

CORAL
SOFTWARES Since 1988®

ACE[®]erp

Future Business Solution



YEAR-END ACCOUNTING PROCEDURES

Keeping your finances in order



GUIDE TO START
NEW YEAR
PROCESS

STEP 01

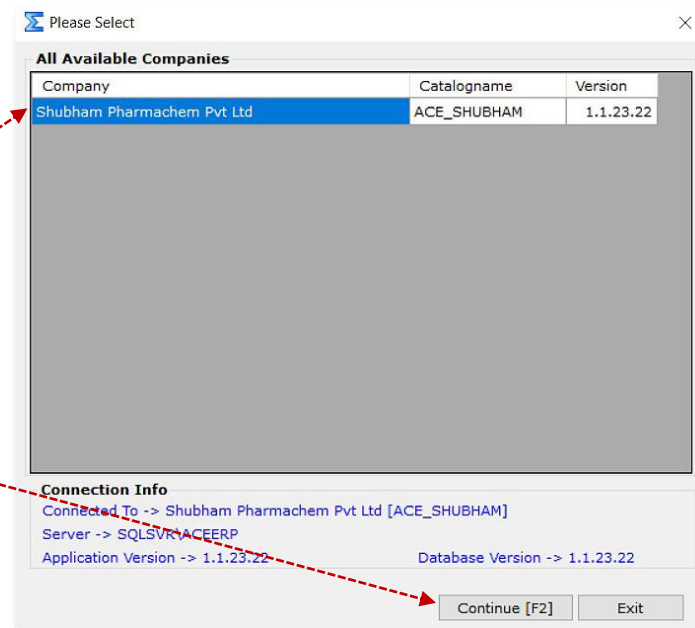
Open ERP

Double click on the icon



to open **ACE**erp

Select **COMPANY**
for which you need to
create New Accounting
Year and
click **CONTINUE (F2)**



STEP 02

Fill login details

Fill up the LOGIN DETAILS

- USER NAME
- PASSWORD
- ACCOUNTING YEAR
- BRANCH
- DIVISION



Welcome To ACEerp - Please Login

User name

User Group :

Password

Remember Password

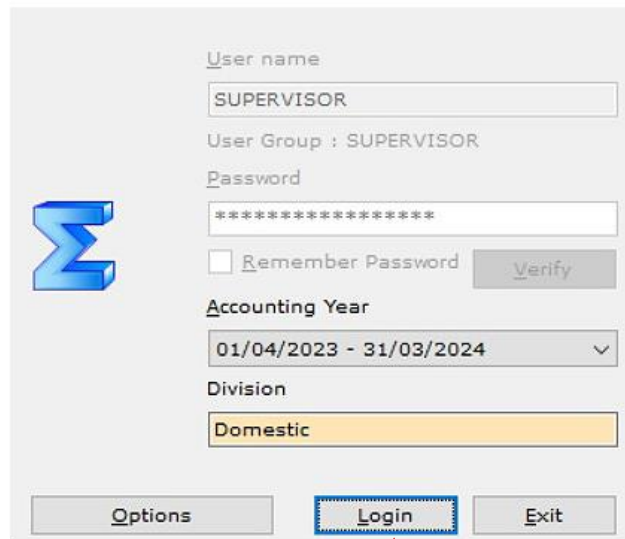
Accounting Year

Branch

Division

Login Exit

Welcome To ACEerp - Please Login



User name

SUPERVISOR

User Group : SUPERVISOR

Password

Remember Password Verify

Accounting Year

01/04/2023 - 31/03/2024

Division

Domestic

Options **Login** Exit

Click **LOGIN**

STEP 03

Open Master Module

GO TO

MASTER MODULE

CLICK ↓

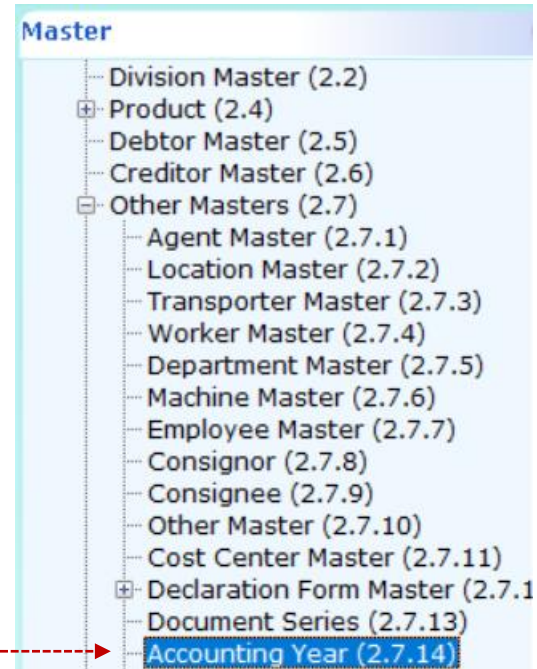
MASTER (2)

