

Running your Month End.

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Sage

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Month End.

What is month end? What does it mean to you?

- Is it just a point in time when you post some adjustments and run some reports?
- Do you currently run a month end?
- Sage 50 Accounts includes a Month End option that helps you to processes and automate specific postings.

[Help Centre > Month End](#)

Month End.

Common questions

- Do I have to run a month end?
- When do I run a month end?
- What if I haven't run one so far?
- Can I start part way through the year?
- What if I've missed a month?
- I haven't run year end yet, can I run a month end in my new year?

Month End.

Available options

Option	Sage 50 Essentials	Sage 50 Standard	Sage 50 Professional
Clear MTD Turnover	Yes	Yes	Yes
Lock date *	Yes	Yes	Yes
Prepayments **			Yes
Accruals **			Yes
Depreciation **			Yes

* Webinar recording available

** Upcoming webinar

Month End.

Preparation – What's involved?

- Ensure all processing is complete for the period
 - process recurring entries
 - invoices / orders updated
 - journals – opening / closing stock

Tip: Create a checklist!

The screenshot displays the Sage accounting software interface. At the top, there are three overlapping windows: 'Customer Receipt - Bank Current Account', 'Bank Payments', and 'Recurring Items'. Below these, a text box titled 'Opening and closing stock' explains that this option posts transactions to the Profit & Loss report to accurately reflect the value of unsold stock. The main interface shows a toolbar with various actions like 'New invoice', 'New credit', 'Edit', 'Duplicate', 'Duplicate as Quotation', 'Duplicate as Sales Order', 'Recurring items', 'Update ledgers', 'Credit invoice', 'Quick print', 'Print', and 'Email'. Below the toolbar is a search bar and a filter section. The main area displays a table of invoices:

No.	Type	Date	Name
109	Inv	19/10/2022	A1 Design Services
110	Inv	10/10/2022	County Golf Supplies

Month End.

Running the Month End

- Tools > Period End > Month End

Steps

- Prepare for Month End
- Month End Options
- Run Month End

Month End ✕

Month End: October 2022

The Month End can post your accruals, prepayments and fixed asset depreciation. You can post transactions to any time period without running a Month End.

Prepare for Month End

Detect and correct any data problems. Check Data

Take a backup now to make sure your data is safe. Backup

Revalue foreign currency bank accounts to ensure exchange rate fluctuations are taken into account. Revaluation

Month End Options

Set the Month End date by choosing the last day of the month. 31/10/2022

Prevent new transactions before this date (usually last day of current month) using Lock date. 01/01/2022

Set your month-to-date turnover to zero on each customer and supplier record.

Include any prepayments in the month end. View Prepayments

Include any accruals in the month end. View Accruals

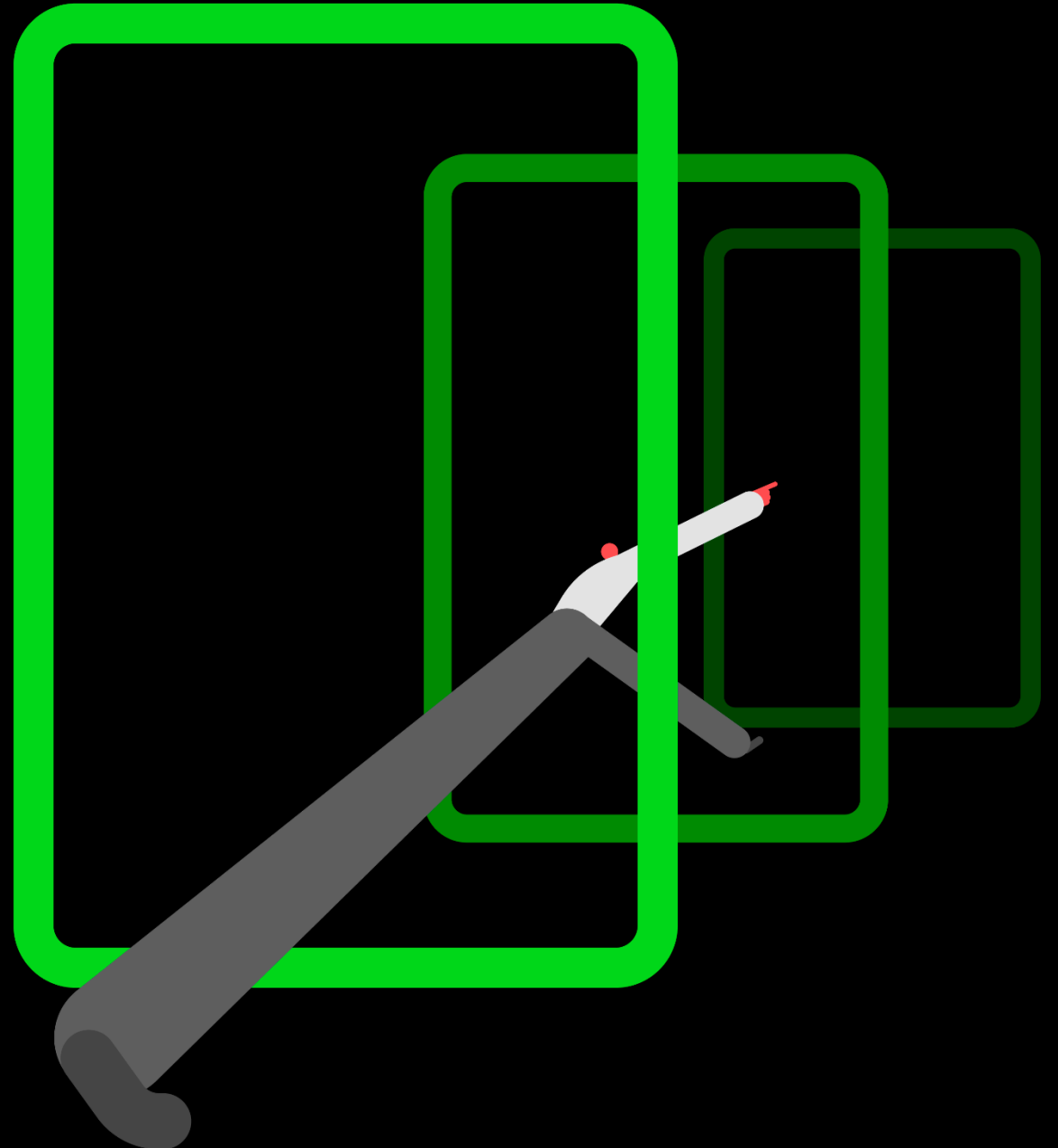
Include depreciation of fixed assets.

