



Preparing for the new Financial Year

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Calendar Creation

Financial Calendar *(Mandatory)*

Create Calendar for the new Financial Year 2011-2012 with required periods (Monthly/Half-yearly/Quarterly/Yearly).

Book Keeping --> Calendar --> Define Calendar

- ▶ Choose the Calendar Type as Finance
- ▶ Enter the Calendar Code and the Description
- ▶ Choose the required frequency of periods.
- ▶ Click 'Compute Period' to Get details of Start and End dates of the calendar periods
- ▶ Enter the Period code and Description as required.
- ▶ Submit to create the Calendar in active Status.
 - Only one Financial Calendar can be created for a company for a Period range.
 - Calendar should be defined only in the main OU.
 - View the existing Year Code and have that as reference to create the new one.
 - The newly defined Year and Periods can be viewed in relevant screens only when the system date falls in the year/ period.

Example

Define Calendar

Action: CREATE Calendar Type: Finance Status: ACTIVE

Calendar Code: FY2011

Calendar Details

Calendar Description: CALENDER 2011-12 Effective From: 01/04/2011 Effective To: 31/03/2012

Period Frequency Details

Frequency: Monthly Compute Periods

Period Details

#	Period Code	Description	Start Date	End Date	Legacy Date
1	APR11	APRIL 2011	01/04/2011	30/04/2011	NO
2	MAY11	MAY 2011	01/05/2011	31/05/2011	NO
3	JUN11	JUNE 2011	01/06/2011	30/06/2011	NO
4	JULY11	JULY 2011	01/07/2011	31/07/2011	NO
5	AUG11	AUGUST 2011	01/08/2011	31/08/2011	NO
6	SEP11	SEPTEMBER 2011	01/09/2011	30/09/2011	NO
7	OCT11	OCTOBER 2011	01/10/2011	31/10/2011	NO
8	NOV11	NOVEMBER 2011	01/11/2011	30/11/2011	NO
9	DEC11	DECEMBER 2011	01/12/2011	31/12/2011	NO
10	JAN12	JANUARY 2012	01/01/2012	31/01/2012	NO
11	FEB12	FEBRUARY 2012	01/02/2012	29/02/2012	NO
12	MAR12	MARCH 2012	01/03/2012	31/03/2012	NO

Submit

MAC (Costing) Calendar

- ▶ On creation of Financial Year, the same will be defaulted as costing calendar and maintained internally.
- ▶ Cost Centers with Effective to dates as end of the last calendar year, will automatically be extended till the end of the new calendar.
- ▶ e.g. Cost Center CC1 with Effective to date as 31/03/2011 will be automatically extended to 31/03/2012, on creation of calendar.
- ▶ Similarly the mapping between Cost Centers and the Cost elements will also be automatically extended to the end of new calendar.
- ▶ If Effective Dates of the Cost Centers are not the end date of the calendar year, these have to be extended manually, if required.

Production Calendar

Discrete Production --> Time Model --> Maintain Production Calendar

- ▶ Organizations can decide to extend the existing Production Calendar based on needs.
- ▶ This has no linkage with the Financial or MAC Calendar.

Maintain Production Calendar

Action CREATE Status Active

Calendar No. PCAL11-12 **Desc.** PRODUCTION CAL 11-12 **Maintained By** CU1

Calendar From 01/04/2011 **Calendar To** 31/03/2012

Day Type

Sunday HOL Monday REG Tuesday REG

Wednesday REG Thursday REG Friday REG

Saturday REG

Holidays/Exception Details

#	From Date	To Date	Day Of Week	Day Type	Remarks
1	15/08/2011	15/08/2011		HOL	
2	26/01/2012	26/01/2012		HOL	
3				HOL	
4				HOL	

1 4

Submit

Leave Calendar

HRM --> Calendar --> Define Calendar

When there are balances of leave in a leave calendar and the balances have to be carried forward to subsequent year, leave calendar balance transfer has to be done.