CLICK ↓

OTHER MASTER (2.7)

CLICK ↓

ACCOUNTING YEAR (2.7.14)



STEP 04

Provide Period details

Press **ENTER** on the **BLANK ROW** in **FROM** section which will automatically give you the next year **FROM** period

Period Details	
Srl	From
1	01/04/2017
2	01/04/2018
3	01/04/2019
4	01/04/2020
5	01/04/2021
6	01/04/2022
7	01/04/2023

Period Details		
Srl	From	To
1	01/04/2017	31/03/2018
2	01/04/2018	31/03/2019
3	01/04/2019	31/03/2020
4	01/04/2020	31/03/2021
5	01/04/2021	31/03/2022
6	01/04/2022	31/03/2023
7	01/04/2023	31/03/2024
8	01/04/2024	



Press **ENTER** on the **BLANK ROW** in **TO** section which will automatically give you the next year **TO** period

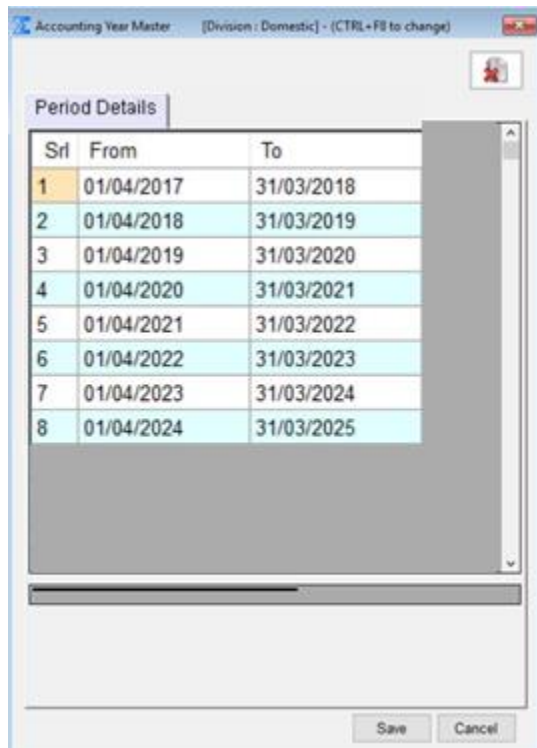
To
31/03/2018
31/03/2019
31/03/2020
31/03/2021
31/03/2022
31/03/2023
31/03/2024

Period Details		
Srl	From	To
1	01/04/2017	31/03/2018
2	01/04/2018	31/03/2019
3	01/04/2019	31/03/2020
4	01/04/2020	31/03/2021
5	01/04/2021	31/03/2022
6	01/04/2022	31/03/2023
7	01/04/2023	31/03/2024
8	01/04/2024	31/03/2025

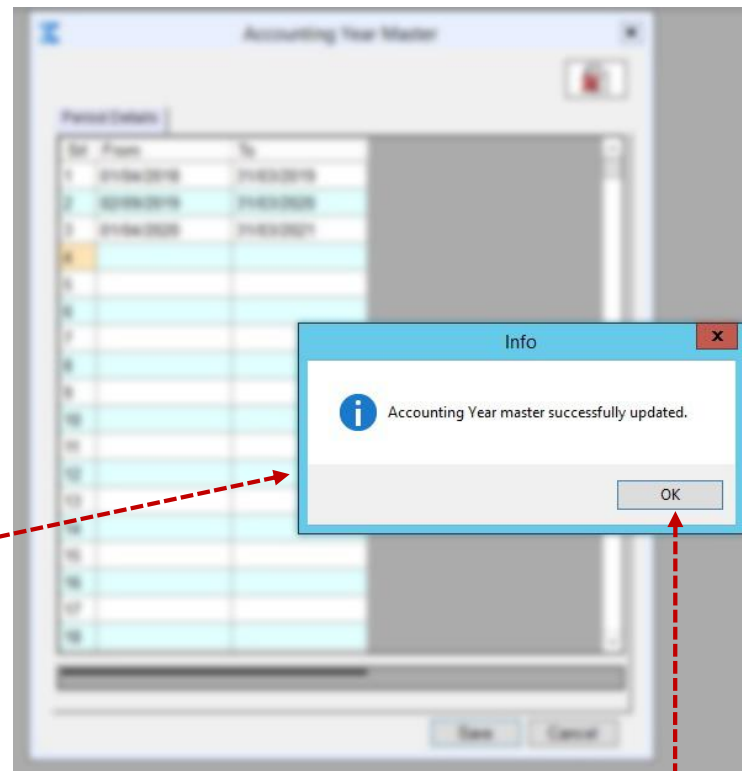


STEP 05

Get confirmation



You get a **CONFIRMATORY MESSAGE** that your period *“Accounting year master is successfully updated”*.



