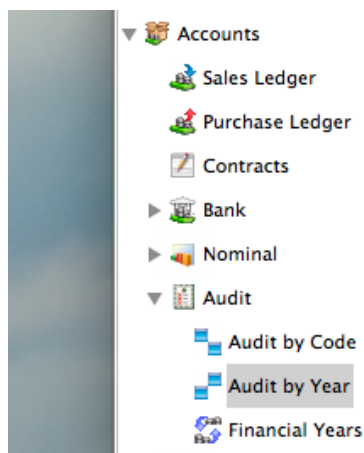


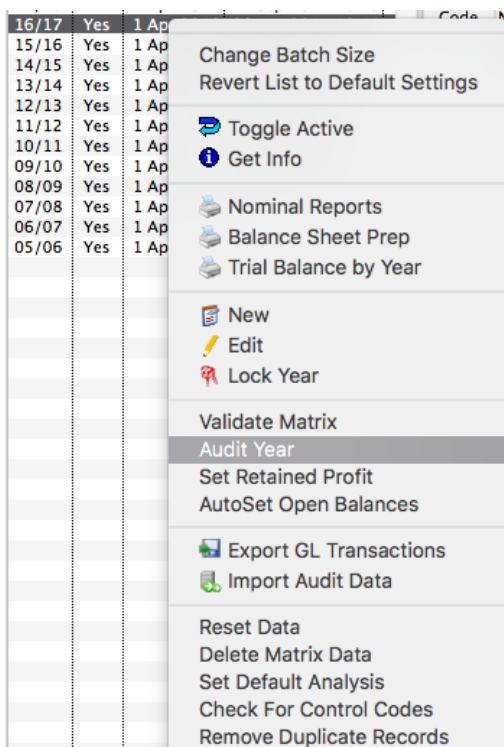
How to Set Retained Profit / Appropriate Profit

Warning: Setting Retained Profit will lock a financial year, and should only be undertaken once the financial year-end processing has been completed.*

1. When you have completed your year end processing, and are ready to set retained profit, go to 'Audit' within 'Accounts' in the main Navbar. Click 'Audit by year'.

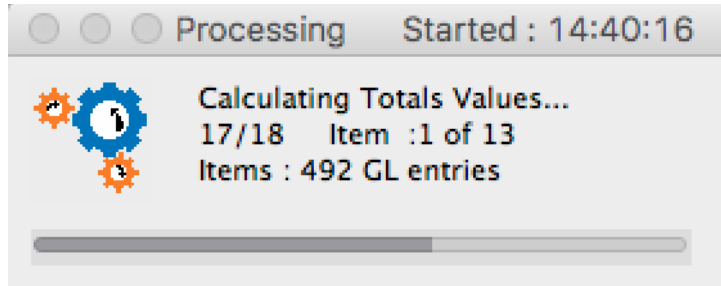


2. Right click on the financial year you wish to set retained profit for, and click 'Audit Matrix'. Click 'OK' to run the Audit. This will re-calculate all your accounts using the most up-to-date data available.

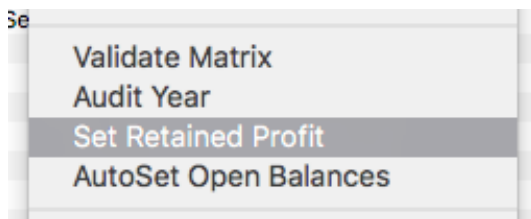


Procedures

3. The Audit will run. When complete, you can move on to the next step.



4. Right click on the financial year you wish to set retained profit for, and click 'Set Retained Profit'. This process will scan through all your 'Profit and Loss' Nominal Codes, and journal everything to your Balance Sheet 'Appropriation A/C' code chosen in your Accounts Preferences.



5. SQLWorks will save the exact time and date you 'Set Retained Profit' against that financial year, in the 'Approp Date' column, along side the last 'Audit Date' column.

Code	Lock	Start	Audit Date	Approp Date
13/14	Yes	1 Apr 2013	19 Jun 2015 16:09	19 Jun 2015 16:09
14/15	Yes	1 Apr 2014	19 Jun 2015 16:11	19 Jun 2015 16:11
15/16	Yes	1 Apr 2015	14 Nov 2016 11:29	14 Nov 2016 11:29
16/17		1 Apr 2016	13 Sep 2017 12:17	13 Sep 2017 12:43
17/18		1 Apr 2017	11 Sep 2017 15:40	

Procedures

- To check your retained profit, run a Trial Balance report on the selected financial year. If you have set retained profit your report options will include an additional checkbox, labelled 'Show Values After Appropriation'.

Tick this box, and click 'OK' to run the Trial Balance report.

Nominal Sort

Report Type: 0

Period: Year

Sub total by: Nominal
 Nom & Analysis
 Nom & Dept
 3D
 Dept & Nominal

Column Type: Narrow
 Wide

Audit Matrix:

Hide ZERO entry lines:

Show Values After Appropriation:

Buttons: Cancel, OK

- On your Trial Balance report Profit and Loss codes will now display as '0', and your Balance Sheet 'Appropriation A/C' code will display the sum total of the amounts journalled from these codes. This is your retained profit.

BS				0.00
BS	(14.77)		477.39	(492.16)
BS	(0.02)		0.12	(0.14)
BS	(68,198.96)	6,665.55		(61,533.41)
BS	223,070.54		143,170.79	79,899.75
BS	(217,604.99)	131,690.97		(85,914.02)
BS	(239,554.64)	50,345.94		(189,208.70)
P&L				0.00
P&L				0.00
P&L				0.00
P&L				0.00
P&L				0.00
P&L				0.00
P&L				0.00
P&L				0.00
P&L				0.00
P&L				0.00

*Accounting locks, including Retained profit can be reversed under certain circumstances. Please contact the SQLWorks team for assistance.

(Click here to learn more about SQLWorks accounting locks:
<http://www.sqlworks.co.uk/fact-sheet-accounting-locks/>)