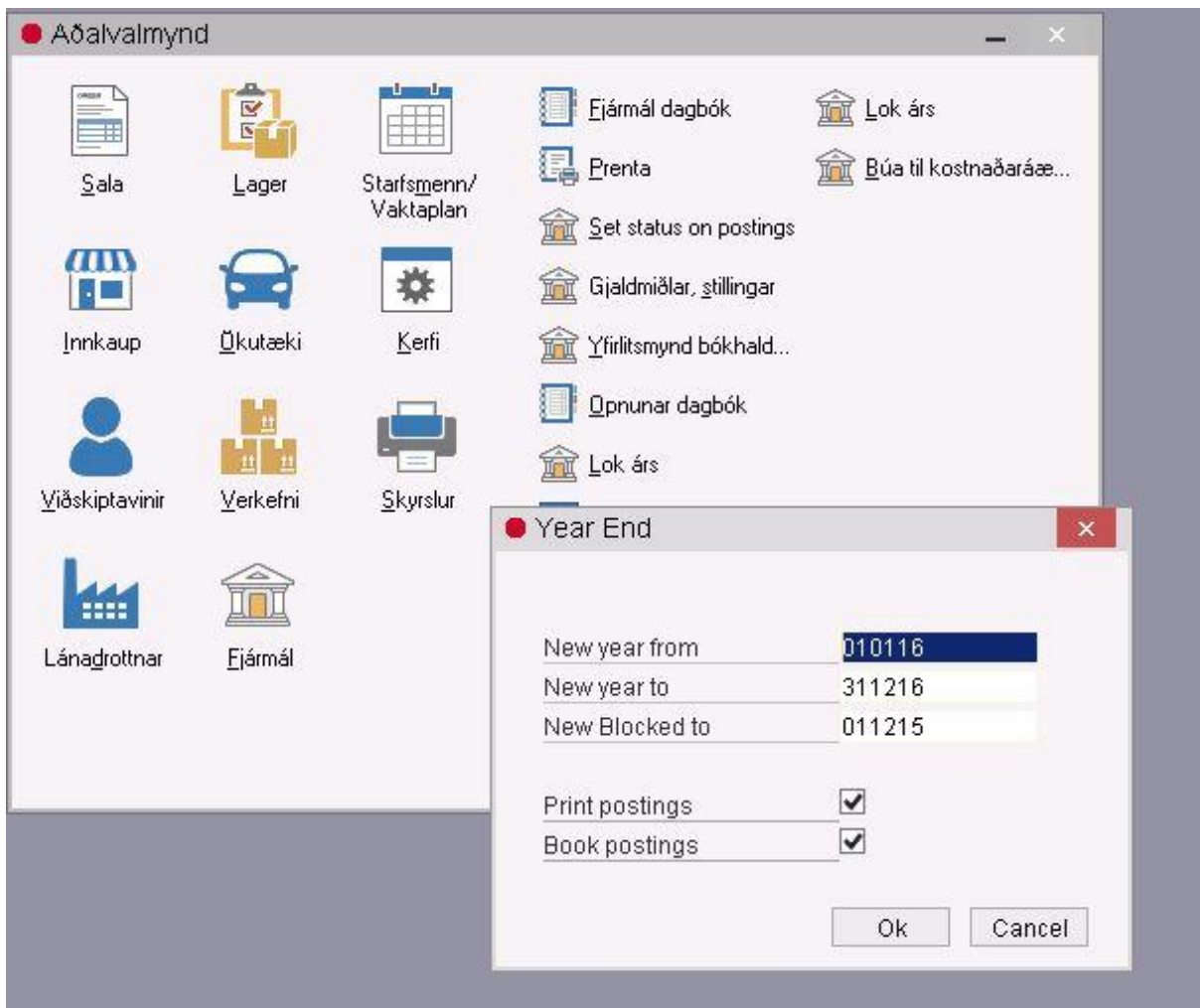


YEARS END IN HELIOS

Before you can write invoices in the new year, you need to run the function *lok árs* (years end) in Helios. This will open the new year, but you can still book in the old year. The function is in the finance menu.