Then click **SAVE**

STEP 06

Open Master Module

Go to

MASTER MODULE

Click



MASTER (2)

Click



MAPPING (2.25)

Click

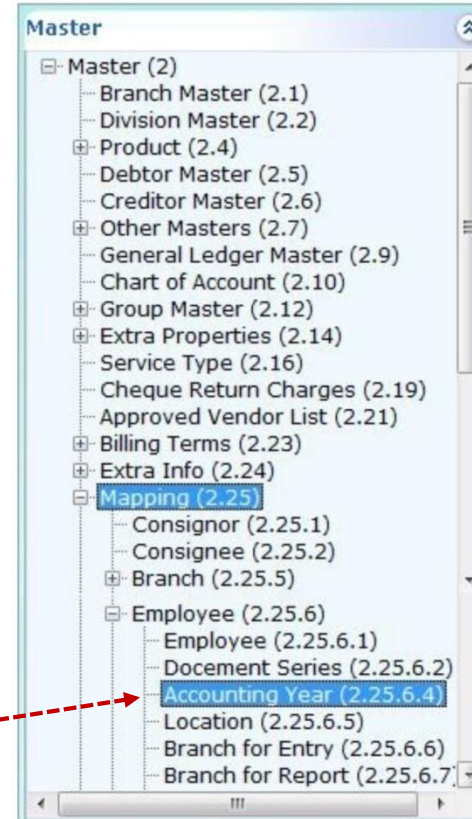


EMPLOYEE (2.25.6)

Click



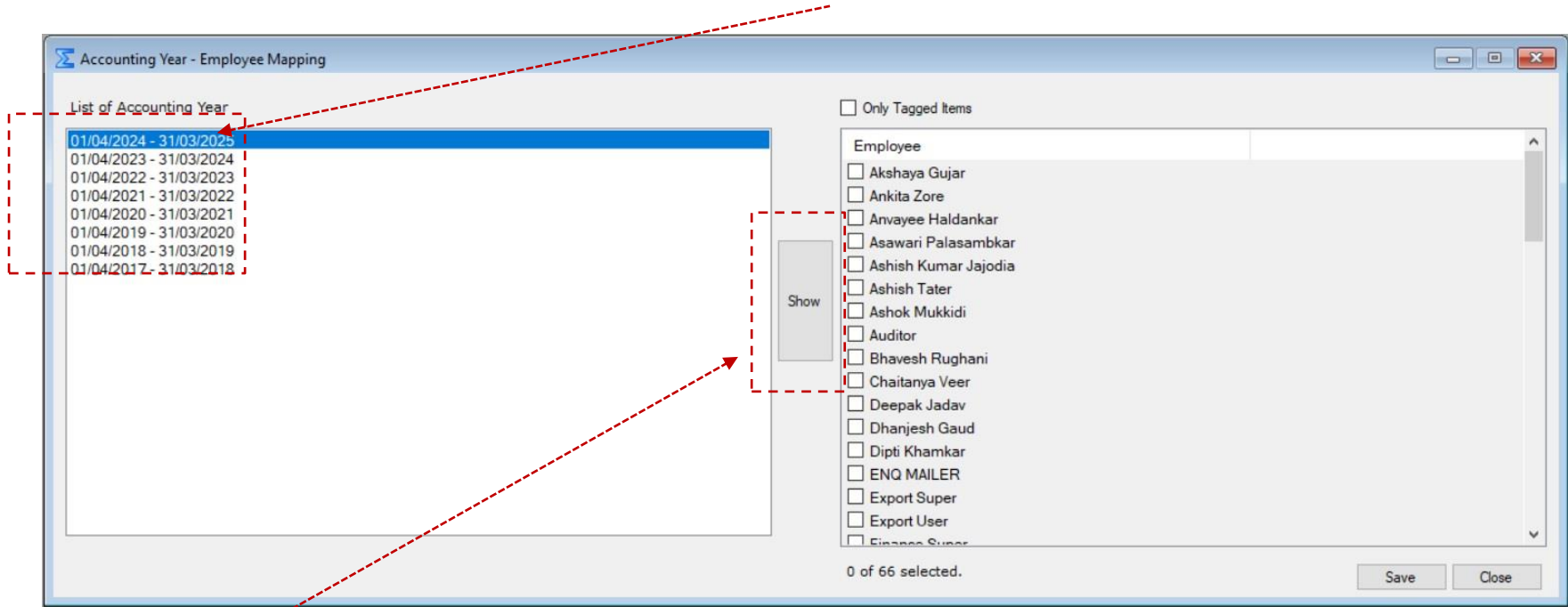
ACCOUNTING YEAR (2.25.6.4)



