

Transfer file

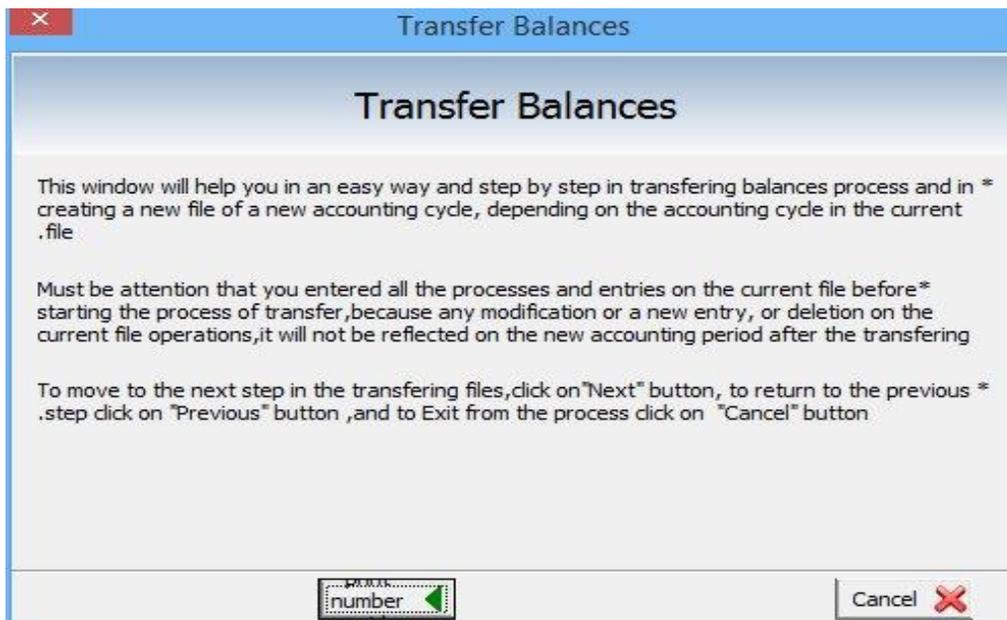
The new financial year begun and a lot of companies and shops start the transfer balance process to the new financial year this is the correct steps to transfer data for the new financial year:

- Review all accounts and make sure from the balance, you can use (Balance accounts report) to review the accounts.
- Get rid of the negative items in the store and that through inventory item reports(compared inventory) then enter the actual inventory then generation bills of (input, output) by give more attention to select the store if there are more than one store.

When you do the transfer process the program will be create a new file and this file include beginning entry to the all accounts, the beginning entry consider as the important entries in the company work which proves at the beginning of the financial cycle to the company and it reflect the final budget for the past financial cycle and show the fixed asset and show the property rights and the opponents of long and short term.

The transfer data process it help you to get the same defined data within the accounting period to use it in another file and within another accounting period, the transfer process within " Al Manara for accounting and stores " program requires from the user to do many steps to done the transfer process successfully.

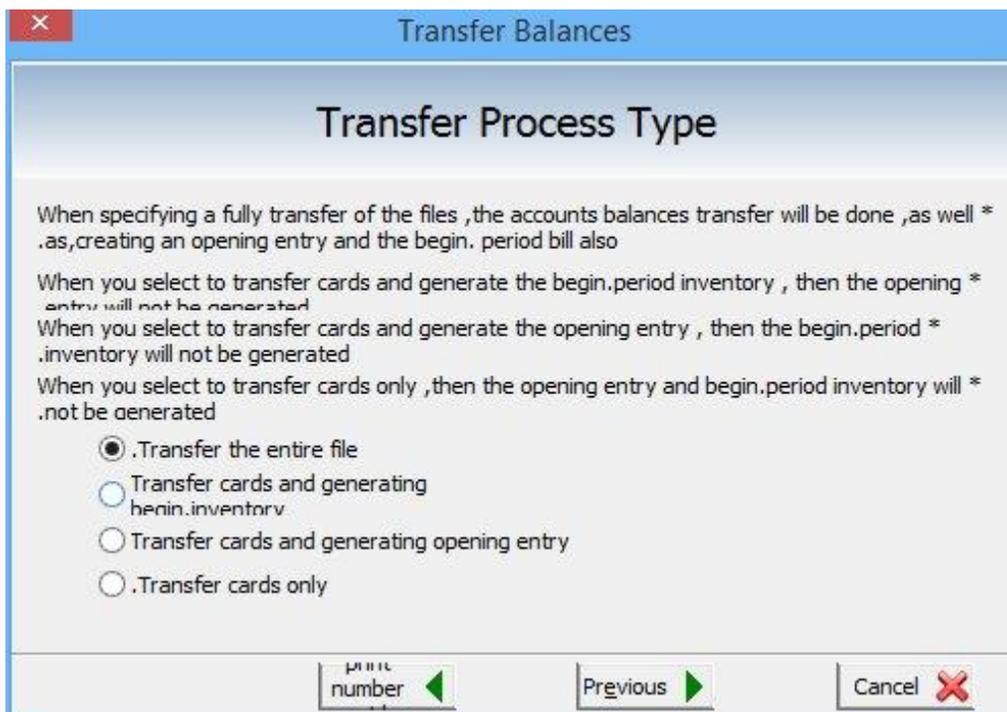
At the beginning the user must go to the "Tools" window and chose transfer file so the program will display the transfer balance that include many of instruction which must be read carefully.



After that user must press (Next) button to continue select the transfer options and starting the process.

