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Importing Finalised GL Figures

Note : Menu selections below may be different depending on which menu you are using

Once you have received your finalised 2019/2020 figures from your accountant, enter them into the *2019/2020 company*. Print a GL trial balance and make sure that the last year column equals 0 and the debits equal the credits.

Go to *Reports/General Ledger/Financial Reports/Standard Financial Reports* and reprint your Profit & Loss/Balance Sheet. If you do not do this step, you will not be able to import your figures from the 2019/2020 company.

When the 2019/2020 GL is finalised (in the 2019/2020 company), take a Backup (Archive) of that company and label 2019/2020 final backup.

To import the finalised figures **from** the 2019/2020 company:-

Log into the live company (2020/2021).

Select *Setups-General Ledger-Opening Balances-Enter Opening Balances*. We can choose to either import the opening balances **or** manually modify them. We recommend importing

If you select to import from last year data, you will need to enter company imported from – ie 2019/2020 accounts. This is the company you created during the GL end of year.

Set *Adjust this year opening balances* to Yes.

Press <F9>.

Note: If you did not reprint your financial reports after finalising your figures in the *last year company*, you will be prompted that the system needs to re-add the chart.

To do this, log out of the current year company and into the last year company. Go to *Reports/General Ledger/Financial Reports/Standard Financial Reports* and reprint your Profit & Loss/Balance Sheet.

To check you have imported/entered the changes correctly print the General Ledger Trial Balance **from the current year company** and check that the Last Year column is equal to zero. These figures should reflect the closing balances of the last year company. Debits should also equal the credits in the report totals.