



CROSSCHECK TRAVEL ENTERPRISE (CTE) End of Financial Year Procedures for agencies with a July – June Financial Year

This document contains important information concerning your end of financial year (EOFY) processes. Please note that the instructions specifically refer to End of Financial Year as of 30 June. If your agency's Financial Year End is not July – June, please read all references to 30 June as being the end date of your agency's financial year (e.g., 31 December).

The procedures for running the Year End processes are a combination of the standard Month End procedures plus some suggested extra reports to be run and a few mandatory procedures.

The information and procedures are split into three sections:

- A. Activities that should be considered in the lead up to the EOFY (pages 2-11)**
- B. Reports to be printed as at 30th June or the last business day (page 12)**
- C. Actions to be taken on the 1st business day of the new Financial Year (pages 13-19)**

If you have any questions, please email our support team via ccte-support@trestechnologies.com and we'll respond by email or phone. However, any queries relating to general accounting issues/discrepancies should be directed to your accountant.

Good luck with your financial year end processes.

Kind regards,

The Tres CTE Support Team



Pre-end of JUNE Activity

This section can be summarised into these eight points which should be addressed or at least considered in the lead-up to the 30th June:

Pre-End of Financial Year Checklist

1. Has the Final Year End for the last Financial Year been completed?
2. Are all Trip, Creditor and Debtor accounts reconciled?
3. Is the Bank Reconciliation completed?
4. Are there any Unconfirmed (Ticket) Transactions?
5. Have you actioned any necessary transaction reversals?
6. Do all Suspense accounts including GSTRR have a zero balance?
7. Perform your final Commission Transfer - if applicable
8. Address any Unresolved Accounting Issues



1) Has the Final Year End for the last Financial Year been completed?

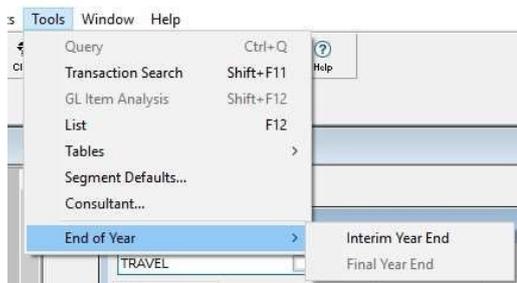
IMPORTANT NOTE: If you do not run your Final Year end for the **previous financial year** prior to 30 June, you will not be able to perform End of Year Adjustments for the current financial year. Therefore, it is important that the Year End for the previous year has been completed.

Use the following steps to check the Year End status:

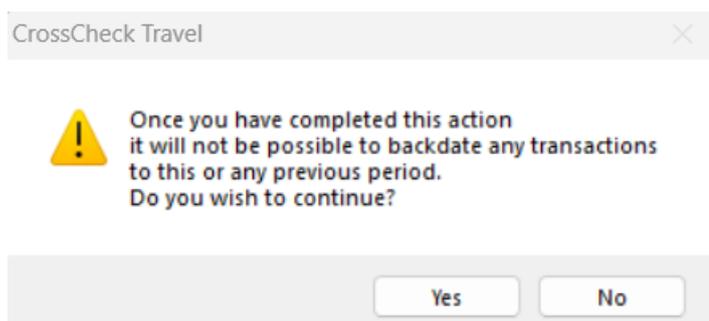
1. Open any **Cashbook Account**.
2. From the **Tools** menu choose **End of Year**. One of the following 3 options will apply:

If **Interim Year End** is available, this means that the previous Financial Year End has not been run at all.

You should therefore immediately run the **Interim Year End** option which will be for last year and it will also include any previous Financial Years that have not been finalized.



In this situation of running the Interim Year End for a previous Financial Year, the process will also include the Final Year End process so the following prompt will display, select **Yes** to continue:



To verify that the End of Year process has been run, open the **Unappropriated Profit (UNAPPROFIT)** Cashbook account.

This will show the last year that was run from the Accounting tab.

