

END OF MONTH/YEAR CLOSE DOWN

Before closing sales (done on the first day of next month)

Enter all remittances as per the bank statement – do sales ledger transfer report (in nominal 'sales ledger transfer report') - print debtors report - print trial balance (in nominal) - check the debtors figure to that on the trial balance as this is a control account write on both sheets and also write difference if any between the two – print delivered not invoiced (in POP – Suppliers – tick delivered and then not invoiced) – ensure there has been a intrastat update. When everyone is out of opera enter the exchange rate for sales for the Euro and Dollar.

Close sales – ensure the date on opera is the last day of the previous month (end of year must be last day of year). ALWAYS ENSURE BACK UP HAS BEEN DONE.

SALES – UTILITIES – END OR PERIOD – CAUTION MESSAGE press OK – ZEROISE TURNOVER (Only press yes if its the end of year) – Press YES – CONTINUE WITH PERIOD END – press YES. This takes several minutes.

Before closing Purchasing (Usually done about the 15th of next month)

Enter all invoices and payments and match to the bank statement – do purchase ledger transfer report (in nominal 'purchase ledger transfer report') - print creditors report - print trial balance (in nominal) – check the creditors figure to that on the trial balance as this is a control account write on both sheets and also write difference if any between the two – print delivered not invoiced (in POP – Suppliers – tick delivered and then not invoiced) – ensure there has been a intrastat update. When everyone is out of opera enter the exchange rate for purchases and nominal for the Euro and Dollar.

Close purchasing – ensure the date on opera is the last day of the previous month (end of year must be last day of year). ALWAYS ENSURE BACK UP HAS BEEN DONE.

PURCHASES – UTILITIES – END OR PERIOD – CAUTION MESSAGE press OK – ZEROISE TURNOVER (Only press yes if its the end of year) – Press YES – CONTINUE WITH PERIOD END – press YES. This is usually quite quick.

Before closing the Nominal (done any time after purchase close and before next sales close)

Print a trial balance and ensure no other transfers need doing. Also make sure all banks balance to statements.

Nominal close down - ensure the date on opera is the last day of the previous month (end of year must be last day of year). ALWAYS ENSURE BACK UP HAS BEEN DONE.

NOMINAL – UTILITIES - PERIOD END - CAUTION MESSAGE press OK - 'This is the last period of the year' press OK - CONTINUE WITH PERIOD END – press YES. This will take a few seconds.

End of year

NOMINAL – UTILITIES – YEAR END - CAUTION MESSAGE press OK – BALANCE SHEET ACCOUNT VALUES press CARRY FORWARD – MAKE NEXT YEARS BUDGET CURRENT press YES – NEXT YEARS BUDGET press CARRY FORWARD - CONTINUE WITH PERIOD END – press YES.