Run Month End

Running Month End for October 2022 will:
Lock date on 01/01/2022.

Run Month End Cancel Help

Demonstration



Month End.

Post month end tasks

- Generate your month end reports
 - Batch Reporting – webinar recording available
- Check your data / back up

The screenshot displays the Sage 50cloud Accounts Professional interface. The title bar reads "Sage 50cloud Accounts Professional - Sage Demos". The menu bar includes File, Edit, View, Modules, Settings, Tools, Favourites, WebLinks, and Help. The ribbon contains various icons for actions like New, Edit, Wizard, Duplicate, Activity, Journal entry, Journal reversal, Prepayments, Accruals, Budgets, Chart of accounts, Trial balance, Profit & loss, Balance sheet, Ratio, and Comparative profit & loss. On the left, a navigation pane lists Home, Help centre, Apps and add-ons, Business dashboard, Customers, Quotations, Sales orders, and Invoices and credits. The main area shows a table with a filter icon and the text "All records (155)". The table has two columns: "N/C" and "Name".

N/C	Name
0010	Freehold Property
0011	Leasehold Property
0020	Plant and Machinery
0021	Plant/Machinery Depreciation
0030	Office Equipment
0031	Office Equipment Depreciation

Month End.

Recap - Common questions

- Do I have to run a month end?
- When do I run a month end?
- What if I haven't run one so far?
- Can I start part way through the year?
- What if I've missed a month?
- I haven't run year end yet, can I run a month end in my new year?

Summary.

- The Month End feature is an optional task.
- It only needs to be run if you use the following options:
 - Accruals
 - Prepayments
 - Fixed assets
- The Month End option simplifies these processes, removing the need for manual journals.

Help Centre links

[Month End](#)

[Prepayments & Accruals](#)

[Fixed assets](#)

What is Sage Membership ?

Sage University – **Sageu.com**

Sage City – **Sagecity.com**

Sage Masterclass

Member Masterclass

Season 1: Finding and keeping great people

Built exclusively for Sage members and available to everyone for a limited time only.


Your greatest asset is your people. So, how do you find and keep the best?

Whether you're a one-person business or already lead a team, a great hire is game-changing.

In the very first season of Member Masterclass, you'll discover:

- How to create a world-class onboarding experience.
- How to develop and nurture your talent.
- How to retain the talent you have.

Visit sage.com/uk/masterclass now and learn from visionary leaders on how to hire and retain top talent.




SEASON 1: FINDING AND KEEPING GREAT PEOPLE

How to create a more human company

Join Michael Acton Smith, Co-Founder and Co-CEO of Calm, and discover techniques to help you build a happier, healthier and more productive workplace.

Watch the keynote



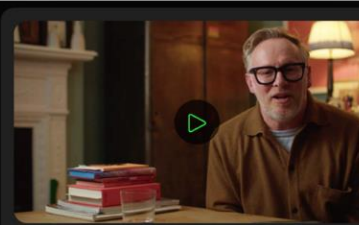
How to make your people thrive and come alive

Julia Jahn
Global Employee Experience Lead




Duke Stump
Chief Brand Officer at NewLab

Building a business with soul




Charlie Gladstone
Author and Creative Entrepreneur

The life-changing magic of emotional intelligence at work



How to create a deeper connection with your people

Bobette Buster
Author, Film Producer, and Professor of Storytelling



Khalilah Olokunola
Chief People Officer at TRU Colors

Why successful recruitment doesn't end with onboarding



Duke Stump
Chief Brand Officer at NewLab

How to spark inspiration and create a positive culture

And more...

Upcoming Webinars.

Upcoming

CIS
Domestic Reverse Charge

Journals

Customers > Letters
Festive Messaging

Prepayments & Accruals

Fixed Asset

Credit Control

Key Topics

Report Design > Groups & Sorts **Tuesday 22 November 2pm**

Learn about the structure of reports in Report Designer, and the impact of adding groups and sorts to a report with a view to enabling you to make basic amendments to existing reports.

Any requests?

Please add them to the exit survey as you leave.

Thank you!

Please take a minute to complete the short exit survey as you leave.

You'll receive a follow-up email with links to register for future webinars
and watch recordings later today.

