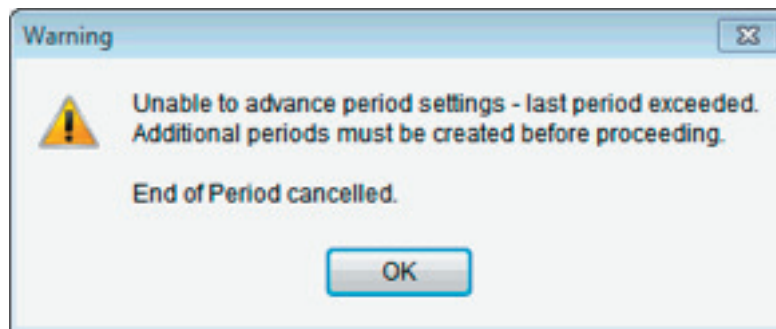


Tips & Tricks

Written by the firm's resident super user, Victoria, Accredo's user tips provide helpful information, short-cuts and general pointers to help customers improve their use of Accredo.

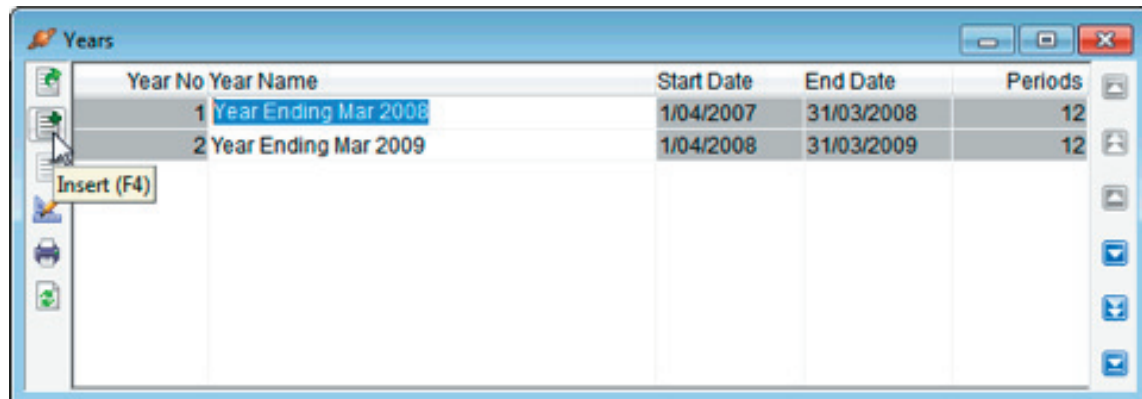
Adding New Years

With the end of the financial year looming for most users, now is a good time to create a new year for next year's transactions. Those entering future period transactions may have already done so when prompted, at a prior month's end, by the warning, as seen below:



To add a new year:

Navigator > Setup > Company > Configuration > Periods and Years



Press 'F4' or click 'Insert' to add a new year, then F9 to 'accept' the year defaults. (You should not need to change these as they are based on the prior year's set up). →

Add Year

Year Name: Year Ending Mar 2011

Period Style: 12 Month

Plus Adjustment:

Initial Status: Open

Start Date: 1/04/2010

End Date: 31/03/2011

Periods: 12

GST Period Length: 2

First GST Period: 1

Save Cancel

Then press 'F9' to accept the period structure. (You should not need to change these as they are based on the prior year's period set up). ■

Add Periods - Year Ending Mar 2011

Period ID Name	Start Date	End Date	Status	Start GST	Adjust
402 May 2010	1/05/2010	31/05/2010	Open		
403 Jun 2010	1/06/2010	30/06/2010	Open	✓	
404 Jul 2010	1/07/2010	31/07/2010	Open		
405 Aug 2010	1/08/2010	31/08/2010	Open	✓	
406 Sep 2010	1/09/2010	30/09/2010	Open		
407 Oct 2010	1/10/2010	31/10/2010	Open	✓	
408 Nov 2010	1/11/2010	30/11/2010	Open		
409 Dec 2010	1/12/2010	31/12/2010	Open	✓	
410 Jan 2011	1/01/2011	31/01/2011	Open		
411 Feb 2011	1/02/2011	28/02/2011	Open	✓	
412 Mar 2011	1/03/2011	31/03/2011	Open		
413 Adjust2011	31/03/2011	31/03/2011	Open		✓

Save Cancel