



End of Financial Year in MYOB Exo

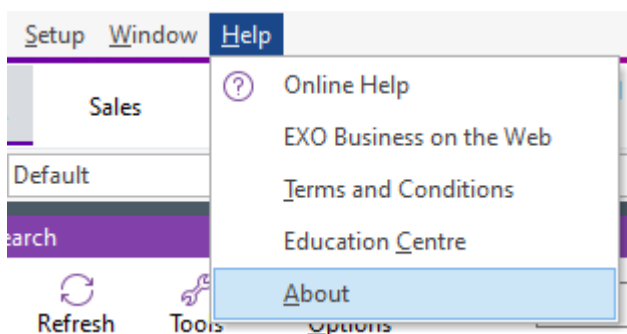


The end of the financial year is right on top of us, so here is a reminder of the End of the Year process should your financial year end on 31 March.

This document contains screenshots through to version 2023.3

Check your Version Number

If you're not sure which version of Exo you are using, select '**Help**' and then '**About**'



A new screen will open up and you will be able to see your Database version.

```
Using Microsoft SQL Server 2019 - 15.0.2104.1 Standard Edition (64-bit)
Compatibility: New Unknown - 150 (150)
Connection name=Motopartz
BARRY-W10 / EXO_DEMO
EXE version: 2023.3.0.48
Database version: 2023.3.0.0
DCE Version 2021.4.0.0
```

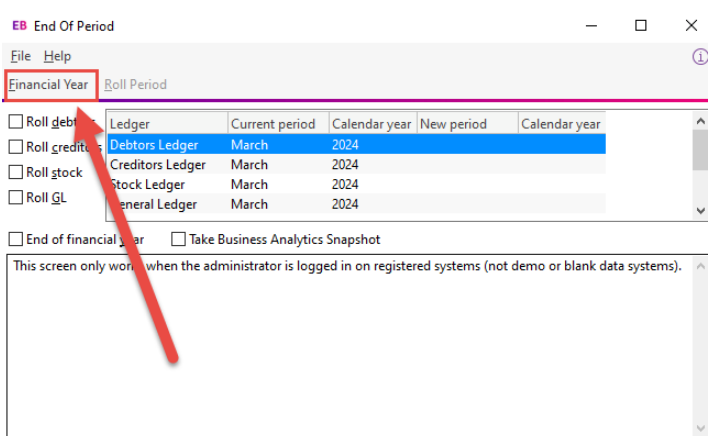
If you are more than 2 years out of date then please talk to us about the benefits of upgrading to the latest version.

Set up the new financial year

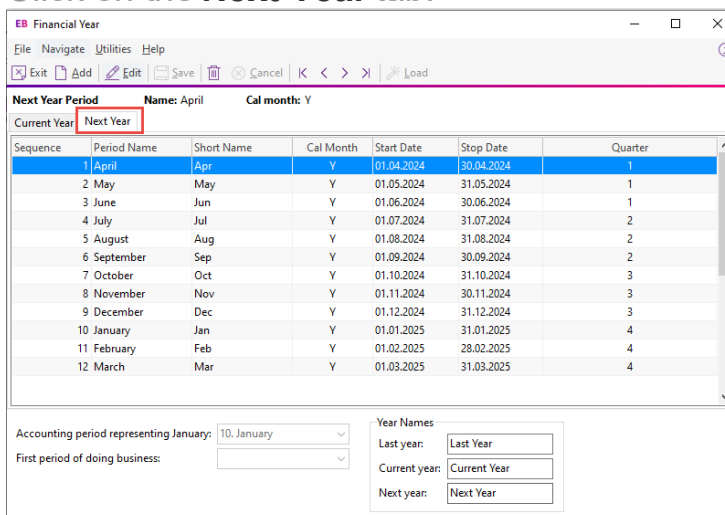
Complete all of the procedures that you would normally complete before an End of Period rollover and backup the database.

It is good practice to save this database backup labelled appropriately such as EOYbackup2016 where it will not be overwritten.

Open the **End of Period** Utility. **Before** rolling the period, click Financial Year to review (and if necessary, set up) the financial periods for the next Financial year.



