

End Of Period Routines

Find this in Administration – Period End Routines

At the end of each accounting period (month) you should consider completing the end of routines procedures which cater for the following functions:

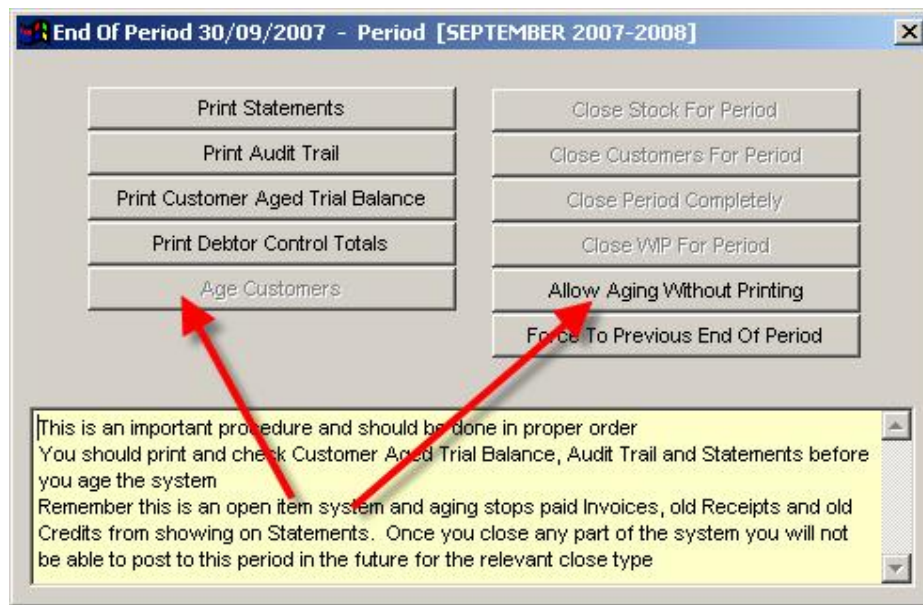
Print statements, audit trails and aged trial balance

Age customers

Close stock

Close customers

Close period



Some of these functions work hand in hand, others are done further into the next period.

Close Stock For Period

This should be done when the last invoices have been completed. It serves two purposes:

1. Closes stock so that no more invoicing can be done for the period just closed
2. Updates the periodic stock system recording closing stock balances for the period just closed and opening stock values for the new period

This is important if you are using Profit and Loss with Inventory control in General Ledger switched on, otherwise your cost of goods sold will not show as correct.

Age Customers

AstarlaWorks Premier is an open item system which means that each invoice is handled as a transaction in it's own right with receipts and credits being allocated to specific invoices (paying them off) Customer balances are shown as a matter of convenience, but are not meant to be used as the ultimate debtor control.

When printing open item statements all transactions will continue to show until customers are aged. When this is done ALL invoices fully paid off for past transactions will be marked as finished. At the same time ALL receipts and credits

will be marked as finished. Transactions marked as finished will no longer show on open item statements

Close Customers For Period

This is usually done following completion of ALL customer transactions for the period (this can run over into the next month) and prevents any customer transactions or Undo's being performed for the period just closed

Close Period Completely

Supplier invoices usually drift in through the month following and when completed the period is close completely and no further transactions can be processed for the period just closed.

Two utilities make life a little easier:

1. Force to previous end of period
2. Allow aging without printing

Although theoretically invoicing and other processing should be completed by the end of the month, real world scenarios usually dictate otherwise. Therefore end of period processing may well be done sometime into the next period, hence the 'force to previous' button

Although it is not recommended that printing is not performed for security purposes you may have printed audit trails etc from another area.