(Refer to the Date and Tranx ID of the L type transactions – the date of these transactions should be **30/6/2023**)



CCTE July-June End of Financial Year Procedures

Cashbook - UNAPPROFIT

UNAPPROFIT Unappropriated Profit

Cashbook Chart of Accounts Accounting Deposits Statements Year End

Date	Agency	Tranx ID	Tranx Type	Reference	Status	Debit	Credit	Created In
30/06/2023	Tres Trav	L000000024	P&L Xfer	Adj. SALES	C		1,243,194.09	Tres Travel
		L000000023	P&L Xfer	Adj. COS	C	976,098.83		Tres Travel
		L000000022	P&L Xfer	Adj. COMMADJ	C	5,333.65		Tres Travel
30/06/2022	Tres Trav	L000000021	P&L Xfer	Adj. SALES	C		143,086.49	Tres Travel
		L000000020	P&L Xfer	Adj. COS	C	68,166.82		Tres Travel
		L000000019	P&L Xfer	Adj. COMMADJ	C	6,212.77		Tres Travel
30/06/2021	Tres Trav	L000000018	P&L Xfer	Adj. SALES	C	415,824.16		Tres Travel
		L000000017	P&L Xfer	Adj. COS	C		455,895.88	Tres Travel
		L000000016	P&L Xfer	Adj. COMMADJ	C	56.24		Tres Travel
30/06/2020	Tres Trav	L000000015	P&L Xfer	Adj. SALES	C		2,269,727.51	Tres Travel
		L000000014	P&L Xfer	Adj. COS	C	1,981,453.54		Tres Travel
		L000000013	P&L Xfer	Adj. COMMADJ	C	18,742.36		Tres Travel
30/06/2019	Tres Trav	L000000012	P&L Xfer	Adj. SALES	C		1,345,085.59	Tres Travel
		L000000011	P&L Xfer	Adj. COS	C	1,072,231.06		Tres Travel
		L000000010	P&L Xfer	Adj. COMMADJ	C	27,511.15		Tres Travel
30/06/2018	Tres Trav	L000000009	P&L Xfer	Adj. SALES	C		1,305,799.96	Tres Travel
		L000000008	P&L Xfer	Adj. COS	C	1,090,541.63		Tres Travel
Total						6,863,619.06	8,074,841.58	

Balance: 1,211,222.52 CR

Note: If the screen displays without showing any previous transactions, press the  button at the bottom of the screen which will show the full series of transactions for the Cashbook Account.

Cashbook - UNAPPROFIT

UNAPPROFIT Unappropriated Profit

Cashbook Chart of Accounts Accounting Deposits Statements Year End

Date	Agency	Tranx ID	Tranx Type	Reference	Status	Debit	Credit	Created In
Total						2,291,988.48	2,617,852.02	

Balance: 325,863.54 CR



In this situation, the running of the Interim Year End will fully complete the Year End process for the previous year. Profit and Loss adjustment entries will be auto created, and the Cashbook Year End Tab will show the total P&L Transfer that occurred per account. It will also display what was the Opening Balance of each Cashbook Account for the current Financial Year.



