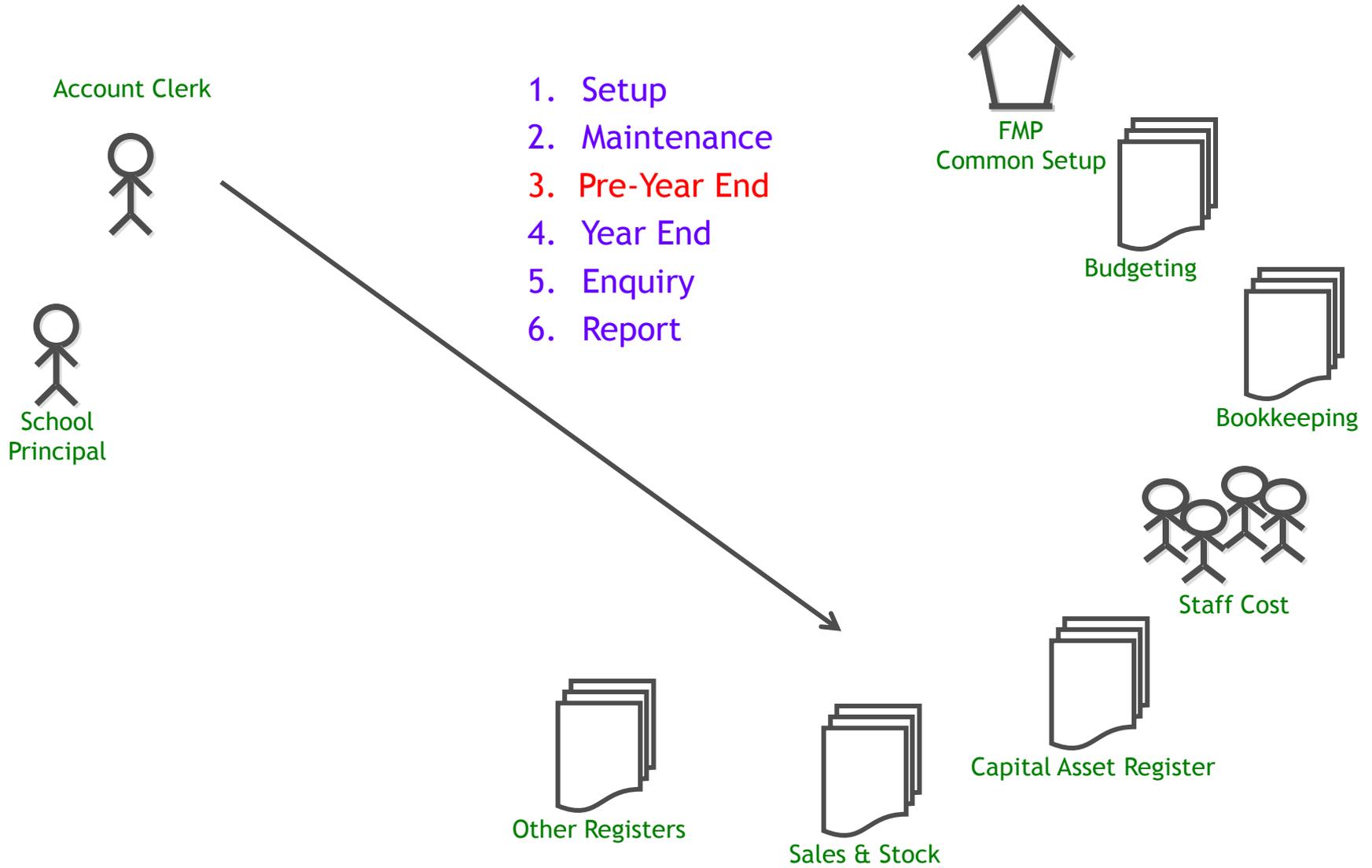


FMP - Sales & Stock



Sales & Stocks - Pre Year End

- There are three stages of Year End process for different purposes: Pre-Year End, Provisional Year End and Final Year End.
- This function allows user to select any opened accounting year in Sales and Stock Module and perform pre-year end checking for the preparation of Year End Process.
- Pre-Year End reports will be generated to ensure the sales and stock details are correct before proceeding to Year End Process.
- Pre-Year End reports include:
 - Stock Balance (Group by Category) (R-FSS011B-E)
 - Stock Balance (Group by Stock Code) (R-FSS011A-E)
 - Stock Profit Report (R-FSS009-E)
- After performing Pre-Year End Process, user can proceed to Provisional Year End Process and Final Year End Process to final close the accounting year in Sales and Stock Module. Once the accounting year is closed, no stock details can be changed in Sales and Stock Module afterwards.

Perform Pre-Year End Checking

[S-FSS14-01] [FMP](#) > [Sales & Stock](#) > [Pre-Year End](#)

Accounting Year To Be Closed (YYYY/YYYY)

2000/2001

Proceed

▼ Sales & Stock

- Setup
- Maintenance
- Pre-Year End
- Year End
- Enquiry
- Report

Step 1. Click [[Sales & Stock](#)] → [[Pre-Year End](#)] from the left menu.

Step 2. Select the Accounting Year to Be Closed.

Step 3. Click [[Proceed](#)] button.

Note: Only opened accounting years are available for selection.

