

Chapter 6. Periodic

From the main menu bar, we can select the **Periodic** option to process month-end and year-end closings shown in the menu below:



Month End Processing

This option allows us to close our accounts on the month end. Check through the accounts and make sure that all transactions for this period have been entered and that all the batches in this period are balanced.

Please note that after the month-end closing, the following will take effect:

- All the existing batches in this period will be locked and this means that modification or deletions on the transactions will not be allowed.
- Any new transaction will not be allowed to enter into the batches of the period that has been month-end closed.

To proceed to do the month-end closing, click the **Periodic** option in the main menu bar and select the **Month End Processing** option.

A dialog box will appear for us to enter password to confirm the month-end processing. Type the password and click **OK** to perform the month-end closing or **Cancel** button to reject it.

Year End Processing

This option allows us to close our accounts at the end of the financial year for auditing and bring forward to new financial year. Before doing this year-end processing, we must check through all the accounts to make sure that all the transactions have been entered correctly and that all the batches are balanced.

Also to make sure that we have done the following procedures before performing the year end closing:

1. Update all the stock values in the General Ledger.
2. All reports are printed.
3. Back up all the data files.
4. Completed transactions up to Period 12.
5. There must have a Retained Earnings Account in the General Ledger.

Backup and Restore

This option allows us to backup all our data into floppy disk, harddisk, thumb drive disk or zip disk. Please note that backup is very important because even though **Psoft** has already store all the data in the harddisk, we still need to backup one more copy just in case the computer harddisk is attacked by virus or damaged.

Once we have backuped all the data, we can restore them back as and when we need them.

Backup data files

Click the **Periodic** from the main menu bar and select the the **Backup** in the **Backup/Restore** option.

Psoft will prompt us to select the drive we want to backup to. The default is **A:** drive. If we select the **A:** drive, then **Psoft** will prompt us to insert the diskette and after we insert the diskette into drive **A:** click **OK** button, **Psoft** will then backup all the data into the diskette.

Restore data files

Click the **Periodic** from the main menu bar and select the the **Restore** in the **Backup/Restore** option.

We then insert the diskette into drive **A:**, then **Psoft** will prompt us to confirm, once we click **OK** button, the data will be restored back to the computer.