Before you run the years end function, it will be a good idea to do the following:

Check your account chart, all accounts in the turnover should be defined as “profit/loss”, and all accounts in the balance as “balance”. (“title” and “sum” accounts should not be touched)

Númer	Nafn	Tegund	Vsk	Level	D/C	Deild.	Ár	G
1000	Sala	Profit/Los	SAÚTSKAT		Debit		-123.878,50	
1010	Vinnulaun	Profit/Los	SAÚTSKAT		Debit		0,00	
1020	Ísetning framrúðu	Profit/Los	SAÚTSKAT		Debit		0,00	
1031	Plastviðgerð	Profit/Los	SAÚTSKAT		Debit		0,00	
1032	Önnur verkstæðisvinna	Profit/Los	SAÚTSKAT		Debit		0,00	
1040	Varahlutir	Title	SAÚTSKAT		Debit		-4.403,09	
1050	Framrúða	Sum	SAÚTSKAT		Debit		0,00	
1060	Málningarvinna	Profit/Loss			Debit		0,00	
1070	Flutningskostnaður	Balance			Debit		0,00	
1080	Bilaleigukostnaður	Profit/Los			Debit		0,00	
1090	Annar kostnaður	Profit/Los			Debit		0,00	
1100	Húsaleiga með vsk	Profit/Los			Debit		0,00	
1200	Tjónabætur	Profit/Los			Debit		0,00	
1300	Sala undanþegin vsk	Profit/Los			Debit		0,00	
2100	Vörukaup með 25,5% vsk	Profit/Los	VØINNSKA		Debit		0,00	
2200	Hekla hf með 25,5% vsk	Profit/Los	VØINNSKA		Debit		0,00	
2210	Hekla - tækniupplýsingar	Profit/Los			Debit		0,00	
2300	Vörukaup án vsk	Profit/Los			Debit		0,00	
2350	Erlend vörukaup	Profit/Los			Debit		0,00	
2400	Annar kostnaður m. vsk	Profit/Los	VØINNSKA		Debit		0,00	
2410	Tryggingar vörlagers	Profit/Los			Debit		0,00	
2500	Þrigðabreyting	Profit/Los			Debit		0,00	
3098	Heildarlaun, uppsöfnun	Profit/Los			Debit		0,00	

When you run the function years end, the balance on all accounts in the turnover ("profit/loss) will be transferred to account of yearly result, defined in *kerfi - reikningar*

The screenshot shows a software interface with a sidebar on the left containing icons for various functions: Sala, Lager, Starfsmenn/Vaktaplan, Innkaup, Ökutæki, Kerfi, Viðskiptavinir, Verkefni, Skýrslur, Lánadrottinnar, and Eignarmál. The main window is titled 'Ymis skilyrði' and has a sub-tab 'Ymisl. skilyrði'. The 'Reikningar' tab is active, displaying a list of accounts and their balances. An orange arrow points to the 'Yfirfærð niðurstaða' account, which has a balance of 8910.

Account Name	Balance	Account Name	Balance
Reiðufé	7990	Sala	1000
Banki, USD		Afsl. sala	1000
Banki, AFS		Sala, Undanskilið ska	1000
		Afsl., Undanskilið ska	1000
Reiðufé Sala	7990	Notkun Kred	7560
Reikningur kreditkort	7710	Notkun Deb	7599
		Samtals velta	
Viðskiptavinur	7599		
Birgi	9399	Innkaup	2100
		Afsl. innkaup	2100
Yfirfærð niðurstaða	8910	Innanhúss	
Námundun	4302	Innra Kred	
Innheimta		Innra Deb	
Skattur		Innanhúss Sala	
		Innanhúss Afsl.	

Also go to *kerfi – dagbok innihald* and check if anything needs to be booked before years end.

The screenshot shows a software interface with a menu on the left and a 'Report' window in the foreground. The menu includes options like 'Lager', 'Starfsmenn/Vaktaplan', 'Kerfi', and 'Dagbók - innihald'. The 'Report' window displays a table with columns 'Number' and 'Lines' for Customer, Supplier, and Finance categories.

