

Year-End Procedure in Motamacs

Run the month-end for the final year-end period (usually December) as usual

Period on the status bar (bottom left) will then say 'run year-end'

At this stage it is usual to import the budgets for next year before running the year-end – [file] [import files] [budgets]

Motamacs will expect the budgets to be in the same company structure in Motaplan – i.e. if Motamacs location is c:\motamacs rev3\co3\site1 then it will expect the budgets to be in c:\motaplan rev3\co3\site1 – you will need to change the path when importing the budgets if the locations are not the same

Note – You can always check the location in both applications – [file] [site id]. If this option is not available then the location will be co1\site1

Once the budgets have been imported you can now run the year-end option – [process] [year-end] – this will produce another backup and then close the year and set up the figures for the first period of the new year

Close Motamacs and then re-open – period should be 31/01 if year-end is December

View the accounts to make sure that all looks OK

Note – If the budgets do not appear to be correct at this stage you can import them again but having imported them you will need to rebuild the system – [utilities] [rebuild system]

If after all this you think you still have a problem please call 0845 170 2580 for assistance – **DO NOT ATTEMPT TO RESTORE TO THE PREVIOUS MONTH AS THIS MAY NOT BE NECESSARY**