CCTE July-June End of Financial Year Procedures

Cashbook - UNAPPROFIT

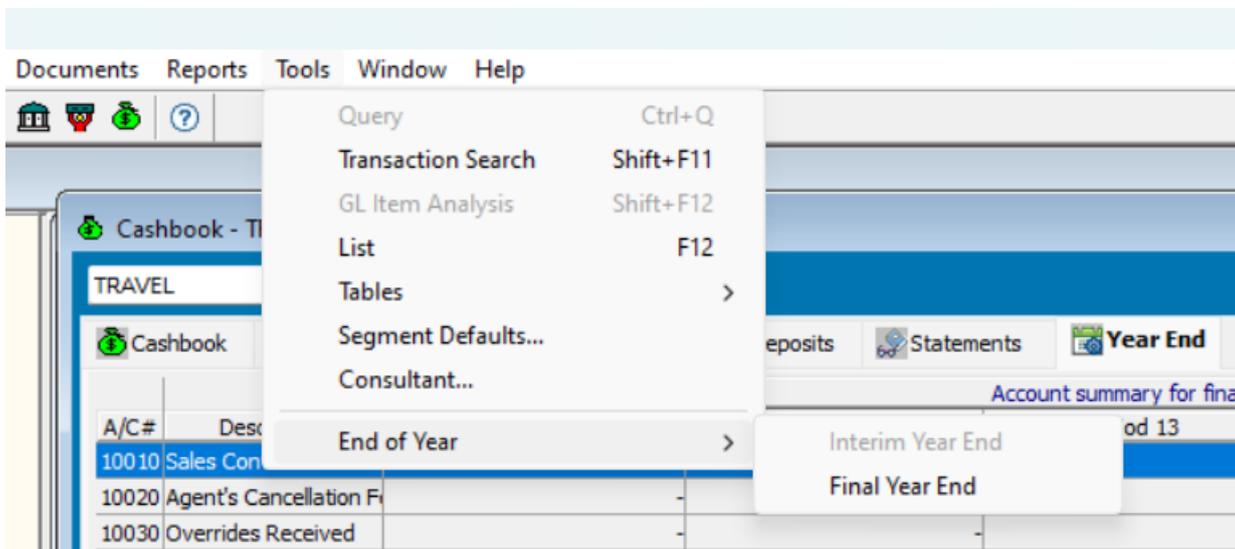
UNAPPROFIT Unappropriated Profit

Cashbook Chart of Accounts Accounting Deposits Statements **Year End**

Account summary for financial year 2023

	Last Year	Period 13	Total 2023	PL Transfer	Op. Bal. 2024
	1,243,194.09 CR		1,243,194.09 CR	1,243,194.09 DR	
	976,098.83 DR		976,098.83 DR	976,098.83 CR	
	5,333.65 DR		5,333.65 DR	5,333.65 CR	
108,708.91 DR			108,708.91 DR		108,708.91 DR
969,386.88 DR	451,871.51 DR		1,421,258.39 DR		1,421,258.39 DR
6,411.42 DR			6,411.42 DR		6,411.42 DR
31,006.87 CR	153,721.55 CR		184,728.42 CR		184,728.42 CR
14,029.43 CR	12,175.88 CR		26,205.31 CR		26,205.31 CR
13,666.56 DR	12,164.97 DR		25,831.53 DR		25,831.53 DR
22,067.66 DR	36,377.44 CR		14,309.78 CR		14,309.78 CR
125,752.23 DR	0.00	0.00	0.00	0.00	125,752.23 DR

If the Interim Year End is dimmed but **Final Year End is available**, this means that the Final Year End for last year has not been run.

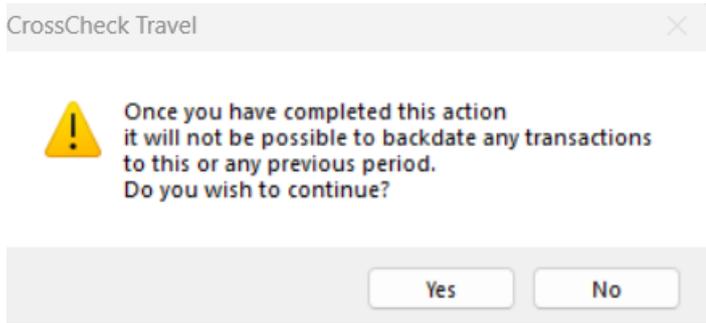


To complete the accounting process for last year you should immediately select the **Final Year End**. This should be run prior to 30 June.

Then at the following prompt select **Yes**:

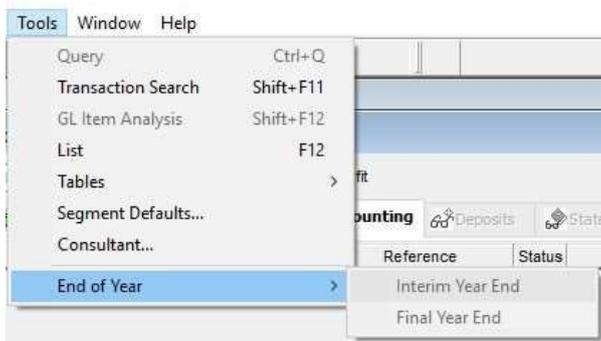


CCTE July-June End of Financial Year Procedures



If the **Interim Year End** and **Final Year End** are **both dimmed**, as shown below, this means that the Final Year End for last year has been completed.

You can move on to the current End of Financial Year procedures.