Click on the **Next Year** tab:



All periods for the new financial year (12 periods April > March) should appear on this tab. If the periods for the new financial year have not yet been defined, this tab will be empty. If this is the case, click the **Add** button to create periods for the new year based on the previous year.

EB Financial Year

File Navigate Utilities Help

Exit Add Edit Save Cancel K < > X Load

Next Year Period Name: May Cal month: Y

Current Year Next Year

Sequence	Period Name	Short Name	Cal Month	Start Date	Stop Date	Quarter
1	April	Apr	Y	01.04.2024	30.04.2024	1
2	May	May	Y	01.05.2024	31.05.2024	1

Accounting period representing January: 10. January

First period of doing business:

Year Names

Last year: Last Year

Current year: Current Year

Next year: Next Year

Generally 'dates in' will be correct, if not change the transaction entry validation to 'dates between' and stipulate the correct date range. This will add the financial periods from the previous year into the new year, but with the new year's dates:

EB Financial Year

File Navigate Utilities Help

Exit Add Edit Save Cancel K < > X Load

Next Year Period Name: May Cal month: Y

Details

Sequence: 3

Period name: June

Period short name: Jun

Report code: 3

Quarter: 1st Quarter

Transaction Entry Validation

Dates in June

Dates Between 01.06.2024 and 30.06.2024

EB Financial Year

File Navigate Utilities Help

Exit Add Edit Save Cancel K < > X Load

Next Year Period Name: April Cal month: Y

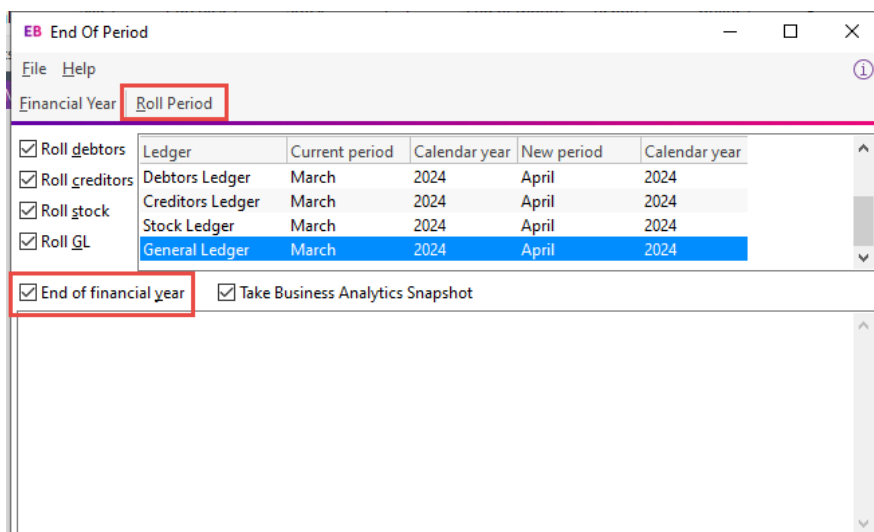
Current Year Next Year

Sequence	Period Name	Short Name	Cal Month	Start Date	Stop Date	Quarter
1	April	Apr	Y	01.04.2024	30.04.2024	1
2	May	May	Y	01.05.2024	31.05.2024	1
3	June	Jun	Y	01.06.2024	30.06.2024	1
4	July	Jul	Y	01.07.2024	31.07.2024	2
5	August	Aug	Y	01.08.2024	31.08.2024	2
6	September	Sep	Y	01.09.2024	30.09.2024	2
7	October	Oct	Y	01.10.2024	31.10.2024	3
8	November	Nov	Y	01.11.2024	30.11.2024	3
9	December	Dec	Y	01.12.2024	31.12.2024	3
10	January	Jan	Y	01.01.2025	31.01.2025	4
11	February	Feb	Y	01.02.2025	28.02.2025	4
12	March	Mar	Y	01.03.2025	31.03.2025	4

Check that the periods and date ranges for the new financial year are correct. If they are correct, you can now close the Financial Year window. Otherwise, double-click on the first incorrect period, correct the details, and click **Save**. Continue with each subsequent period until they are all correct. Once they are all correct, close the Financial Year window.

