

## **HOW TO FINALISE YOUR 31 MARCH 2011 CASH MANAGER FILE(S) FOR THE NEW FINANCIAL YEAR AND TO PROVIDE US WITH DATA TO PREPARE YOUR FINANCIAL ACCOUNTS.**

Please follow these instructions carefully. These may vary depending on the version you are on. The recommended routine is as follows:

- 1 Enter all transactions to the end of your financial year and reconcile all bank accounts.
- 2 Print off all bank reconciliations and file them with your internal records.
- 3 Check the coding of all of your entries. This can be done by viewing to the screen or printing the Transaction Listing in the Reports menu. Should you find that some transactions are mis-coded, edit the codes through Transaction Entry, Edit Transactions. If you had finalised after completing GST returns, transactions cannot be edited. Make a note of these transactions and include them with your records when you bring them in.
- 4 If you do your GST return using Cash Manager, do it first and finalise it.
- 5 Print off any reports that you wish to keep on file  
Eg Summary Cash Book for all bank accounts  
Detailed Cash Book (you may already have month by month versions anyway)  
Account Movement Report for specific accounts  
Creditors and/or Debtors Aged Trial Balances if using invoicing modules
- 6 Before rolling over to 2012 you will be asked to perform a Data File Validation  
Go to File  
Validate Data Files  
– if there are errors then ring support on 0800 707 111 if you have a current support contract.  
  
Take two backups Select the Backup button  
Select the drive letter (usually a:/ for floppy disk or d:/ for CD)  
OK

Keep one and give one to us with the rest of your accounting records. You can give us a CD as well but check to see that your drive paths are correct. Call Accomplish if you are experiencing problems with saving to a CD.

OR You can also make an Accountants transfer file  
This process creates a file that you can email to us.  
Select File  
Export Data  
Cash Manager transfer file  
Note where the system is saving the file in the Destination box.  
You can change the destination if you wish  
OK creates the “your company name.tfr” transfer file  
Cash Manager transfer file successfully created

This file can now be emailed to us by attaching it to an email

- 7 You are now ready to 'balance forward' to your new financial year.  
Go to File  
End of Year

Please read the manual carefully before beginning this procedure.

Looking at the selection boxes, select:

Retain 2011 files on line	Tick the box
Code for prior year data files	2011
Delete names not used this year	Tick the box
Budgets (if applicable)	replace with last years actuals
OK	to proceed.

Please send your data files in with your client records and completed and signed questionnaires.

**Don't forget to include the password!**

#### **Latest version**

The latest version is **Cash Manager 2011, dated 23/3/11**. If you are on the annual support programme you can download this from their website. Their current licencing now allows for 3 entities where in the past you could only have one entity before having to purchase the "multi" version for additional entities.

If you are experiencing any problems or require any assistance call Michael Kohing at Taurus