- ▶ **New Leave Calendar** - While creating the new leave calendar, provide the old calendar code in the "From Calendar" control. This will attach the old and new leave calendars.
- ▶ **Carry over** - Employee leave processing screen has to be visited. Here, the value "Carryover" should be chosen in "Process" option along with the leave type which has to be carried forward.
- ▶ **New entitlement** - Entitlement to employees for the new leave calendar has to be given by choosing "Entitlement" in "Process" option along with the leave type which has to be entitled.
- ▶ After completing the above steps, the entitlements have to be authorised which makes the balances appear as opening balances for the new leave calendar.

In case where there is no need to transfer the leave balances like cases where the leave balances is not maintained in the system it is enough if the step for entitlement is made.

Payroll Calendar

HRM --> Calendar --> Define Calendar

Pay sets are generally mapped to a payroll calendar for which there are predefined process periods. There are two options for proceeding further after the last process period.

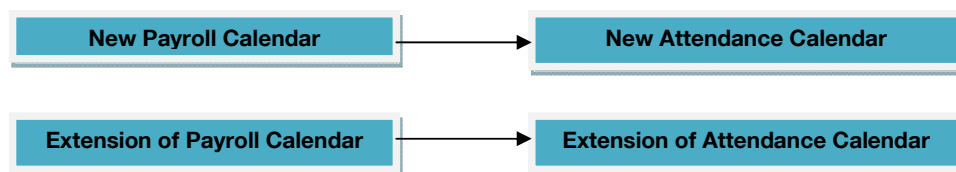
- ▶ **Extension** - Existing Payroll calendar can be extended further by providing the date to which the calendar has to be effective and process periods have to be generated.
- ▶ **New payroll calendar** - On creation of a new payroll calendar, new payset has to be created and the employees have to be mapped to the new payset after closing the existing payset employee mapping.
- ▶ After creating the new payset, the pay elements should also be mapped to the payset.
- ▶ If there are any values maintained in 'Set employee values' screen for the old payset - employee combination, then the same should be made for the new payset also if required.

Attendance Calendar

HRM --> Calendar --> Define Calendar

Attendance calendars are mapped to a payroll calendar for which there are predefined process periods. There are two options for proceeding further after the last process period.

- ▶ **Extension** – When Existing Payroll calendar is extended further to accommodate the New Year, the attendance calendar also can be extended.
- ▶ This can be done by using EDIT action and providing the effective from date and effective to date for which the attendance periods are to be created. The attendance periods can then be mapped to the payroll calendars as desired.
- ▶ **New attendance calendar** – When a new payroll calendar is created, a new attendance calendar is also required to be created. This can be created for the new effective from date and effective to dates as required.
- ▶ The new payroll calendar created can be mapped to this new attendance calendar and the payroll periods can be mapped to the appropriate attendance periods.



Ramco Enterprise Series - Windows Internet Explorer

Show Menu

Define Calendar

Action: **EDIT** Calendar Type: **Attendance** Status: **ACTIVE**

Calendar Code: **A1011** **Extension of Attendance Calendar**

Calendar Details

Calendar Description: **Attendance Calendar-2010-** Effective From: **21/11/2010** Effective To: **20/11/2011**

Period Frequency Details

Frequency: **Monthly** Map To Payroll Calendar: **Payroll Calendar-2010-11** **Compute Periods**

Setup Details

#	Period No	From Date	To Date	Process Period	Process Period Description
1	1	21/11/2010	20/12/2010	1	21 Nov 2010
2	2	21/12/2010	20/01/2011	2	21 Dec 2010
3	3	21/01/2011	20/02/2011	3	21 Jan 2011
4	4	21/02/2011	20/03/2011	4	21 Feb 2011
5	5	21/03/2011	20/04/2011	5	21 Mar 2011

Submit

Optional Links

[Maintain Time Table](#)

Numbering Type Changes

Masters and Transactions which are created using automatic Numbering Series should be either extended or new series created for the new financial year.

