

2020/21 EOFY SUPPORT KIT

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1. REINDEXING

The time a re-index can take will vary depending on the size of your company database. It is normal practice to leave a re-index for anything up to 30 minutes. If this time is going to disrupt your day's work, we advise you start one before you go to lunch, ensuring that access to your computer or Vision will not be required while the re-index is processing.

It is essential to lock out all users until the re-index is completed.

As a general rule, a re-index will have only run into difficulty if an error appears on your screen.

It is not advisable to press keys or click your mouse to try and remove screen savers should they appear. It is also not advisable that you attempt to work in any other program on the machine that is processing the re-index. It is not advisable that you have any Windows Explorer window open during a reindex, as this has been known to slow the re-index process considerably.

If you are running a re-index and receive an error or are concerned that the time it is taking is more than usual, please do not do anything until you have spoken to one of our Helpdesk staff on 1300 720 767.

2. BACKUP, BACKUP, BACKUP

Have two sets of disks made before the End of Year rollover. Have both of these stored off site.

Hints

- The above sets of backups should be tested every month. Take a random daily backup and test restore these to a specially created folder called 'Restored Data'. **Be sure not to overwrite your current database**. You may consider it important enough to copy your backups to a separate computer. If you are not confident to test restore, ask for the assistance of your IT specialist, or ask our consultant to do this when they are next on site. This will give great peace of mind.
- Ensure that you have the 'Report' setting of your backup program set to list the files backed up, and check this report each time you do a backup. If some files were not backed up, you will need to check why, and redo the backup.
- Use quality, well labelled disks. Store them away from your PC, dust, extreme temperatures and moisture.
- For smaller databases, a CD Burner can be a less expensive investment for fast backups. If your network backs up the Server to Tape, and you are relying on this for your accounting and payroll backups, remember that Tapes can fail and can take a longer time to restore. We would encourage you to maintain your own separate Accounting and Payroll Backups on disk as well. External hard drives are worth investigating as they have proven to be efficient, quick and reliable.
- Always Backup before doing something 'important' to your data. I.e. Rolling a new period, testing a new procedure, changing a setting etc.

3. CREATING HISTORICAL DATA

The creation of historical databases allows users to work in accounting periods further back than 24 months from the current period. Often users only require to work back within these 24 months so creating a historical database may not be required.

Historical database copies differ to a standard back up as they are essentially a copy of your database available to be logged into from the Company Selection screen of Vision. This process also enables reports to be rerun in the last period of the financial year prior to the End of Year roll.

We do not recommend any work be processed in a historical database as it isn't processed in the live company. Working in periods prior to the last 24 accounting periods is only advisable for reviewing purposes.

If a historical database copy for Vision is required, it involves changes to the tables through eyeball and therefore requires a Progressive Business Technologies consultant to be scheduled for a minimum 15 minute dial in to perform this task

4. REPORTS TO PRINT AND BALANCE

1. Print appropriate reports as per end of period –
 - a. Aged Balance Summary or Detailed for Debtors
 - b. Aged Balance Summary or Detailed for Creditors
 - c. GL Trial Balance and Reconciliation Report
 - d. GL Balance Sheet and Profit & Loss
 - e. Inventory Gross Profit and Sales Report and Quantity and Value Report
 - f. Job Summary Report if you use the Job Module
 - g. Daily Transaction Log
2. Ensure the Reconciliation Report balances, as does the Trial Balance. If these do not balance call Progressive Business Technologies to discuss further.
3. Ensure the General Journal for the current financial year has been printed for all GL accounts, only if you or your accountant requires this.