2) Pre-End of Financial Year Reconciliations

Trip, Creditor, Debtor, Bank Statement Reconciliations

Prior to the end of the Financial Year End, it is advisable that Reconciliations should be performed on the following modules using these reports per module:

Trips files

Run the Outstanding Balances report by selecting **Reports>Trip>Balance Reports** using the default criteria or select to run by individual Consultant codes:



CCTE July-June End of Financial Year Procedures

Outstanding Balances Report By Consultant Printed: 12-Jun-2024 3:00 PM

Agency: Tres Travel

Trip Code	Departure Date	Trip Balance	BPAY CRN Consultant	Passenger/Group Name	Debtor ID	Reason	Dest
Tres Travel							
mel							
2BPWNN08092	22/06/2023	\$1,234.00 DR	mel	PANQUIN/ANNA.MISS			
ME1208220001	12/08/2022	\$100.00 CR	mel	SAMPRAS/PETE			LON
ME0809220002	20/05/2023	\$1,000.00 DR	mel	JACKMAN/HUGH MR	AAG		
2BPX7B080922	20/06/2023	\$813.47 CR	mel	SAMPRAS/PETROS MR			
2BPWW308092	20/05/2023	\$5,270.38 CR	mel	PANQUIN/ANNA.MISS			
tim							
GA1202240001	20/06/2024	\$1,685.00 DR	tim	TEST/TOM MR	AAG		
ME0809220001	20/05/2023	\$4,850.38 CR	tim	KEITEL/HARVEY MR			
TI1904240001	20/06/2024	\$1,885.00 DR	tim	TEST/TOM MR	AAG		
Total		\$5,230.23 CR					

From the listing generated, individual Trip File balances should be verified.

Run the Outstanding Balances report by selecting **Reports>Trip>Balance Reports** using the default criteria or select to run by individual Consultant codes:

Creditors

Run the Creditor Trial Balance report by selecting **Reports>Creditors>Trial Balance Reports** and choose the Report Type of **Aged Trial Balance**:

Creditor Trial Balance Report

Creditor Id: Report Type: **Aged Trial Balance** Agency: **Tres Travel**

Suppress Zeros

Creditor Aged Trial Balance as at June, 12, 2024
Agencies:Tres Travel

Creditor: BSP	Bank Settlement Plan		Amount	90 days	60 days	30 days	Current
Trip Code	Tranx Id	Date					
2BPWNN08092	Q000000006	20/06/2023	\$1,085.92	\$1,085.92			
GA2111230001	T000000009	21/11/2023	\$2,786.00	\$2,786.00			
	T000000010	21/11/2023	\$2,786.00	\$2,786.00			
	T000000011	21/11/2023	-\$2,786.00	-\$2,786.00			
GA1202240001	T000000014	5/04/2024	\$1,885.00		\$1,885.00		
TI1904240001	T000000015	19/04/2024	\$1,885.00			\$1,885.00	
TI1005240001	T000000018	28/05/2024	\$1,885.00				\$1,885.00
Total BSP			\$9,526.92	\$3,871.92	\$1,885.00	\$1,885.00	\$1,885.00

The unpaid Creditor transactions should be verified, particularly for any transactions that appear within the **90 days** column.

Where possible, payments to Ticketing Consolidators and other Creditors such as Insurance Policy providers should be paid up to date, but this is not mandatory for the Financial Year end to be completed.



CCTE July-June End of Financial Year Procedures

Debtors

Run the Debtor Trial Balance report by selecting **Reports>Debtors>Trial Balance Reports** and choose the Report Type of **Aged Trial Balance**:

Debtor Trial Balance Report

Report Type: Debtor Id: Agency:

Associated Debtor Group:

Debtor Aged Trial Balance as at Jun, 12, 2024

Nicole Kidman
Australian Actors Guild
PO Box 3455
SYDNEY NSW 2000

Agencies:Tres Travel
Date to:12/06/2024
Phone 02 9876 8989

Transaction	Date	Type	Contact	Amount	Allocated	21 days	14 days	7 days	Current
1000000001	21/11/2023	I	Nicole Kidman	4,850.38	0.00	4,850.38	0.00	0.00	0.00
1000000002	21/11/2023	I		420.00	0.00	420.00	0.00	0.00	0.00
1000000003	21/11/2023	I		4,850.38	0.00	4,850.38	0.00	0.00	0.00
1000000004	21/11/2023	I		1,848.94	0.00	1,848.94	0.00	0.00	0.00
1000000005	21/11/2023	I		848.96	0.00	848.96	0.00	0.00	0.00
1000000006	21/11/2023	I		4,850.38	0.00	4,850.38	0.00	0.00	0.00
1000000008	28/05/2024	I		1,885.00	0.00	0.00	1,885.00	0.00	0.00
Total Outstanding				19,554.04		17669.04	1885.00	0.00	0.00

Open Debtor transactions should be verified including those transactions for any *Credit Card* Debtors.