Item Administration --> Numbering Class --> Maintain Numbering Type

- ▶ **Extension** – For transactions that need continuous numbering across financial years, the EFFECTIVE TO date of corresponding numbering type can be extended. Please make sure that you have enough numbers left in the series. See example 1
- ▶ **New Series** – (*recommended*)* – If a new Numbering series is required for a transaction, say Customer Receipt, get the details of the already defined numbering type. Enter a new row giving a different Prefix and/ or Suffix for a different effective Period against the same Numbering Type code. See example 2
 - A simple way is to get details of all existing numbering type definition in the master screen, export the data into Excel, then import modified details and create new ones.
- ▶ **New Type** – If new Numbering Type is required for a transaction e.g. Customer Invoice, Create a New one in the Numbering Type Master for the required activity and set that as Default.
 - This is generally required only if a totally different series of numbering is used for the same transaction. e.g. different numbering logic for Purchase Orders raised for Capital purposes / Imports / Local purchases etc.
- ▶ For all internally generated transactions (where the user does not choose the numbering type), default can be set to yes for more than one period. See example 3
 - If Manual Numbering is used, there is no effective dates for the same and can be continued to be used.
 - Numbering Series have to be created or extended for all OUs separately.
 - Numbering Series for all OUs should be defined only in the main OU.

Examples

1. Extension of Effective date

Maintain Numbering Type Definition

Action: CREATE

Filter Criteria: OU: RPOU1, Numbering Option: AUTO, Function: Sale Order, Activity: Sale Order

Default Section: Starting From, Effective From, Effective To, Prefix, Suffix, Auto No. Length

#	OU	Function	Activity	Numbering Type	Numbering Type Desc.	Prefix	Suffix	Auto No. Length	Starting From	Last Generated No.	Effective From	Effective To	Default
1	RPOU1	Sale Order	Sale Order	SO	SALE ORDER	SO/	/10-11	6	1		01/04/2009	31/03/2012	YES

2. New Numbering Series in the same type with change in the Prefix/Suffix only

Maintain Numbering Type Definition

Action: CREATE

Filter Criteria: OU: RPOU1, Numbering Option: AUTO, Function: Sale Order, Activity: Sale Order

Default Section: Starting From, Effective From, Effective To, Prefix, Suffix, Auto No. Length

#	OU	Function	Activity	Numbering Type	Numbering Type Desc.	Prefix	Suffix	Auto No. Length	Starting From	Last Generated No.	Effective From	Effective To	Default
1	RPOU1	Sale Order	Sale Order	SO	SALE ORDER	SO/	/09-10	6	1		01/04/2009	31/03/2010	NO
2	RPOU1	Sale Order	Sale Order	SO	SALE ORDER	SO/	/10-11	6	1		01/04/2010	31/03/2011	NO
3	RPOU1	Sale Order	Sale Order	SO	SALE ORDER	SO/	/11-12	6	1		01/04/2011	31/03/2012	YES

3. New Numbering Type

Maintain Numbering Type Definition

Action: CREATE

Filter Criteria: OU: RPOU1, Numbering Option: AUTO, Function: Sale Order, Activity: Sale Order

Default Section: Starting From, Effective From, Effective To, Prefix, Suffix, Auto No. Length

#	OU	Function	Activity	Numbering Type	Numbering Type Desc.	Prefix	Suffix	Auto No. Length	Starting From	Last Generated No.	Effective From	Effective To	Default
1	RPOU1	Sale Order	Sale Order	SO	SALE ORDER	SO/	/09-10	6	1		01/04/2009	31/03/2010	NO
2	RPOU1	Sale Order	Sale Order	2SO	SALE ORDER	2SO/	/10-11	6	1		01/04/2010	31/03/2011	NO
3	RPOU1	Sale Order	Sale Order	3SO	SALE ORDER	3SO/	/11-12	6	1		01/04/2011	31/03/2012	YES