Before starting the process it's prefer to make (Backup) to don't fund any error.

Then it appear to the user window ask him to select the type of transfer process (full file transfer, transfer card and generate the first period inventory, transfer card and generate the beginning entry, transfer card only).



The screenshot shows a dialog box titled "Transfer Balances" with a close button (X) in the top left corner. The main heading is "Transfer Process Type". Below the heading, there are four lines of explanatory text, each followed by an asterisk (*):

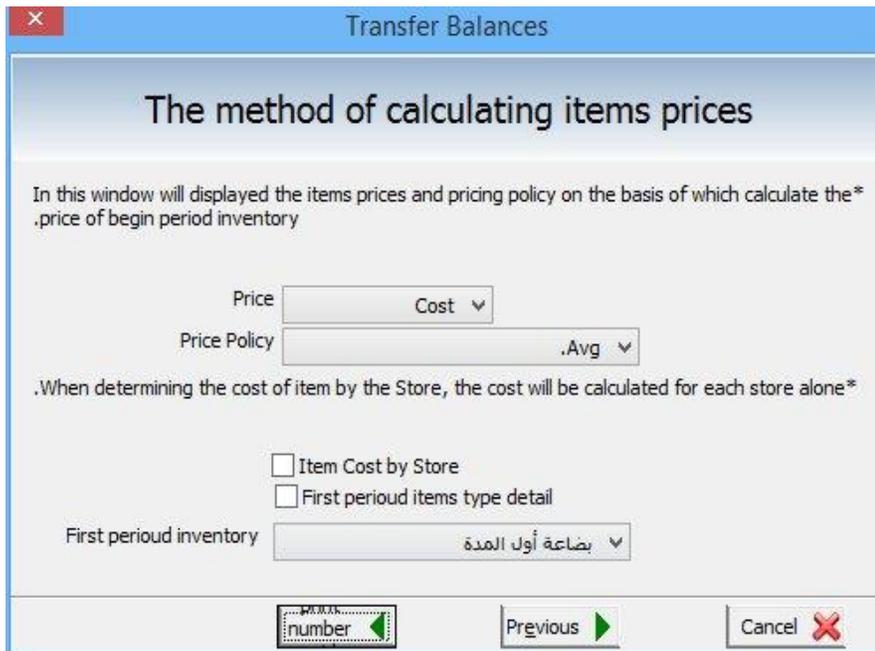
- When specifying a fully transfer of the files ,the accounts balances transfer will be done ,as well * .as,creating an opening entry and the begin. period bill also
- When you select to transfer cards and generate the begin.period inventory , then the opening * entry will not be generated
- When you select to transfer cards and generate the opening entry , then the begin.period * .inventory will not be generated
- When you select to transfer cards only ,then the opening entry and begin.period inventory will * .not be generated

Below the text, there are four radio button options:

- .Transfer the entire file
- Transfer cards and generating begin.inventory
- Transfer cards and generating opening entry
- .Transfer cards only

At the bottom of the dialog box, there are three buttons: "number" with a left arrow, "Previous" with a right arrow, and "Cancel" with a red X icon.

After choice and press on "Next" button you must select the currency that will depend on which the bill of inventory period and the beginning entry, and it's the currency of the net profit or loss account at the beginning entry after selecting it and press on "Next" button window will show of select the price account item method.



Transfer Balances

The method of calculating items prices

In this window will displayed the items prices and pricing policy on the basis of which calculate the*
.price of begin period inventory

Price Cost ▾

Price Policy .Avg ▾

.When determining the cost of item by the Store, the cost will be calculated for each store alone*

Item Cost by Store
 First period items type detail

First period inventory بضاعة أول المدة ▾

Then you must check the balances (checking balance of items and price, checking account balance).
After that balancing the account transfer.



Transfer Balances

Balancing Accounts

In this window you can select the accounts that will be balanced, usually the balanceing of*
.trading accounts and profit and loss accounts is operated

Select accounts to be balanced

Balance sheet
 Profit and loss
 Trading

Then select the net profit or loss account, after that press "Next" so this window will appear:

Transfer Balances

Transfer Options

You can specify the cost centers detail to determine the account balance detail by the cost center* .at the opening entry of the new file

You can specify the seller detail to detail the account balance by the seller in the opening entry of* the new file

When you select 'Use expiration date', the items will be inventoried and begin.period inventory will * be transferred into the new file by the expiry date of items include exp.date. which includes expiry .date

- Detailed cost centers opening in enrolment
- Detailed cost centers in the first term merchandise
- Breakdown of the seller in opening restriction
- Breakdown of the seller in Goods for the first period
- Use expiry date at items
- Collecting quantities of items in the first term as dimensions
- In fixed assets department detailes in the first period

number ◀ Previous ▶ Cancel ✖

After select transfer option you must select the card which you want to transfer it to the new file. Then this window will appear which shows the result accounts.

Transfer Balances

Results accounts

Branch	Store	Account	Total
	مطبخ-3		15.00
	المطعم-1		55.00
فرع مكة-2	مطبخ-3		209.44
فرع مكة-2	المطعم-1		232.49
فرع مكة-2	ثلج-5		385.04
فرع مكة-2	مستودع-2		12.59
فرع جدة-1	المطعم-1		174.68

number ◀ Previous ▶ Cancel ✖

After the user press "Next" the program will start create the new file to the new financial year, and here the user must do the same create new file process and choice anew financial year.

With these steps the transfer file process will be ready to start working on the file of the new accounting year.