Any amounts received for Debtor Accounts should be allocated against the relevant outstanding Debtor transactions, but this is not mandatory for the Financial Year end to be completed.

3) Bank Accounts

Complete Bank Reconciliations as normal and run the Detailed Bank Reconciliation Report by selecting **Reports>Bank Reconciliation>Detailed Bank Reconciliation Report**:

Select the relevant **Bank Account ID** leaving the other two selection fields blank.

Bank Reconciliation Report

Bank Account ID: Statement Page: To Acct Period:

Detailed Bank Reconciliation Report Printed: Wed 12 Jun 2024 3:06 PM

Account :
Balance as per Bank Statement 1 OVERDRAWN

	Reconciled balance:	0.00
	Actual balance:	200.00
	Unreconciled Amount:	-200.00



CCTE July-June End of Financial Year Procedures

The report will display all unreconciled transactions for the bank account and these transactions should be verified and actioned if found not to be valid outstanding amounts. That is, they may need to be reversed and/or re-entered if not the correct amounts.

As a further verification, we advise running the Bank Statement Summary Report, if all your bank statements have been reconciled, the unreconciled amount should be zero.

(If this Unreconciled Amount is not equal to zero, this amount should agree to the Unreconciled Total on the summary Bank Statement Report. If these two figures do not agree please contact your Accountant.)

4) Unconfirmed Tickets

There may be a situation where Tickets generated within Smartpoint Booking Files have been imported into Crosscheck Travel but not yet Confirmed. If this is a possibility, run the **Unconfirmed Ticket Report** by selecting Reports>Trip>Unconfirmed Transaction. Run the report by leaving the Consultant selection field blank:

Unconfirmed Transaction Report

Consultant: Agency:

Transaction Type:

Note: Unconfirmed Cheque requisitions will only be created when the CCTE download Manager (CDM) is activated.

Unconfirmed Ticket Report Printed: 12/06/2024

Agency: Tres Travel

Trip Code	Order Method	Ticket Number	Conj	Date	Billing Period	Type	Fare	Tax	Tranx ID	Consultant
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Any transactions appearing on the report will need to be selected and confirmed prior the Month End and Year End being performed.

5) Transaction Reversals

Based on the reconciliation of your accounts, you may find the need to reverse and possibly re-enter some transactions.

To ensure that these reversals or new transactions are captured in the correct financial year these entries must be generated prior to 1st July. This is because reversal entries are created with 'today's date'. That is, if you are operating in July, reversals will be created with a July date and these transactions will not be reflected in the June figures.

Any reversals or non-backdated transactions that are created from 1st July onwards will be recorded in the next financial year and this may cause inaccuracies in your financial year end for both this year and next year.

6) Suspense Accounts

A suspense account is like a holding account – to be used temporarily before deciding where the funds are to go. Suspense Accounts should have a zero balance and a balance in these accounts should be verified and actioned accordingly. Please contact your accountant for further advice regarding what actioned should be taken to clear the balance of a Suspense Account.



CCTE July-June End of Financial Year Procedures

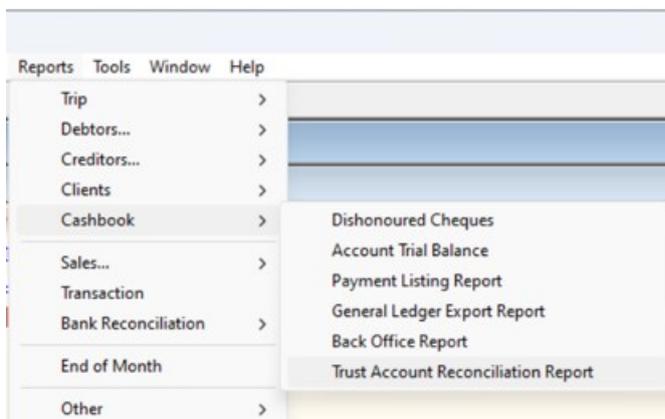
GSTRR Account

From processing your Quarterly/Monthly GST Returns the GSTRR Cashbook Account should have a zero balance. If it isn't a zero balance, this should be investigated either before or just after your Financial Year End (Interim) process.

7) Commission Transfer

Perform your final commission transfer for the Financial Year from your "TRAVEL" Account. (Only if applicable).

