

## Overview

NB: This document only applies to organisations that operate as a July to June Financial year. Please also note that MYOB EXO does not support a 13<sup>th</sup> month period so please do not create one.

Below are some basic steps on what you need to remember to do in MYOB EXO when your end of financial year comes to a close.

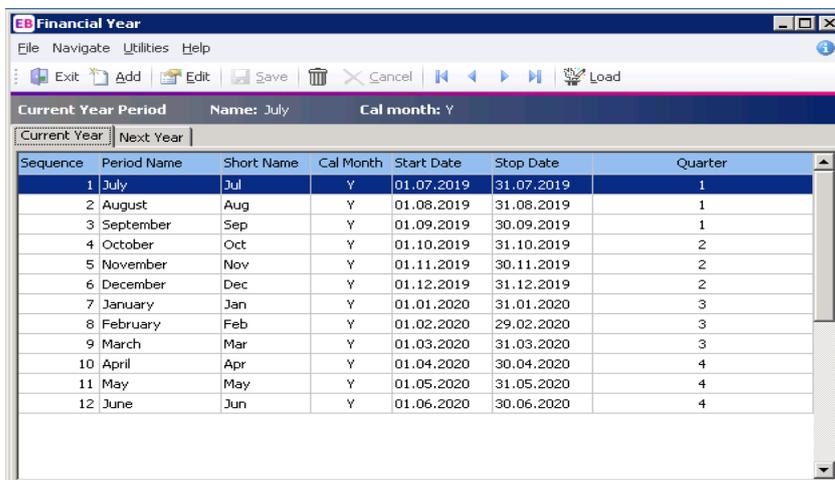
- Print Debtor Aged Balances which should balance with the Control account and the GL
- Print Creditor Aged Balances which should balance with the Control account and the GL
- Stocktake needs to be initialised and uploaded
- The Stock Valuation Report (print it off as at 30 June)
- Post Ledgers to GL making sure there is nothing outstanding in the 'Reload GL Post Run' screen.

NB: If you have not finished processing into June, you can still roll the system and process back to June. The system will handle these transactions accordingly. Rolling end of year is the same as rolling each month just the additional checkbox. Lastly, it is imperative to **BACK UP YOUR SYSTEM before** commencing the End of Financial Year roll.

## Rolling over to the next financial year

Roll End of Period

First make sure the current year dates match this year by clicking on **Financial Year** - click on **X** to close – do not press any other buttons

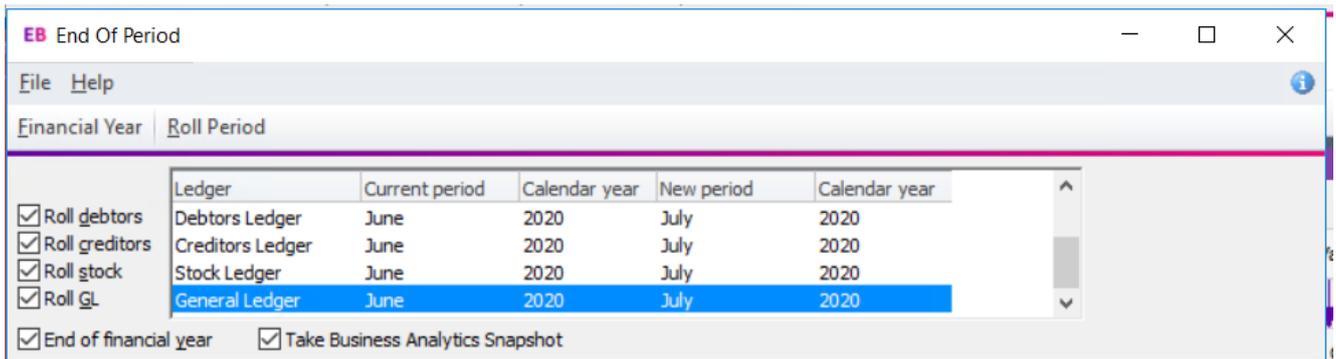


Sequence	Period Name	Short Name	Cal Month	Start Date	Stop Date	Quarter
1	July	Jul	Y	01.07.2019	31.07.2019	1
2	August	Aug	Y	01.08.2019	31.08.2019	1
3	September	Sep	Y	01.09.2019	30.09.2019	1
4	October	Oct	Y	01.10.2019	31.10.2019	2
5	November	Nov	Y	01.11.2019	30.11.2019	2
6	December	Dec	Y	01.12.2019	31.12.2019	2
7	January	Jan	Y	01.01.2020	31.01.2020	3
8	February	Feb	Y	01.02.2020	29.02.2020	3
9	March	Mar	Y	01.03.2020	31.03.2020	3
10	April	Apr	Y	01.04.2020	30.04.2020	4
11	May	May	Y	01.05.2020	31.05.2020	4
12	June	Jun	Y	01.06.2020	30.06.2020	4