STEP 07

Employee Mapping

Under list of accounting year, **SELECT** the **FINANCIAL PERIOD**.

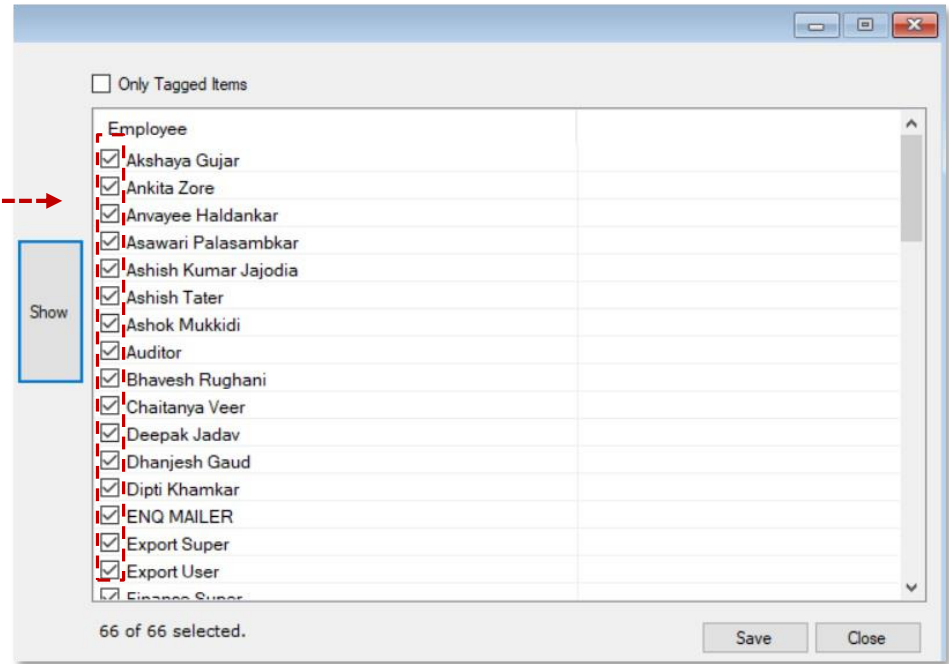


Click **SHOW** to activate the list of employees.

