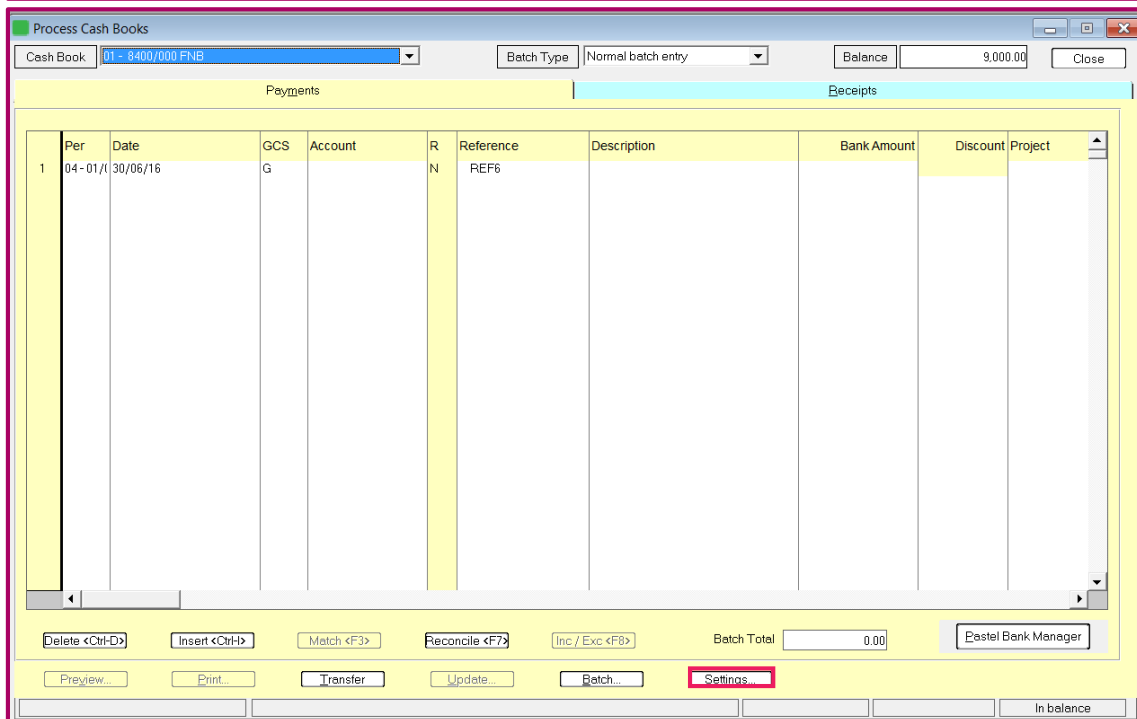- The '**Menu Access**' screen will display:
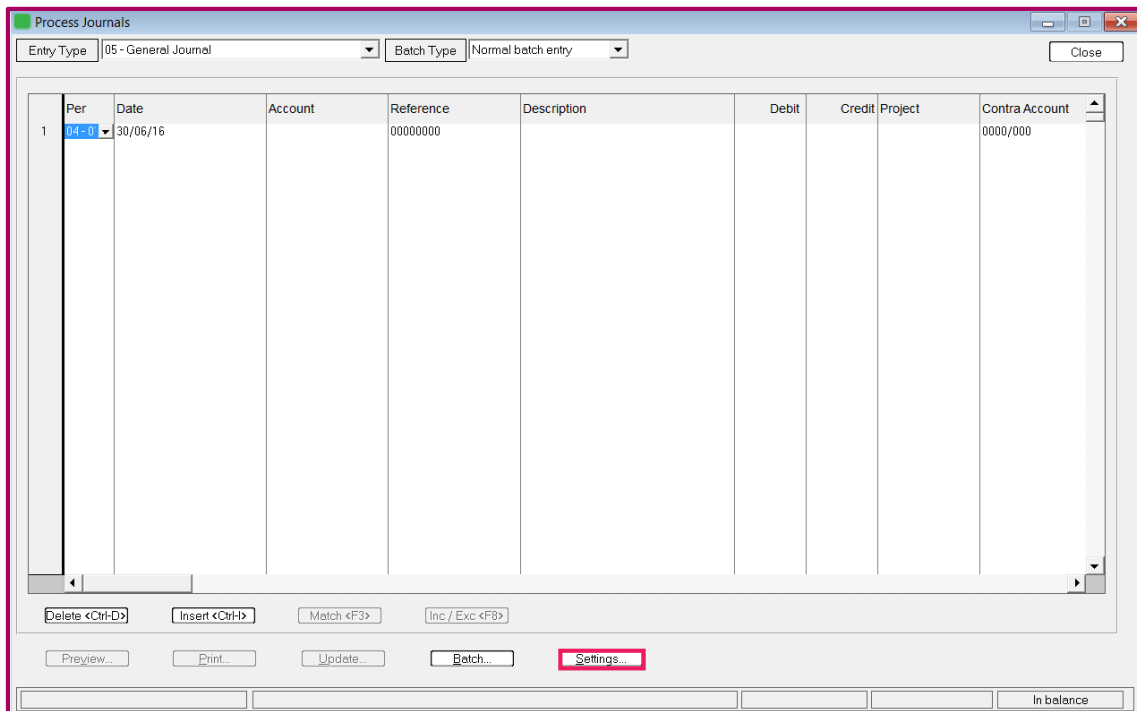
- Ensure **Multi Period Processing** is selected
- Click **OK**

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:

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

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

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

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