For agencies using a single Bank account – access the Trust Account Reconciliation report via Reports > Cashbook.



When this option has been selected, the screen appears as per this example:



CCTE July-June End of Financial Year Procedures

Trust Account Reconciliation Report

End Date: Suppress Zeros Agency: **Tres Travel**

TRUST ACCOUNT RECONCILIATION

End Date: 12/06/2024
Printed: 12/06/2024

Part 1 - Trust Account Profit And Loss Statement

Income

Sales Control	10010	\$	7,701.48	
Total Income				\$ 7,701.48

Less Expenses

Cost of Sales	20020	\$	7,741.24	
Total Expenses				\$ 7,741.24

Profit

				-\$ 39.76
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Plus

Unappropriated Profit	90000	\$	1,989.80	
Comm Avail For Transfer				\$ 1,950.04

Part 2 - Trust Account Reconciliation

Plus	Creditor Control	50030	\$	16,922.60	
	Trip Control	50010	\$	5,230.23	
			\$	22,152.83	

Once you have determined how much commission you would like to transfer out of CCTE – generate the relevant Client Account to General Bank transfer then process the transaction in CCTE.

Open the Cashbook Travel account, go to the accounting tab. Create the Miscellaneous Payment/Receipt entry to transfer the commission for the Year End.

Example:

Miscellaneous Payment - Tres Travel

Payment Details

Consultant: tm Date: 12/06/2024

Remark: Commission Transfer as at 12/06/2024

Amount: Account: TRAVEL Travel Account

GL Allocation	Account #	GL Account Description	GST	GST Rate	Amount Excl	GST Amt	Amount Incl
	40100	TRNSFCOMM			1,950.04	0.00	1,950.04
Total:					1,950.04	0.00	1,950.04

Form(s) of payment (1 of 1)

Type:

Payee:

Amount: 0.00

Nbr: Bank: Branch:

Reverse



8) Address Any Unresolved Accounting Issues

Unresolved accounting issues could include many items such as the capturing of GST on transactions, a complicated transaction that needs further clarification, or unresolved errors from last financial year.

If the issue relates to the way that Crosscheck Travel Enterprise operates – please contact Tres Support. If any issue relates specifically to an accounting problem, please contact a qualified accounting advisor such as your accountant, business advisor or the ATO.



End of JUNE Reporting

It is advised to print the following reports at the end of the month once all accounting entries for June have been entered. Notes on where these reports are located within Crosscheck Travel are displayed under each report listed.

➤ **Unconfirmed Transactions Report**

Reports>Trip>Unconfirmed Transaction

(any transactions appearing on the report need to be actioned prior to printing the other reports listed)

➤ **Trip Balances Report**

Reports>Trip>Balance Reports

➤ **Creditors Aged Trial Balance as at 30th June – Detailed**

Reports>Creditor>Trial Balance Reports

➤ **Debtors Aged Trial Balance as at 30th June – Detailed**

Reports>Creditor>Trial Balance Reports

➤ **Detailed Bank Reconciliation Report**

Reports>Bank Reconciliation >Detailed Bank Reconciliation



PROCEDURES for 1st JULY (or next business day)

When do you Close Off?

It is strongly recommended that you do not commence entering July transactions until you have completed backdating of June transactions and have printed your June end of month reports.

You are advised to quickly complete all previous month's transactions to maintain integrity between month end and year end accounts.

Note: When operating in July, it is possible to backdate transactions into the last financial year and to continue processing daily travel transactions even though the previous month has not been closed. Your financial year end will not be impacted if you run your June End of Month a few days into July to allow some extra time to reconcile your accounts by backdating transactions. However, there may be an imbalance between your June Month End Reports and the Year End Reports due to the July transactions.

The following steps will guide you in finalizing your end of year.

Note for Users of Back Office Software Packages:

For agencies that use back-office packages such as MYOB, Xero etc., perform your last **Back Office Export** after running the June end of month and just prior to the Interim Year End.

Select the Back Office Export Report with a date range to 30 June.

Note: Enter any End of Year Adjustment entries into your external Back Office package rather than Crosscheck Travel Enterprise.



CCTE July-June End of Financial Year Procedures

Print an Account Trial Balance Report (as at 30th June)

Reports>Cashbook>Account Trial Balance

Print the Year End tab in Cashbook (using the CTRL P function)

It is advised that you print a snapshot of the year end position prior to running the Interim Year End.