Roll the Period

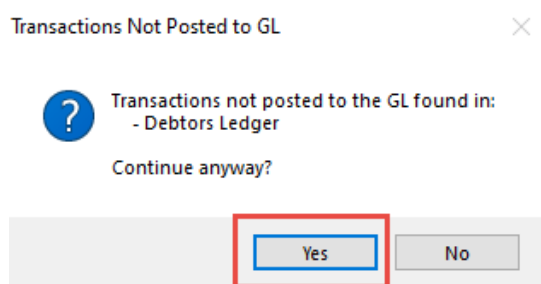
You will now be back in the End of period window. Tick all four ledgers as per a usual end of month rollover, and also tick 'End of Financial Year'.



Important: When rolling over ledgers into April, remember to tick the check box 'End of Financial Year'.

Click Roll Period

You may see a pop-up reminder message such as this:



You may either:

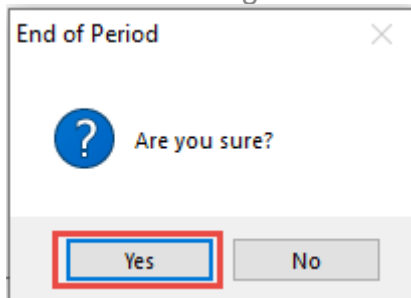
Click 'Yes' and continue to roll without posting transactions (you can still post them later).

- *The advantages of this approach are:* Your end of year roll is not held up while subsidiary ledgers are posted. Unposted transactions in the subsidiary ledgers (Debtors, Creditors and stock) remain editable (subject to user permissions, allocation status and certain other constraints) until they are posted to GL.
- *The disadvantage of this approach is:* An individual End of Year transfer transaction will be posted in the profit Brought Forward account for each batch posted into last year after the year end roll has been completed, rather than one single transaction (less clutter) representing the entire year's profit.

OR

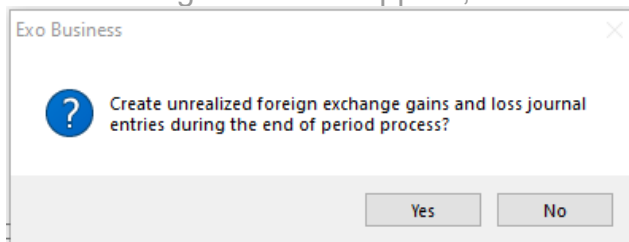
Click 'No', complete your GL posting, and then return to the start of this process.

- The advantages and disadvantages of this approach are the inverse of the above.
- **Note:** Your individual user permissions may prevent you from posting some or all ledgers to GL if this is not normally your role.

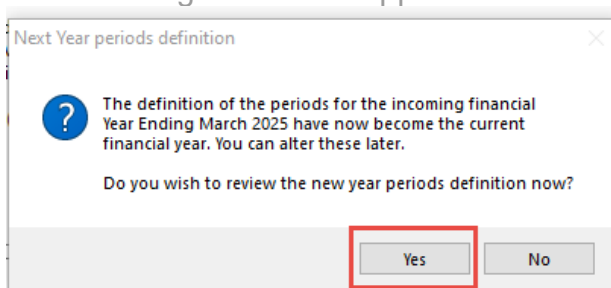


Click 'Yes'.

The following screen will appear, continue as you normally would at month end:



The following screen will appear next:



Click 'Yes' to review.

The next screen will show the new year's information as current year, and the next year will be blank.

Make any changes as required and click 'Exit'.

There is no need to fill in data into the Next Year section.

EB Financial Year

File Navigate Utilities Help

Exit Add Edit Save Cancel K < > X Load

Current Year Period Name: August Cal month: Y

Sequence	Period Name	Short Name	Cal Month	Start Date	Stop Date	Quarter
1	April	Apr	Y	01.04.2024	30.04.2024	1
2	May	May	Y	01.05.2024	31.05.2024	1
3	June	Jun	Y	01.06.2024	30.06.2024	1
4	July	Jul	Y	01.07.2024	31.07.2024	2
5	August	Aug	Y	01.08.2024	31.08.2024	2
6	September	Sep	Y	01.09.2024	30.09.2024	2
7	October	Oct	Y	01.10.2024	31.10.2024	3
8	November	Nov	Y	01.11.2024	30.11.2024	3
9	December	Dec	Y	01.12.2024	31.12.2024	3
10	January	Jan	Y	01.01.2025	31.01.2025	4
11	February	Feb	Y	01.02.2025	28.02.2025	4
12	March	Mar	Y	01.03.2025	31.03.2025	4