Perform Pre-Year End Checking

Failed Case

Pre-Year End Closing will be aborted if the following checking is failed:

1. All purchase and sales vouchers have been completed.

(AM)

User: fmpSAs L
Current Sch

[S-FSS14-01] FMP > Sales & Stock > Pre-Year End

E-67142 : Fail to perform Pre-Year End Checking, system has the following findings

E-67058 : Incomplete vouchers are found for the accounting year:-

- Sales and Stock - Sales and Stock Purchase Voucher (Incomplete) SP09/2007-01
- Sales and Stock - Sales and Stock Purchase Voucher (Incomplete) SP09/2007-02
- Sales and Stock - Sales and Stock Purchase Voucher (Incomplete) SP09/2007-03
- Sales and Stock - Sales and Stock Purchase Voucher (Incomplete) SP09/2007-04
- Sales and Stock - Sales and Stock Purchase Voucher (Incomplete) SP09/2007-05
- Sales and Stock - Sales and Stock Sales Voucher (Incomplete) SS09/2007-01
- Sales and Stock - Sales and Stock Sales Voucher (Incomplete) SS09/2007-02
- Sales and Stock - Sales and Stock Sales Voucher (Incomplete) SS09/2007-04
- Sales and Stock - Sales and Stock Purchase Voucher (Incomplete) SP07/09-00001
- Sales and Stock - Sales and Stock Sales Voucher (Incomplete) SS08/01-00001

Accounting Year To Be Closed (YYYY/YYYY)

2007/2008

Proceed

Sales & Stock

- Setup
- Maintenance
- Pre-Year End
- Year End
- Enquiry
- Report

Perform Pre-Year End Checking

Successful Case

- No outstanding item exists

[S-FSS14-01] FMP > Sales & Stock > Pre-Year End

All the pre-requisites for closing accounting year 2000/2001 have been fulfilled.

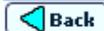
System is generating the reports in Report Repository.....

Please note that it will take some time for all the reports to be generated. You may [click here](#) or select Repository under Report Mgt menu item to view and download there reports later when the report status is 'Done'.

Reports are generate in [Report Repository](#). Please click on the link or select Repository under Report Mgt menu item to view and download the reports generated.

Accounting Year To Be Closed (YYYY/YYYY)

2000/2001

 Back

Pre-Year End reports are generated in Report Management - Repository. User may click the hyperlink to link to Report Management - Repository to view the reports.

Perform Pre-Year End Checking

List of Pre-Year End reports generated under Report Management - Repository

[S-RPT01-01] Report Management > Repository

Module: FMP

Category: FSS 4 - Pre-Year End

Report Name (ID): All Report(s)

Report Description:

Language: All English Chinese

Creator:

Creation Date (From) (DD/MM/YYYY):

Creation Date (To) (DD/MM/YYYY):

Status: All

Page 1 of 4

<input type="checkbox"/>	Report Name (ID) ▲	Report Description	Creator	File	Creation Date	Status
<input type="checkbox"/>	Stock Balance (Group by Category) (R-FSS011B-E)	Pre Year End Report for 5001/5002	fmpSAs	PDF 0.0 KB	27/10/2003 17:11:58	In Progress
<input type="checkbox"/>	Stock Balance (Group by Category) (R-FSS011B-E)	Pre Year End Report for 2409/2410	fmpSAs	PDF 0.0 KB	08/09/2003 15:50:40	Error
<input type="checkbox"/>	Stock Balance (Group by Category) (R-FSS011B-E)	Pre Year End Report for 2420/2421	fmpSAs	PDF 0.0 KB	26/08/2003 14:21:32	Error
<input type="checkbox"/>	Stock Balance (Group by Category) (R-FSS011B-E)	Pre Year End Report for 2018/2019	fmpSAs	PDF 70.0 KB	21/08/2003 12:37:10	Done
<input type="checkbox"/>	Stock Balance (Group by Category) (R-FSS011B-E)	Pre Year End Report for 2419/2420	fmpSAs	PDF 0.0 KB	14/08/2003 15:04:36	Error
<input type="checkbox"/>	Stock Balance (Group by Category) (R-FSS011B-E)	Pre Year End Report for 2011/2012	fmpSAs	PDF 69.0 KB	02/08/2003 14:04:02	Done
<input type="checkbox"/>	Stock Balance (Group by Category) (R-FSS011B-E)	Pre Year End Report for 2004/2005	fmpSAs	PDF 69.0 KB	02/08/2003 13:28:04	Done
<input type="checkbox"/>	Stock Balance (Group by Category) (R-FSS011B-E)	Pre Year End Report for 2409/2410	fmpSAs	PDF	09/06/2003 14:56:30	Done

- ▼ Sales & Stock
 - Setup
 - Maintenance
 - Pre-Year End
 - Year End
 - Enquiry
 - Report

Notes:

- All purchase and sales vouchers of the selected accounting year must be completed before performing Pre-Year End Process.
- There is no rollover closing balance to next accounting year as opening balances.
- Sales and Stock vouchers must be completed when performing Bookkeeping and Sales and Stock Pre Year End. However, when performing Bookkeeping Pre Year End, there is no restriction that Sales and Stock Pre Year End process must be completed. It is suggested that user should perform Sales and Stock Pre Year End and Year End to check and verify purchase and sales transactions before going to Bookkeeping Pre Year End and Year End.



Press
ESCAPE
to return