Tick all 5 boxes as show below - Debtors/Creditors/Stock/GL /End of Financial year:

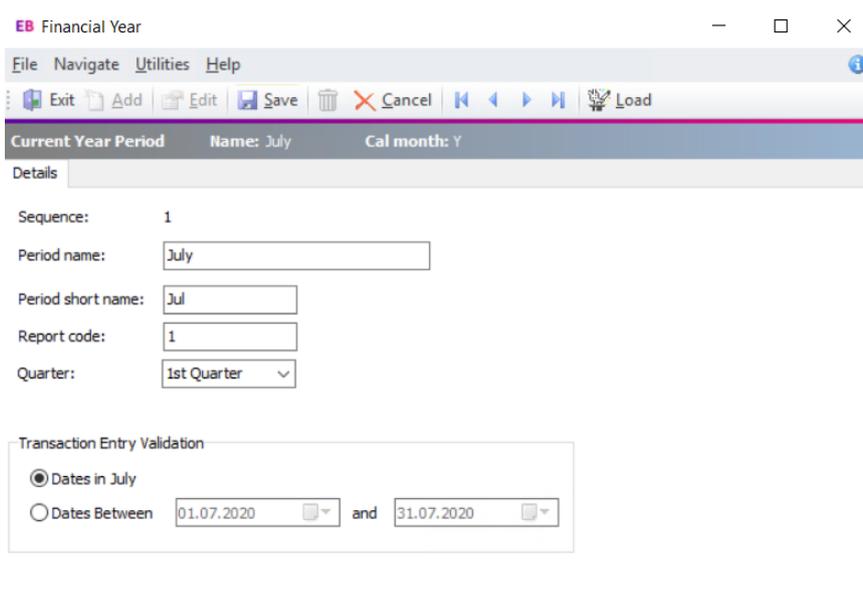
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## MYOB EXO end of financial year



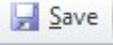
Then click -  and then 

To add each month – click on  which will display the first period of the following Year



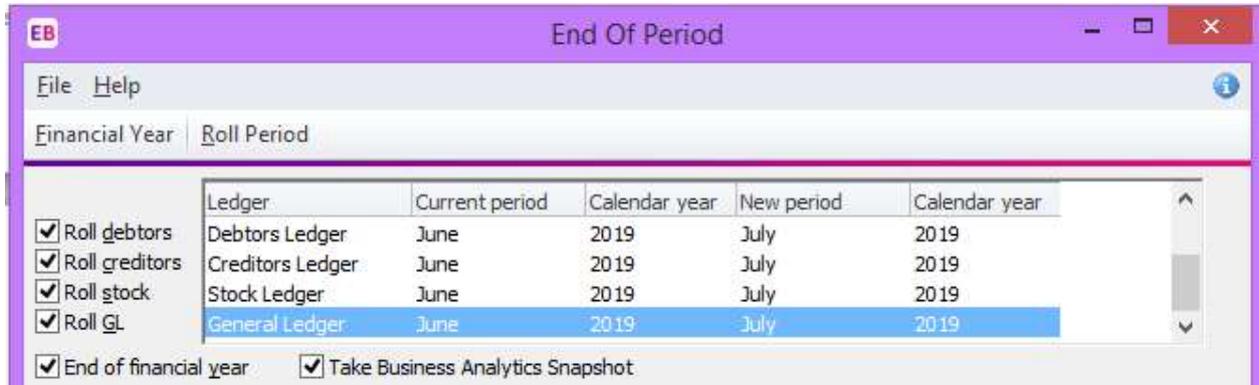
If Period dates are correct click  otherwise click on the

Dates Between 01.07.2020 and 31.07.2020

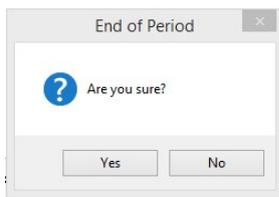
then 

Do this for all 12 months – when done click

Back on the Roll Period screen click on

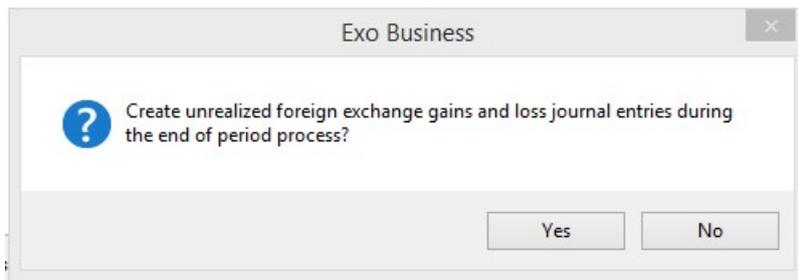


If you have not yet posted all your transactions a popup reminder will display – click  to continue as you can do this at a later stage for June transactions. Retained Earnings will be update with all transactions posted in the prior period

