

**datel**

expanding the  
world of sage

▶ **Moving Year End**  
Sage 1000 Help Sheet



In some circumstances it is necessary to move the financial year end resulting in a 'long' or 'short' financial year. Consideration must be given to the following two modules:

### Fixed Assets

The Fixed Assets module only supports a maximum of 13 accounting periods, so extending the fixed assets year beyond 13 periods is not possible.

### Stock Control

The Stock module only supports a maximum of 13 accounting periods.

If you use the above modules and require your financial year to be longer than 13 periods, please ring Datel Support to discuss this further.

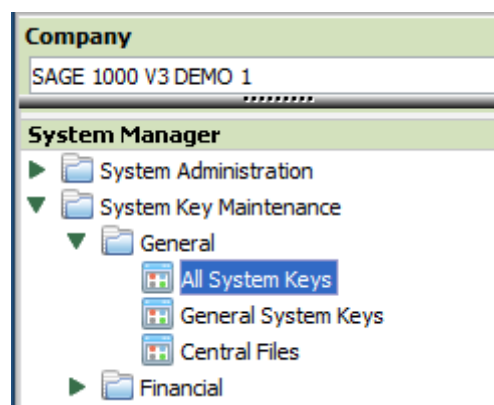
## 1. Shortening a year

Before creating a 'short' financial year, a thorough check must be made to ensure that no postings already exist for the periods that will be lost.

It is also imperative that all necessary system key and calendar changes are performed with no other users on the system otherwise postings could be made to periods that will no longer exist after the changes.

The number of financial periods in the current financial is controlled by the system key LASTPERIOD, the number of periods in previous or future years are held in system keys LASTPERxx where xx is replaced by the year. The actual period dates are held in a financial calendar and the tax dates can be held in a separate calendar if required.

▶ Navigate to the system key option shown below, so we can change the system key value.



- ▶ Type in capitals LASTPERIOD and press F2 to browse and select the system key LASTPERIOD.

**All System Keys - SAGE 1000 V3 DEMO 1**

Exit Copy Delete  
Confirm Extended help Print

**System key maintenance header**

System key: LASTPERIOD

**System key maintenance details**

Description: Last period in the current financial year

Value: 12

- ▶ Change the value to reflect the last period of the current year, eg 09 to have 9 financial periods. If you are using the Fixed Asset module you will also need to change FAPERIODS and FAPERS. Also consider FAPERWEEKS.
- ▶ Navigate to the calendar maintenance option as shown here:

**Company**

SAGE 1000 V3 DEMO 1

**General Configuration**

- Tasks
- Enquiries
- Create / Amend Master Files
  - Company Configuration
    - Calendar Maintenance**
    - Security Category
    - EC State Maintenance
    - Narrative Types Maintenance
    - EC Delivery Terms
    - EC Mode of Transport Codes
    - EC Nature of Transaction Codes

- ▶ Browse and select the FINANCE calendar. Assuming we are shortening our year to have 9 financial periods, it is necessary to delete the unwanted periods by highlighting the relevant period and pressing delete.

Calendar Maintenance - SAGE 1000 V3 DEMO 1

Exit First page Add Delete  
Amend Next page Previous page Print

Calendar  
Calendar: FINANCE  
Description: FINANCIAL CALENDAR

Calendar details

Year	Period	Start Date
14	09	01/09/14
14	10	01/10/14
14	11	01/11/14
14	12	01/12/14
15	01	01/01/15

- ▶ Once the 'spare' periods have been deleted you will need to enter the correct period dates for the New Year. Ensure you enter the start date of period 01 of the New Year so that Sage knows when the last period of the current year ends (as defined by LASTPERIOD).
- ▶ Selecting Detail Trial Balance from the General Ledger Reports menu, run a TB for the periods that have been 'lost' Eg 10 – 12 and check that no transactions exist.

## 2. Lengthening a year

- ▶ Navigate to the system key option so we can change the system key value.

Company  
SAGE 1000 V3 DEMO 1

System Manager

- System Administration
- System Key Maintenance
  - General
    - All System Keys
    - General System Keys
    - Central Files
- Financial



- ▶ Type in capitals LASTPERIOD and press F2 to browse and select the system key LASTPERIOD.

**All System Keys - SAGE 1000 V3 DEMO 1**

Exit Copy Delete  
Confirm Extended help Print

**System key maintenance header**

System key: LASTPERIOD

**System key maintenance details**

Description: Last period in the current financial year

Value: 12

- ▶ Change the value to reflect the last period of the current year, for example, enter 18 to have 18 financial periods. Remember that the Fixed Assets and Stock modules cannot extend beyond 13 periods.
- ▶ Navigate to the calendar maintenance option as shown below.

**Company**

SAGE 1000 V3 DEMO 1

**General Configuration**

- Tasks
- Enquiries
- Create / Amend Master Files
  - Company Configuration
    - Calendar Maintenance
    - Security Category
    - EC State Maintenance
    - Narrative Types Maintenance

- Browse and select the FINANCE calendar. Assuming we are lengthening our year to have 18 financial periods, it is necessary to add the new financial period dates.

**Calendar Maintenance - SAGE 1000 V3 DEMO 1**

Exit First page Add Delete Amend Next page Previous page Print

**Calendar**

Calendar: FINANCE  
Description: FINANCIAL CALENDAR

**Calendar details**

Year	Period	Start Date
14	09	01/09/14
14	10	01/10/14
14	11	01/11/14
14	12	01/12/14
15	01	01/01/15

Ensure you enter the start date of period 01 of the New Year so that Sage knows when the last period of the current year ends (as defined by LASTPERIOD).