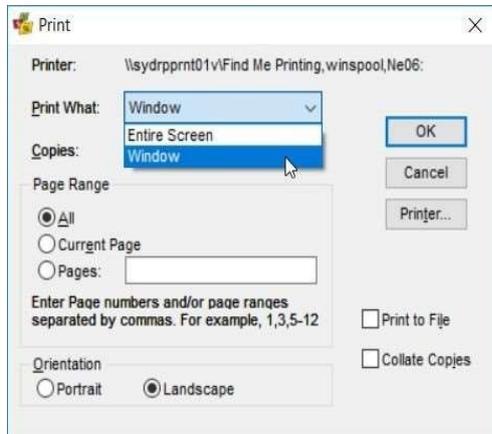
From any **Cashbook** Account select the **Year End** tab.

Ctrl P and Print WINDOW

In the 'Print What' field ensure that Window is selected. In the Copies field input the number of copies required. Select OK to print.



CCTE July-June End of Financial Year Procedures



Before any July transactions are entered, run the June End of Month.

The month end process for June must be performed otherwise the Interim Year End option will not become available.

Firstly, check that EOFY 2023 has been completed and Finalized - see notes within the ***Pre-end of June Activity*** section for how to check that the previous Financial Year EOFY has been completed.

If you have completed all Pre-30 June steps, perform your normal End of Month procedures, and print all the standard End of Month reports.

If you have NOT run the Final Year End for the previous year and are now trying to run the June End of Month, a prompt may be displayed that is similar to the example below:



Before clicking OK – Take a Screenshot.

By clicking OK on the prompt, CrossCheck Travel finalizes the previous Financial Year End.

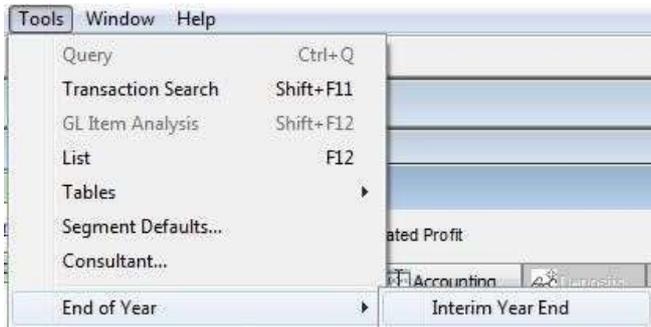


CCTE July-June End of Financial Year Procedures

Run Interim Year End when all the previous steps have been completed.

Once the June month end has completed, the Interim Year End option in End of Year menu will become available.

1. Open any Cashbook Account.
2. From the Tools Menu choose End of Year and select **Interim Year End**

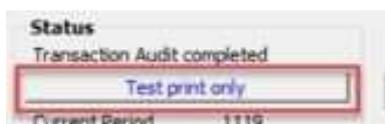


NOTE – Please refer to the information below if the Interim Year End option is NOT available:

If Interim Year End is dimmed, it could be because the end of month has not been run successfully for the June period. If so, refer to the “End of Period Reports” screen (Reports, End of Month). If it displays “Live Print” - this indicates that the End of Month has not been run. In this case complete your end of month then return to the “End of Year” options.



“Test Print Only” it means that the end of month has been run.

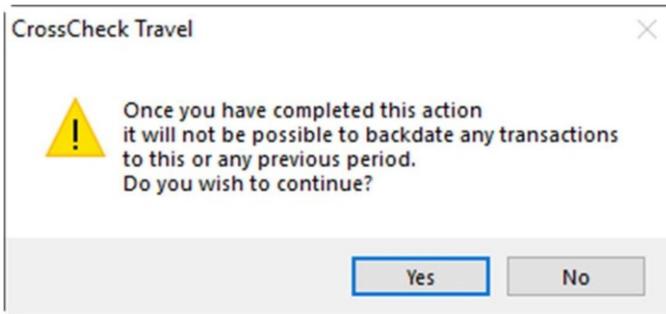


(If your June end of month has been run but you are still unable to access the Interim Year End tab, please contact **Tres Support**).