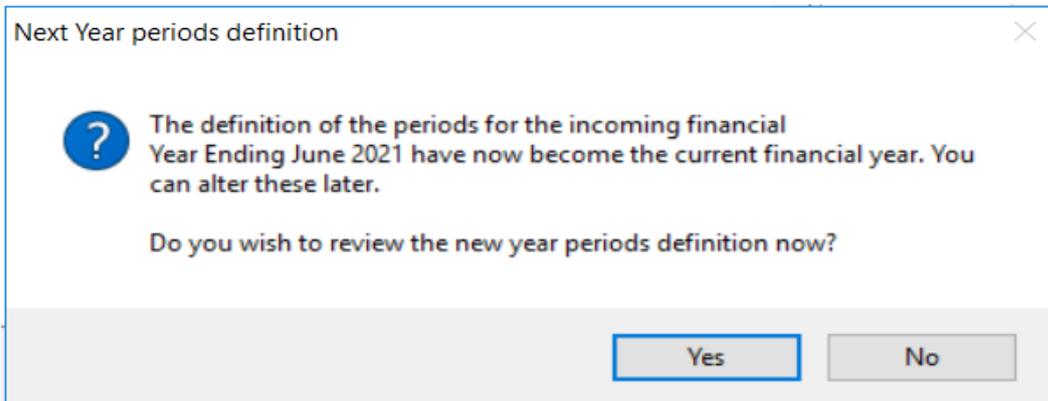


=  if you are sure

For those with FOREX transactions - Follow what you normally do when this popup displays



Click  when Next Year periods definition display to double check the dates



Because you have rolled - the dates you added should now be in the



Sequence	Period Name	Short Name	Cal Month	Start Date	Stop Date	Quarter
1	July	Jul	Y	01.07.2020	31.07.2020	1
2	August	Aug	Y	01.08.2020	31.08.2020	1
3	September	Sep	Y	01.09.2020	30.09.2020	1
4	October	Oct	Y	01.10.2020	31.10.2020	2
5	November	Nov	Y	01.11.2020	30.11.2020	2
6	December	Dec	Y	01.12.2020	31.12.2020	2
7	January	Jan	Y	01.01.2021	31.01.2021	3
8	February	Feb	Y	01.02.2021	28.02.2021	3
9	March	Mar	Y	01.03.2021	31.03.2021	3
10	April	Apr	Y	01.04.2021	30.04.2021	4
11	May	May	Y	01.05.2021	31.05.2021	4
12	June	Jun	Y	01.06.2021	30.06.2021	4

End Of Period

Back in the current period you should now show JULY as your

	Ledger	Current period	Calendar year	New period	Calendar year
<input type="checkbox"/> Roll debtors	Debtors Ledger	July	2020		
<input type="checkbox"/> Roll creditors	Creditors Ledger	July	2020		
<input type="checkbox"/> Roll stock	Stock Ledger	July	2020		
<input type="checkbox"/> Roll GL	General Ledger	July	2020		

End of financial year  Take Business Analytics Snapshot

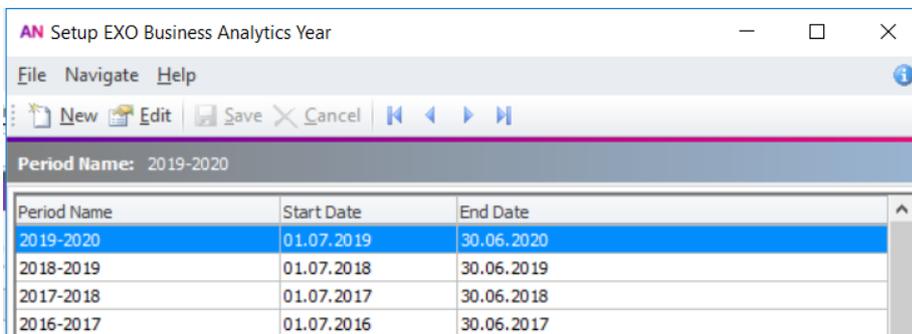
## Analytics / Management Report Setup

If you use Analytics/Management Report, you will need to setup the new year in this module too.