Changes in Tax Structure

Taxes, Charges and Discounts

TCD master

Purchases ---> Maintain Taxes Charges and Discounts ---> Maintain TCD Details

- ▶ For any changes in the Tax structure, Charges or Discount schemes from the financial year, new codes can be created.
- ▶ Care should be taken while choosing the required Posting rule, Accounting rule and other options.
- ▶ Give Effective From and To dates for the TCD codes only if required.
- ▶ Map them to required account codes in Maintain TCD Account Definition (ARD) in Book Keeping.

Group TCD

Purchases --> Maintain Taxes Charges and Discounts ---> Maintain Group TCD Details

- ▶ Add the new TCD code to or remove the unwanted TCD from the group TCD.
- ▶ The revised grouping will be applicable for all transactions henceforth

Group TCD mapping

- ▶ New Group TCD can also be created with the new or different set of TCDs.
- ▶ Group TCDs, if attached at Warehouse level or Customer-WH level have to be modified with the new Group TCD.

Tax Deducted at Source

Purchase-->Supplier--> Maintain TDS Rules

- ▶ Extend the Effective To dates of the existing definition in case it is defined.
- ▶ Create definition in TDS master for the required rates giving the Effective From date, if not defined earlier.

Purchase-->Supplier--> Maintain TDS Details

- ▶ Extend the definition in the Supplier master for the sections mapped to the supplier

Effective Date Changes

There are masters in which Effective From and/or Effective to Dates is not mandatory. If such masters are created already with Effective to Dates, the same has to be extended for the next year as required.

Chart of Accounts

Book keeping --> Accounting Setup --> Maintain Chart of Accounts

- ▶ If Effective to date is given as 31.03.2011, extend the same for further period in Edit mode.
- ▶ If Effective to date is not given, then the codes are valid for ever.

Account Rule Definition

Book keeping --> Maintain Account Rule Definition

- ▶ If the definitions are closed by giving Effective To as 31.03.2011, create new definitions with the same or new account codes from 01.04.2011.
- ▶ If Effective to date is not given, then the definitions are valid for ever.

Important Points to Note

- ◆ While doing past dated entries, ensure to change the transaction date as system will default the Current date only
- ◆ Ensure that the correct Numbering Type is chosen
- ◆ Period closures should be done after accounts verification to avoid errors, entries in incorrect periods and have better controls
- ◆ Check for Appropriate Rates and amount of Taxes before authorising transactions (especially for a few months when transactions are done in both years)
- ◆ Do not modify the Rates of the existing TCD codes itself as this will have wrong impact if past dated transactions are created or authorised using the same TCD codes

Check List

Sl. No	Description	
1	Have you created the Financial Calendar for 2011-2012?	
2	Have Numbering types been created for all OUs for the next year?	
3	Have you extended the Effective dates of existing Numbering series, if you are not planning to create new ones?	
4	Have you checked the validity of the DP, HR and Payroll calendars?	
5	Have you defined new Account Rules (ARD), if you have given Effective To dates as 31.03.11?	
6	Have you extended the Effective To dates of the Account Codes in Chart of Accounts, if you have given any?	
7	Have you created new TCD code for any new Taxes or modified the dependant codes like Surcharge/Cess, if required?	
8	Have you made required Additions or Deletions in the Group TCD code?	
9	Have you given proper Effective to Dates or Inactivated the TCD codes, in case they should not be used in future periods?	
10	Have you extended the validity of TDS rules and mapping to suppliers?	
11	Have you created new Price Lists for the next year, if required?	
12	Have you checked the Effective Dates of the Price Lists as needed?	
13	<i>Are all the RODE users made aware of the proper usage and significance of the Numbering types, Transaction date and Tax code changes?</i>	

For any further queries, please mail sassupport@rsi.ramco.com or contact your support person



THANK YOU

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