The last screen you will see appear is this:

EB End Of Period

File Help

Financial Year Roll Period

	Ledger	Current period	Calendar year	New period	Calendar year
<input type="checkbox"/> Roll debtors	Debtors Ledger	April	2024		
<input type="checkbox"/> Roll creditors	Creditors Ledger	April	2024		
<input type="checkbox"/> Roll stock	Stock Ledger	April	2024		
<input type="checkbox"/> Roll GL	General Ledger	April	2024		

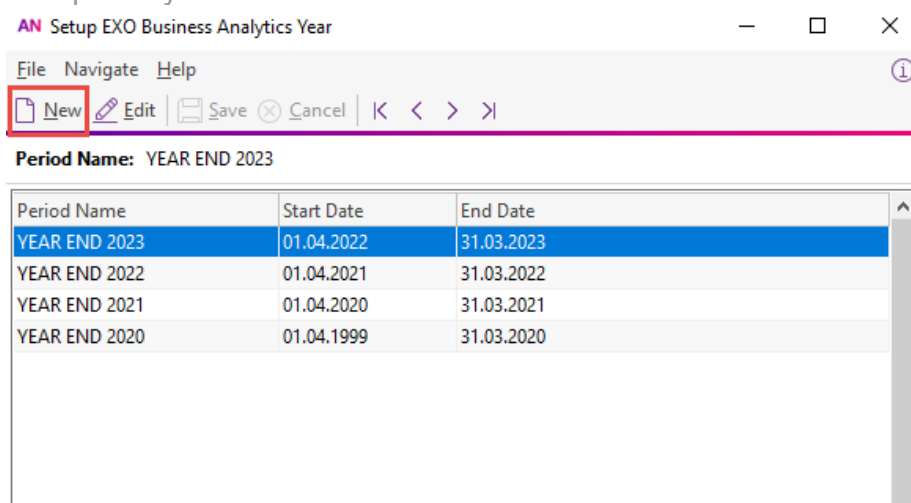
End of financial year Take Business Analytics Snapshot

Aging Period Statuses (G)
 Auto Locking Period Statuses (G)
 GL Rolled Successfully!
 Rolling GL financial year
 Resetting P&L
 Checking for GL auto reversing transactions...
 4 GL reversal transactions posted
 End Of Period for selected modules are completed
 The end of period run took 4m 29s to complete

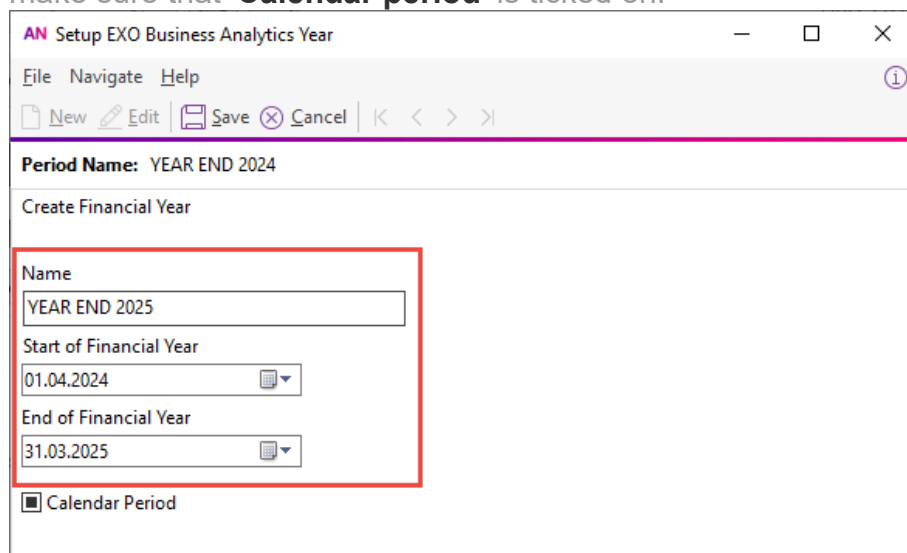
Exit out of the screen.