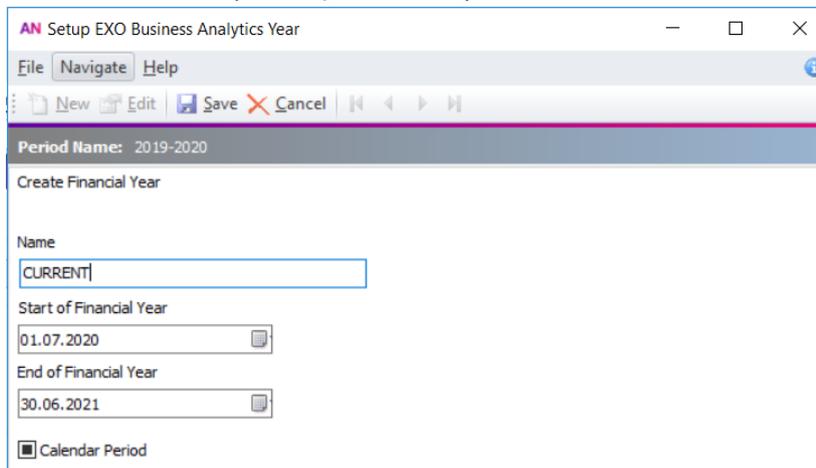
Open your Analytics Module and click SETUP and SETUP ANALYTICS YEAR. NB: Under Management Report you will be looking for SETUP and YEAR).



To create a New Year.

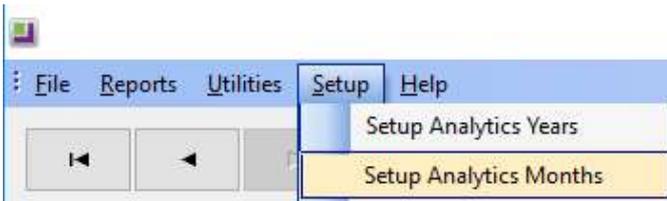


Fill in the details (example below):



Now you will need to go and set up the months for the Financial Year.

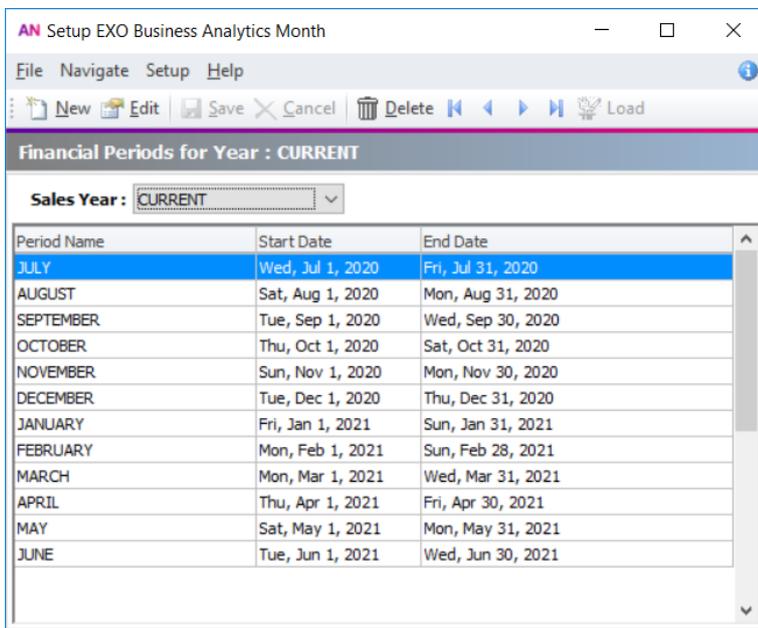
You can use the financial year end as the name e.g 2020



You can either create the 12 months manually by clicking **New**

OR if you click **Load** it will load the months for you.

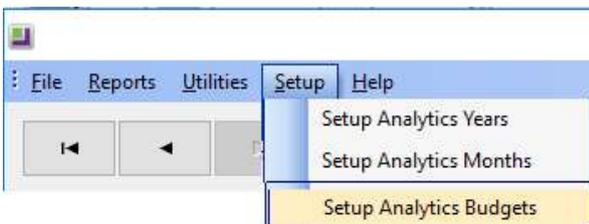
NB: If you do click **Load**, please make sure that the start and end dates match. If they do not, you can double click on each to change them as you will have done with the new Financial Year setup.



Check all dates and close the screen and carry on using Analytics in the New Financial Year.

### Budgets / Day Plan

If you use Budgets and the Day Plan area, you will need to set these up too.



### Asset Register

Once all entries are completed and you have done your Depreciation for June, you need to roll the Asset register separate from EXO BUSINESS (see separate instruction sheet)