



## Debtor (or Receivable) Period End

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## 1. PREPARING A PERIOD END

### 1.1. Obtain Authorisation

Use the appropriate company procedure to obtain authorisation to commence the period end close. This will typically include confirmation that all sales invoicing activity for the period has been completed, and that all receipting activity applicable to the period has similarly been finalised.

### 1.2. Run the Reports

Period end is typically accompanied by the production of reports that focus on the control of, collection of, and analysis of 'receivables' at the period end date. These may include:

- control listings Use the menu option 'Ctrl Balances for Debtors' to produce these reports as at the period end date.
- aged balances Use the menu option 'Aged Debtors Report' to produce these reports as at the period end date.
- overdue accounts Use the menu option 'Overdue Debtors Report' to produce these reports as at the period end date.
- performance analysis Use the menu option 'Top Debtors Report' to produce these reports as at the period end date.
- transaction analysis Use the menu option 'Ctrl Account Analysis Report' to produce summary reports as at the period end date or menu option 'Debtor Transaction Report' to produce detail reports as at the period end date.

## 2. GENERATING STATEMENTS

### 2.1. Execute the Statement Run

Use the menu option 'Statements Report' to create debtors statements as at the period end date. These will be emailed to the customers, or printed, depending on the selection for the 'Print Only' field and the report outputs setting on the customer account (refer to Specifying Contacts in the Debtor (or Receivable) Accounts procedure.

### 2.2. Verify the Statement Run

The statements run concludes with a control page that details the value of the statements produced, classified by the output type (i.e. printed or emailed), that should reconcile with control reports as at the same date (i.e. Aged Debtors or Control Balances for Debtors).

### 2.3. Send the Statements

Send printed statements to the customers, using the appropriate method, e.g. placing statements into envelopes and mailing them, or handing a statement to a customer.

## 3. PROCESSING A PERIOD END

Submitting a period end involves 2 processes – queuing and processing. Firstly the job is queued to the financial job queue. When it reaches the head of the queue it is processed. Each account within the control account has all its paid transactions matched, or marked as non-current, thereby causing their exclusion when current only transactions are requested.



Additionally, the ageing of each accounts balance is restated relative to the new current period that is now defined. Processing concludes with the reset of the last period end date on the Debtor (or Receivable) Control account to the date of the period end now processed, thereby prohibiting the posting of transactions back into the period that is now closed.

### **3.1. Submit the Period End**

Use the menu option 'Control Account Period End' to specify the control account type (i.e. Debtor), period end type (i.e. weekly, monthly), the control account number, and the period end date required. An optional start date and time may also be entered. Use the Submit action to confirm.

To verify the outcome, use the View action in the 'Job Manager Control' menu option to confirm that the period end job has been processed. Alternatively, use the menu option 'Query' to access the control account and check that the displayed 'Last Period End' date is correct.

## **4. REVERSING A PERIOD END**

Reversing a period end has the effect of reversing all the transaction matching and account balance ageing that was actioned when the period end was originally processed. Processing concludes with the reset of the last period end date on the Debtor (or Receivable) Control account back to the date of the period end previous to that last processed, thereby enabling the posting of transactions into the period that was previously closed. Period end reversal is used in circumstances where invoices or receipts have been omitted from a period, but are now required to be included in that period.

### **4.1. Obtain Authorisation**

Use the appropriate company procedure to obtain authorisation to reverse a period end.

### **4.2. Reverse the Period End**

Use the menu option 'Reverse Ctrl Acct Period End' to enter the control account type (i.e. Debtor), period end type (i.e. weekly, monthly), and the control account number. An optional start date and time may also be entered. Use the Submit action to confirm.

To verify the outcome, use the View action in the 'Job Manager Control' menu option to confirm that the period end reversal has been processed. Alternatively, use the menu option 'Query' to access the control account and check that the displayed 'Last Period End' date is correct.

## **5. USING CONTROL FEATURES**

Control features comprise reports and other options, e.g. manually calculating a control total, that are used to verify that the desired action has been completed successfully.

### **5.1. Run the Incomplete Documents Report**

The incomplete documents report provides a listing of all documents of the selected classes that have not been processed. Use the menu option 'Incomplete Documents Report' to select an appropriate sales document class (e.g. sales invoices) and a relevant document number range and/or date range. The report will list all sales invoice documents that should have, but have not, been processed. Similar checks may be conducted for credit notes to ensure that all sales activity has been completed, and for receipts documents to ensure that debtor accounts have been credited appropriately.

### **5.2. Run the Unallocated Credits Report**

The unallocated credits report provides a listing of all credit amount transactions credit that have not been allocated against (i.e. associated with) debit amount transactions on



debtor accounts. Use the menu option 'Unallocated Credits Report' to enter a control account number and an optional (debtor) account number range. The report identifies transactions for which allocation actions are required, to ensure correct nett balances due at transaction level, and to provide correct ageing of account balances.

## **6. TROUBLESHOOTING**

### **6.1. Cannot Access the Menu Options**

If the options to specify period end processing or reverse period end processing are not accessible, then ask your System Administrator to check that the security has been set up to permit this access.

### **6.2. Cannot Process a Period End**

If the period end or period end reversal does not process, then check that the financial processor is running, using the 'Job Manager Control' menu option. Then check the job log in the View action of 'Job Manager Control' to ascertain whether an error has occurred. If unable to access this, contact your System Administrator. Also check that the processing date and time limits for the company have not been violated (menu option 'Company Codes'), and that the user's membership of the requisite user group is still active (menu option 'Users Maintenance').

### **6.3. Emailed Statements are Not Received**

If emailed statements are not received by their recipients, refer to Emailed Output is Not Sent in the Reporting Output procedure to check that the emailing capability is operating, the email address of the sending user is defined, and that the email address requirements for the recipient(s) have been established.