



1st Floor, 25 York Street
Launceston
PO Box 1381
Launceston
Tasmania 7250 Australia
Telephone (03) 6334 2353
Facsimile (03) 6331 4824
Email: info@natsoft.biz

NEWSLETTER December 2001

Dear Client,

We are pleased to present to you our new quarterly information letter. You will receive this letter at the end of each BAS quarter, a privilege available only to clients holding a current support agreement.

This letter will discuss any relevant issues including, software developments, reminders, important announcements, and information to increase user awareness. Please make every effort to quickly read through the letter each quarter, we will endeavor to keep it concise and to the point.

End of Month – December

December end of month should be carried out just as any other month during the year. Be sure **NOT** to perform an end of year update when performing December end of month. However, some clients do run their NATSOFT periods parallel to a calendar year, in this instance only, should an end of year update be performed.

Clients using the New Payroll system (Version 3), must remember that update option '4- CLEAR MONTH & QUARTER BALANCES' should be run in place of option '3' when updating for December. This will increment the month to January and will clear the balances in preparation for the next months reporting, the quarter will also increment to '3' marking the beginning of the next quarter.

Clearing accounts – What are they?

A clearing account can be likened to a stepping stone. They are used mainly for debtor receipting, creditor payments and payroll, you may use some or all of these. A clearing account is required when the cash book is used in conjunction with the previously mentioned packages and the general ledger.

In theory a clearing account should balance back to zero at the end of each month. This is because the amount posted from debtors, creditors or payroll should be offset by the deposit, cheque or debit transaction posted through the cash book. It is beneficial to reconcile your clearing accounts on a monthly basis. Here is a basic step guide to reconciling your clearing account:

Step 1: Extract the period amount from the cash book analysis i.e. Debtors Receipts, Creditors Payments. Printing an individual analysis with transactions may be advantageous for this task.

Step 2: Compare the Cash Book figures to the receipt or payment amount on the control total in either debtors or creditors systems. This figure can be attained at any time from the 'print control totals' menu option (Debtors – menu option 10, Creditors – option 11).

End of Period Reporting

Reporting is a vitally important function of your accounting system, therefore it is of utmost importance that reports are accurate and methodically filed. Reporting precision depends on the accuracy of the input process and the timing of printing.

Inaccurate reporting and inefficient filing processes potentially create problems when collating end of year financials, auditing and performing general inquiries on previous periods. A valuable reporting system relies on, methodical printing and filing of reports, correct timing for printing of reports & understanding of report setout and content.

It is essential that all period &/or monthly and yearly reports are run after all transactions have been processed for the period and directly before the update is performed. Of course General Ledger reporting differs slightly. In this instance all integrating modules must have been updated into the period to be reported, this ensures that all relevant figures will be included.

If you would like more information on end of month procedures please contact NATSOFT on (03) 6334 2353, we can fax you a step by step end of month procedures outline is also available or visit our web site @ <http://www.natsoft.com.au>.