Stock Ledger

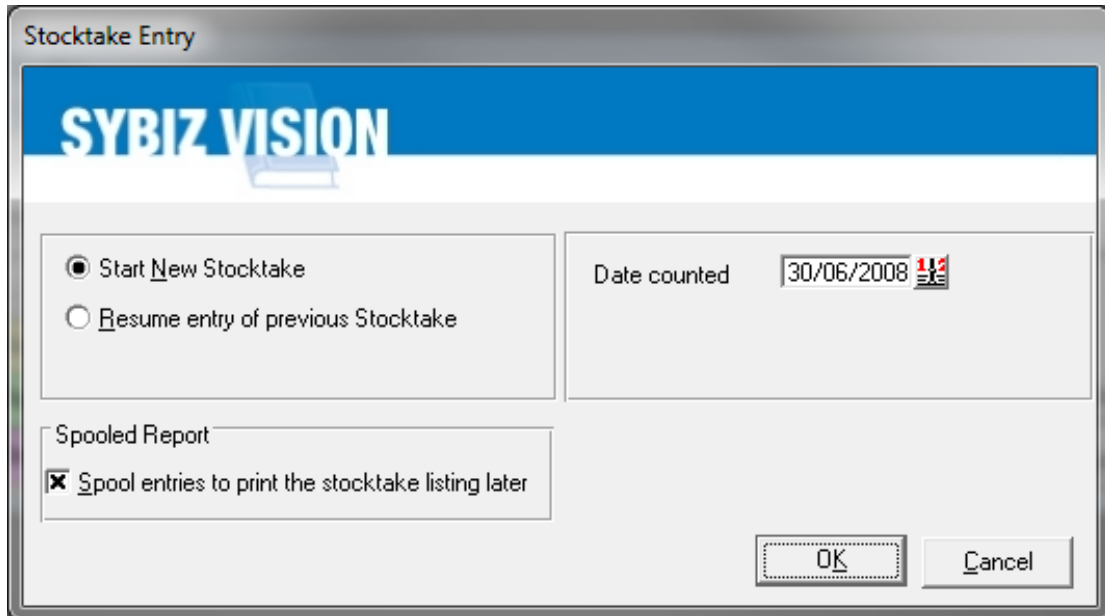
1. Just before counting stock, complete all transacting into Vision, and print the Stock-take List Report, or Stock-take List by Location.
2. Backup.
3. Print Quantity and Value Report, and Inventory by Location Report (if you use locations) prior to entering stock-take.
4. Do an accurate physical count of all stock and process stock-take in Vision with no delay/transactions in between these steps. Refer to training notes for information on stock-take

procedures. As stock-take is one of the most important end of year procedures and one of the most time consuming, it is important you are familiar with the correct process.

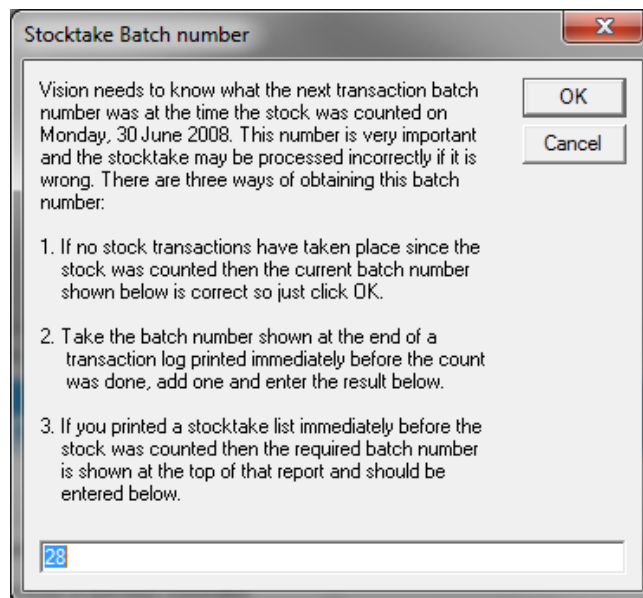
5. After stock-take, print Spooled Stock-take Report, Reconciliation Report, Quantity and Value, and Inventory by Location Report - check that these last 2 reports balance with each other. Also check that GL Closing Stock and Stock-on Hand balance.

5. INVENTORY STOCK TAKE

1. It is recommended that a few rules are followed when entering a stock-take into Vision:-
 - a. Ensure a backup has been done immediately prior to entering the stock-take. Make sure this is in a safe place.
 - b. Ensure a Complete System Rebuild has been done prior to the stock-take.
 - c. Ensure there are no other stations accessing any modules of Vision whilst the stock-take is entered.
2. Print the Stock-take List Report, and write on it the precise quantities (that you have counted previously) of the inventory items you wish to stock-take. Ensure no one enters any transactions after you have printed the Stock-take List Report and when you are going in to enter the Stock-take. To check this, compare the last batch number of the Daily Transaction Log with the Batch number on the top of the Stock-take List Report. It should be one less than the Batch number at the top of the Stock-take List Report.
3. Click on the *Inventory Tab*, then *Stock-take*
4. You can either :
 - a. Start a New Stock-take – if you haven't processed any transactions for this stock-take yet, or
 - b. Resume a Stock-take – if you have partially entered transactions for this stock-take and wish to continue.
5. Select **Spool Entries to print the Stock-take listing later**. This provides a good (and the only) report showing what you have entered for this Stock-take, showing the variances.
6. Enter the correct date and location you are counting.



7. Vision will pop up a warning about Serial/Lot tracked items. This warning advises that you cannot have anyone processing inventory functions whilst stocktaking Serial tracked items. This warning will occur again, when you go to process your first stock item, and again when you hit the Process Batch button.
8. If you have chosen to Start a New Stock-take –
 - a. Once you click OK, Vision will ask for the Batch number that is on the top of the Stock-take List Report (or the next Batch number in the sequence, if you are not using the Stock-take List Report). Do Not Change This Number. Click OK.