Analytics/Management Report Year Setup

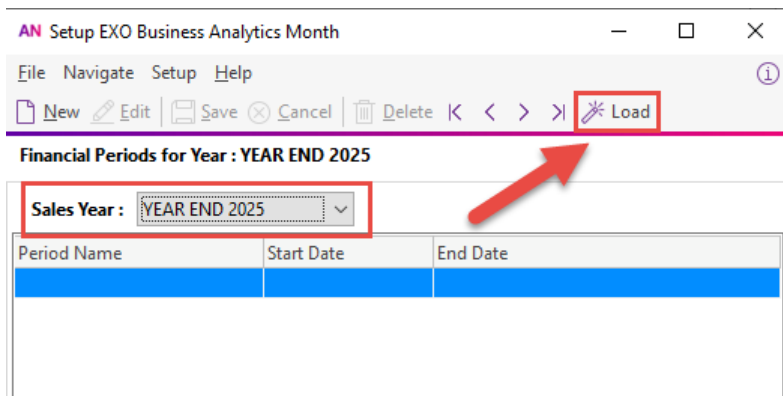
If you use Analytics you will also need to set up the new financial year in this module. If Analytics is installed, open the module and go to Setup -> Setup Analytics Years. Go to Setup Analytic Years and click '**New**'.



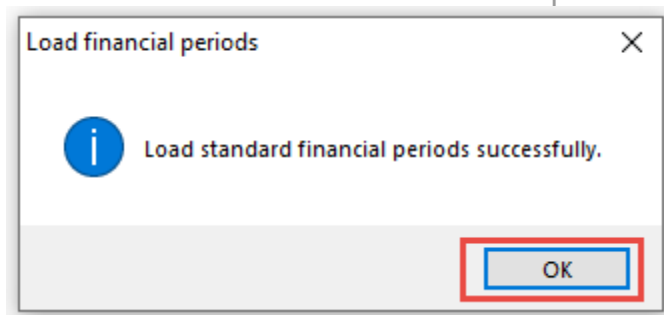
Enter in the Name, Start and End of financial year. If your months reflect Calendar months, make sure that '**Calendar period**' is ticked on.



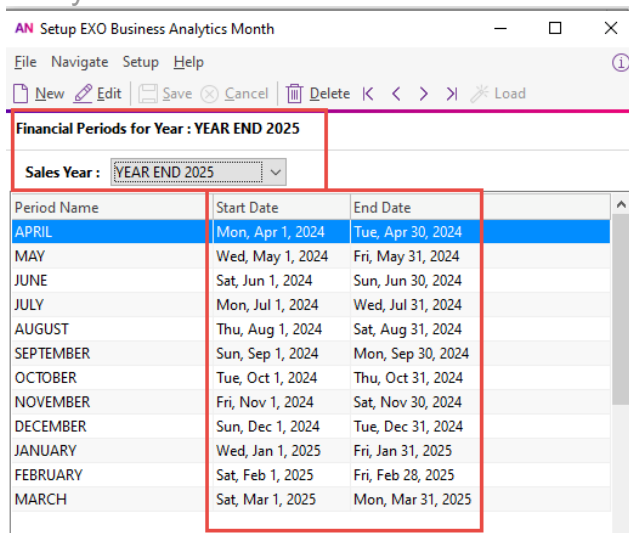
Click '**Save**' and close the screen.
 Select the Setup menu and choose Setup Analytics Months.
 Select the correct Sales Year and then click '**Load**'.
 This will load all the correct months.