STEP 08

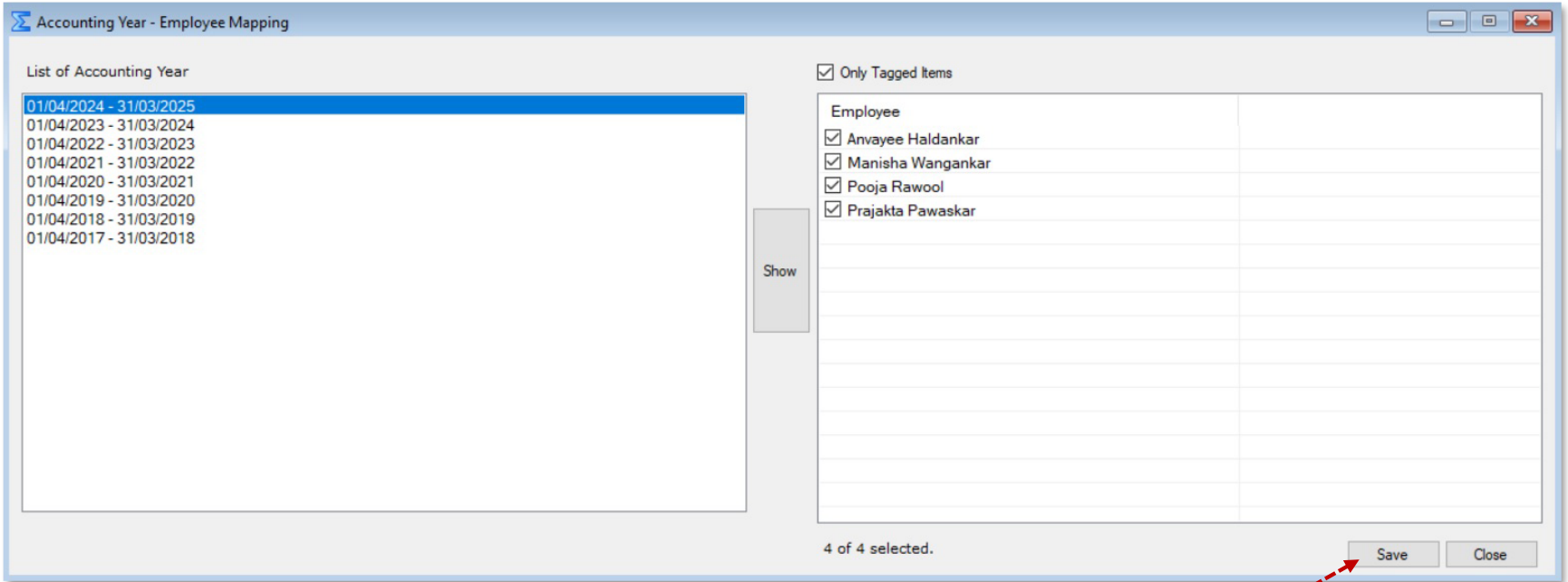
Employee Mapping

Under list of accounting year, select the financial period and the **TAG THE EMPLOYEE** whom you want to give access for the next financial year.



STEP 09

Employee Mapping



Then click **SAVE**.

STEP 10

New Accounting Year

Repeat steps 1 to 3 which goes to **LOGIN** window and click on **USER NAME**.



Welcome To ACErp - Please Login

User name

User Group :

Password

Remember Password

Accounting Year

Branch

Division

Login Exit

STEP 11

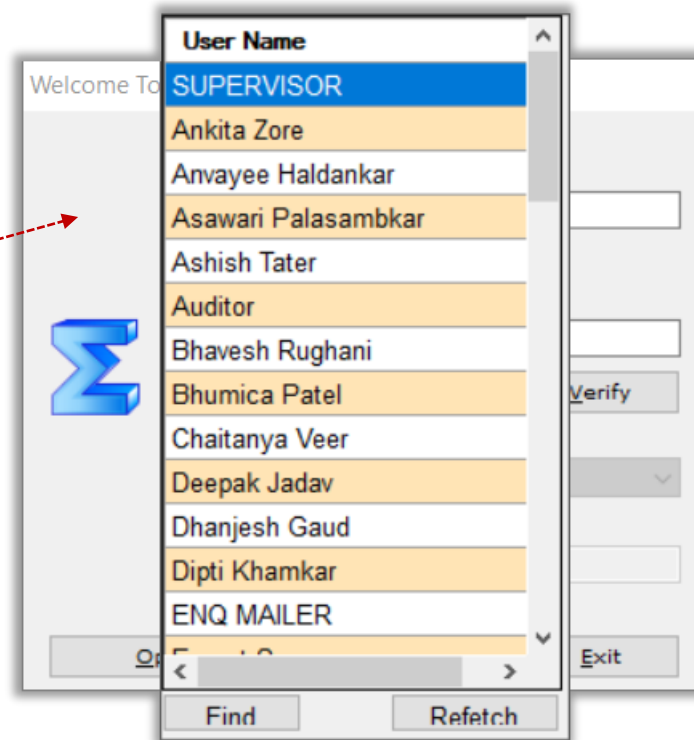
New Accounting Year

It will show you the

NAME OF THE EMPLOYEES

whom access has been given

for the new accounting year.



STEP 12

New Accounting Year

Repeat steps 1 to 3 and it will show you the **NEW ACCOUNTING YEAR.**

Welcome To ACEerp - Please Login

User name
SUPERVISOR

User Group : SUPERVISOR

Password

Remember Password Verify

Accounting Year
01/04/2024 - 31/03/2025

Division
Domestic

Options Login Exit

THANKS

FOR GOING THROUGH

ACEerp

START NEW YEAR PROCESS

WISH YOU A PROSPEROUS NEW
FINANCIAL YEAR
2024-25!



In case of any problem

You may contact our **ACEerp** helpdesk.

YOU MAY
CONTACT OUR
HELPDESK
FOR YEAR END
RELATED ISSUE



98 31 94 5904

84 84 93 1980

Coral Soff'wares Ltd
122/1/1G, Satyendra Nath Majumdar Sarani
Kolkata 700026
www.coral.in