CCTE July-June End of Financial Year Procedures

After selecting Interim Year End a warning message will display:



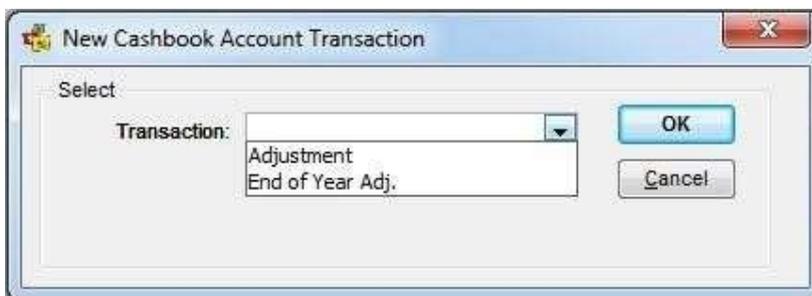
If you are ready to run the year end process press Yes.

The Interim Year End will automatically create **Profit and Loss Adjustments** to bring the balance of each Profit and Loss Account back to zero. It will also update the Year End grid to display the new set of amounts for each column.

Once the Interim Year End is run, check that you can access the End of Year Adjustments option in the TRAVEL account. If not, please STOP and contact Tres Support.

After the Interim Year End has been run a new transaction type of End of Year Adjustment will become available within the Cashbook Accounting tab.

Cashbook > Select the Unappropriated Profit cashbook account > Accounting Tab > Ctrl N.



This type of adjustment will allow the update of the Cashbook for finalizing the now previous year's accounts, usually to make allowance for items such as depreciation and accruals. *Tres Technologies* advises that you should speak to your accountant on what end of year adjustment entries may be required.



CCTE July-June End of Financial Year Procedures

FINAL YEAR END process

It is advisable that you do not run the Final Year End until after your Accountant has completed the financial audit. Until this occurs, you may still want to be in the Interim Year End phase to enter any end of year adjustments.

Once all your end of year adjustments have been entered and your accountant has "Signed Off" your books for the financial year, the last procedure to run is the Final Year End.

After this is run, there will be no further access to create End of Year adjustments.

Final Reports

After any Year End Adjustments have been entered, it is advisable to print a Trial Balance of the final Cashbook position for your agency (although this report can be printed any time until the next Year End).

1. From the Reports menu, select Cashbook.
2. From the menu choose Account Trial Balance. The Account Trial Balance screen will be displayed.



3. Select Last Year's Trial Balance



Select the Retrieve button. Print the Report. Note: Selecting Last Year's Trial Balance will retrieve:

The General Ledger movements (changes in the total balance) for each Profit and Loss account for the past Financial Year.

The General Ledger balances for each Balance Sheet account as at the end of the past Financial Year.



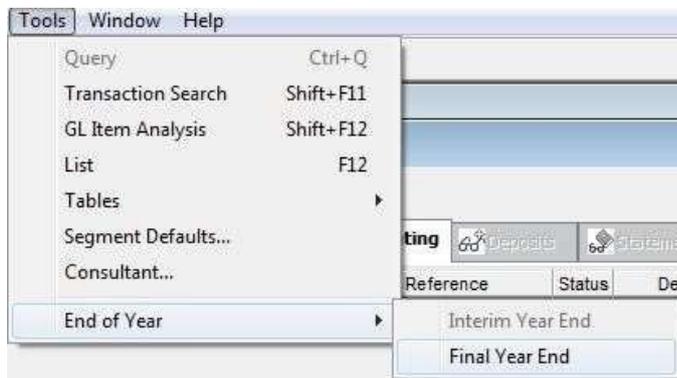
CCTE July-June End of Financial Year Procedures

If the Start and End Date are entered into this report screen manually after the End of Year has been run, the Account Trial Balance will show only General Ledger movements (changes in the total balance) for both Profit and Loss and Balance Sheet accounts.

Running the Final Year End

The Final Year End is a simple procedure that takes just one step and also a confirmation prompt to complete the process. As mentioned previously, the option should only be performed when all adjustment entries (journals) for the previous financial year have been entered. Generally, it is a process which is run after your accountant has signed off on the figures for the financial year and is satisfied that no further adjustment entries are required. The actual process can be run anytime during the new financial year if it's actioned prior to the next financial year.

To run the process, open any Cashbook Account and select End of Year>Final Year End:



After choosing Final Year End a warning message will display:



If you are fully prepared to run the Final Year End process press **Yes**.

The Year End tab will display showing the end of year results which are now finalized and can no longer be adjusted.

Your End of Year Process is now completed!