- b. You will then need to enter a Batch Reference Number. This should be a meaningful reference and each number should be unique for you to recognize when looking up this Stock-take transaction in the history at a later date. i.e. EOY 1213, or Adjust300613, or EOYJune13. It is also a good suggestion to add your initials to this reference number for easy recognition.
9. If you have chosen to Resume a Stock-take -

Vision will take you straight to the Stock-take screen, and you will need to click on the Magnifying Glass next to Batch Reference to choose a Batch reference that you have not completed yet. If you are processing a new stock-take, exit out and select 'New Stock-take'

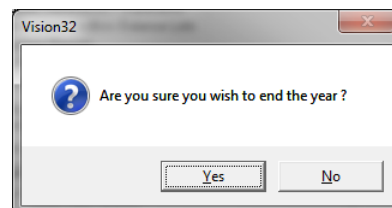
10. The method of entering can be -
 - a. a Product at a time, with you choosing each product by typing in the Code (Enter By Product Code), or
 - b. Starting from the first Product Number and going down the list one at a time (Sequential Entry).
11. The method is up to the individual, however most Sites will use Sequential to avoid missing any items, plus it's easier if you have the stock-take list report printed in the same order.
12. Once you've chosen the entry method, you must start entering the quantity of the stock you have and either accepting the default cost if it is correct or entering a new cost if you wish it to change. The cost is extremely important as your stock will be valued in the GL by the method you choose.
 - a. If you are unsure, please check with your Accountant, and then contact Progressive Business Technologies helpdesk on 1300 720 767 for help in choosing the correct method as recommended by your Accountant.
13. As you enter each product, a green tick will appear in the right hand column to show that it has been included in this stock-take. Each item must either have a green tick if you wish to process it, or a red cross if you wish to skip it and not change the current on hand quantity or value. **Do not use your mouse** to click on the stock-take grid and move up and down the page. Ensure you use the *Next Entry* and *Skip Item* buttons.
14. Once you have entered all you wish to, you can hit the *Process Batch* button and choose your option:
 - a. Yes – will process the batch, sending the auto postings to the GL accounts Stock on Hand and Closing Stock. This finalises this batch.
 - b. No – will hold this batch in a spool file, waiting for you to complete it. Nothing is sent to the GL at this option. The next time you go in to enter a stock-take the Resume Stock-take option will be automatically highlighted, and when you get into the stock-take area your batch reference number will be on the list to choose from. All the items you processed will show with their green ticks and you are able to continue on from where you left off.
 - c. Cancel - takes you back to the Stock-take Screen.
 - d. Cancel Batch - will cancel all the entries you have made in this batch and your data will have to be re-keyed. Be Careful not to choose this in error.
 - e. Exit - allows you to exit the stock-take and resume this batch later.
15. **IMPORTANT** – Before exiting the stock-take screen you will notice (in Vision 6 & later versions) a 'Print Changes' button is now available which will print the variances of quantities you have keyed in this stock-take entry.
16. Once you have completed your stock-take, you can go into the Spooled Reports area under Utilities and print out the Stock-take Spooled report. This shows all the entries that were processed, and their variance.
 - a. Be aware that if you have not selected at the initial stock-take screen to spool the stock-take report, you will not be able to access either the Printed report mentioned at point 15, or

the Spooled report at point 16. The report at 15 is only available while you are in the stock-take screen.

17. When the stock-take is finally processed, the General Ledger postings will occur, and you should see the values on the screen, in the normal way of automatic postings.
18. The software will also ask if you wish to pack the stock-take files after processing, and warn it may take a little time. You should say yes.

6. PROCESSING THE ROLLOVER

1. **Backup, Backup, Backup** before Processing the Rollover.
2. From the 'Utilities' menu, select 'New Period Rollover'
3. It will ask if you are sure you wish to end the financial year as well, and say yes.
4. The End of Year Rollover will clear all the P & L Balances to zero and process a transaction to Net Profit Bought Forward.
5. Once rolled, print Trial Balance and Profit and Loss for July. The P & L should be empty, and the Trial Balance should have only Balance Sheet accounts listed with balances. This will only be the case if you have not processed any transactions in July. If you have used the facility to process in the Next Month in Vision, then there will be balances in Profit and Loss accounts on the P & L & Trial Balance. If this is not the case, email support at support@pbt.net.au



When processing your rollover, if you have not completed the BAS from 2 GST periods ago, you will be prompted with an option to discontinue. You should exit the rollover at this stage and complete the BAS for the GST period mentioned.

7. OPENING BALANCE JOURNALS

For Stock Users

1. Once rolled into the New Financial Year, enter Opening Stock and Closing Stock journals (P & L) being the value in the Stock on Hand (Balance Sheet) account as at 1st July.
 - ❖ Dr Opening Stock
 - ❖ Cr Closing Stock

For Job Users

2. Once rolled into the new Financial Year, enter Opening WIP and Closing WIP journals (P & L) being the value in the Work In Progress (Balance Sheet) account.
 - ❖ Dr Opening WIP
 - ❖ Cr Closing WIP