There should be a notification that the periods are loaded successfully:



The year should now look like this:

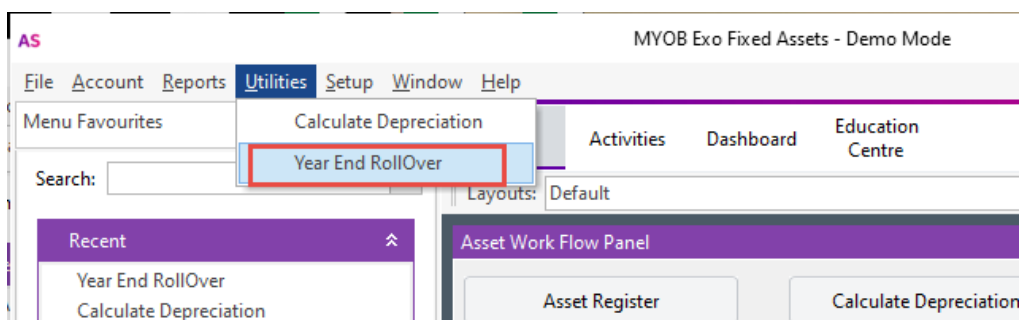


Click **'Save'** before closing.

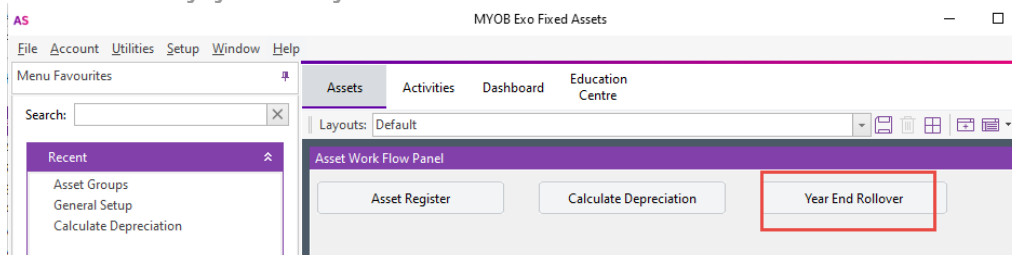
If you are using the sales Budgets facility and the Run Rate feature, you will also need to set up Budgets and Day plan. You can set these up later if you wish.

Fixed Assets End of Financial Year Roll Over

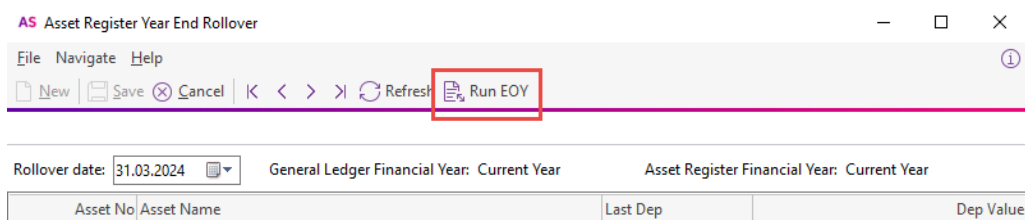
The Fixed Assets module does not automatically roll when the rest of the system is rolled. This has to be done separately. The reason for this is to give you an opportunity to finalise any asset additions/sales for March, and post depreciation into the correct period. If you roll prematurely, the depreciation calculation for March will not be correct. The other important thing to remember here is you can't post your April depreciation before you roll into the new Financial Year, so please make sure you have rolled before you do this. When you are ready to roll your Fixed Assets Financial Year, select 'Year End RollOver' from the Utilities drop down menu



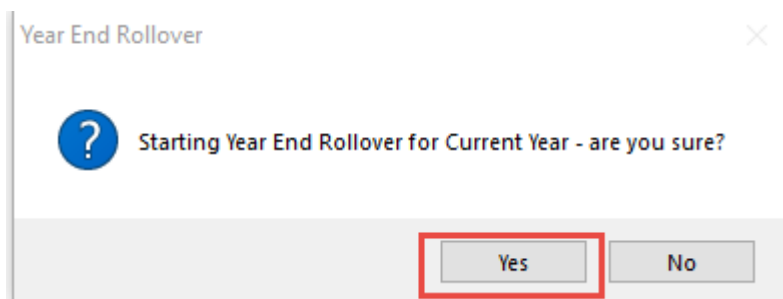
Alternatively you may also select this from the workflow menu:



Click on the 'Run EOY' button



You will be asked to confirm:



And that is all you need to do...