Customer:	Number	Lines
	1	0
	2	0
	3	0
	4	0
	5	1
	6	9
	7	0
	8	0
	9	0
	10	0

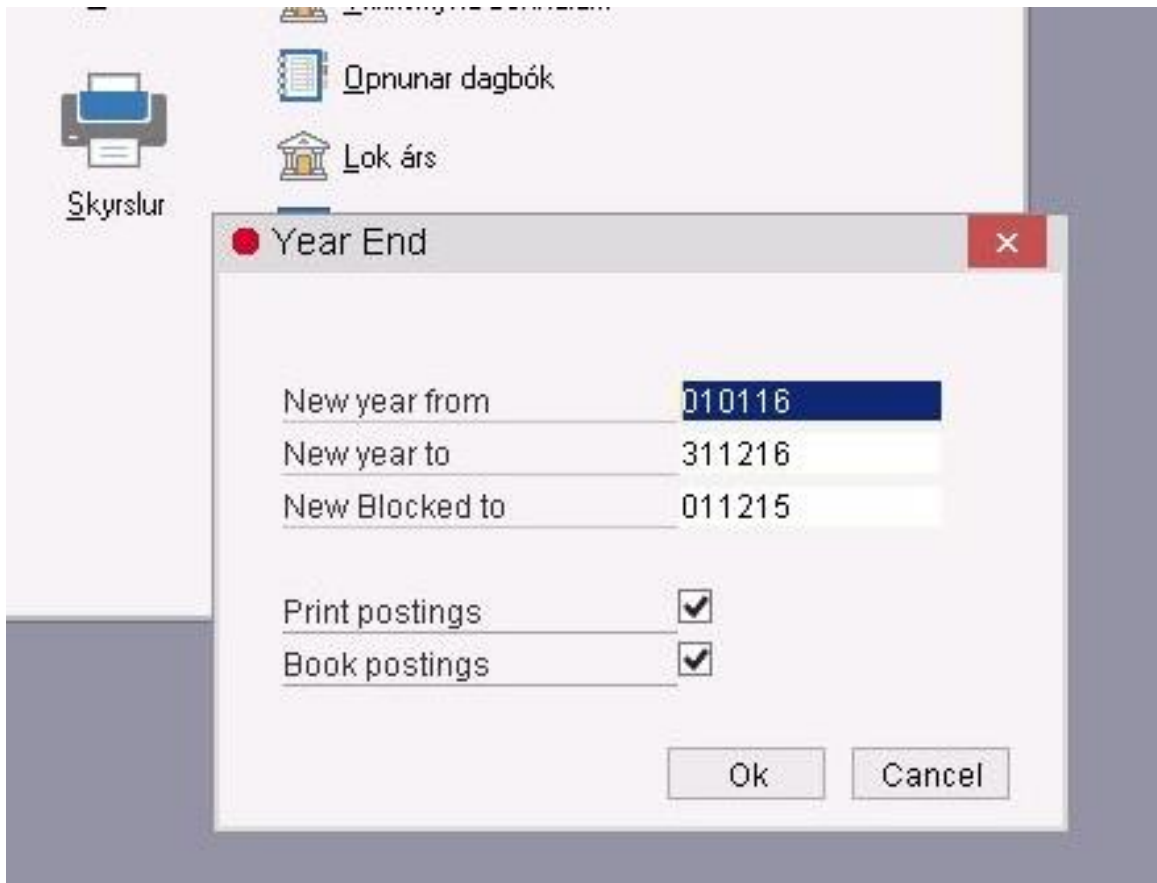
Supplier:	Number	Lines
	1	0
	2	0
	3	0
	4	0
	5	0
	6	0
	7	0
	8	0
	9	0
	10	0

Finance:	Number	Lines
	1	46
	2	0

Now you are ready to run the function years end. Got to *fjármál – Lok árs – lok árs*.

This will open the window shown below. Press OK.

You will have a postings journal on screen you can print out



You will only have to do this once, all bookings you book in the old year will automatically be transferred to old years result.

You can always book in the old year in the *opnardagbok* or you can change “blocked to” date under *kerfi* to book elsewhere in the system.