
GLCEOM G/L End of Month Processing

Overview

This program allows running General Ledger end of month. The end of period processing run should be carried out at the end of each accounting month.

Explanation

The following tasks are performed during the end of period processing:

- The current account period is advanced.
- The general Ledger transactions, balances, budgets, bank details, account masters, are purged depending on the retention period defined in the control files by the user at set up time.
- The bank reconciliation file details are also purged provided all details are matched and also depending on the retention period.

Process Flow and Checklist

- a) Ensure Accounts Payable has already been closed.
- b) Enter the last General Ledger entries for the month.
- c) Run the Profit/Loss appropriation to Balance Sheet (option 10 in General Ledger Period end Processing Menu).
- d) Run Combined End of Day, option 31 in General Ledger Main menu.
- e) Run the Report Verification (Option 9 in General Ledger Report Writer menu) for XX and XX report definitions and check listing for new accounts not included in the reports.
- f) Proceed to include the missing accounts in the reports, if any, and re-run step (d). Otherwise proceed to next step.
- g) Print the Summary Trial Balance (option 1 in menu General Ledger Reports and Listings).
- h) Check that all Clearing accounts must be zero (0).
- i) Print XX (Operating Statement) and XX (Balance Sheet) using Report Writer Print Selection (option 1 – Interactive Report run in menu General Ledger Report Writer).
- j) Check the Balance Sheet and Profit and Loss Reports against the Trial Balance.
- k) Run Bank Reconciliation Report (option 4 in General Ledger Bank Reconciliations menu) after ensuring all bank statement entries have been entered.
- l) If there is an error, enter adjustment entry using normal Bank Statement Entry, (option 1 in General Ledger Bank Reconciliations menu) and repeat step (k).

- m) Print the Detail Trial Balance(s) in menu General Ledger Reports and Listing and check the last line which must be zero (0).
- n) Run option 2, End of Month for the General Ledger in General Ledger Period End Processing menu provided all balancing check are correct. Ensure Accounts Payable has already been closed.

Examples

This section illustrates examples concerning:

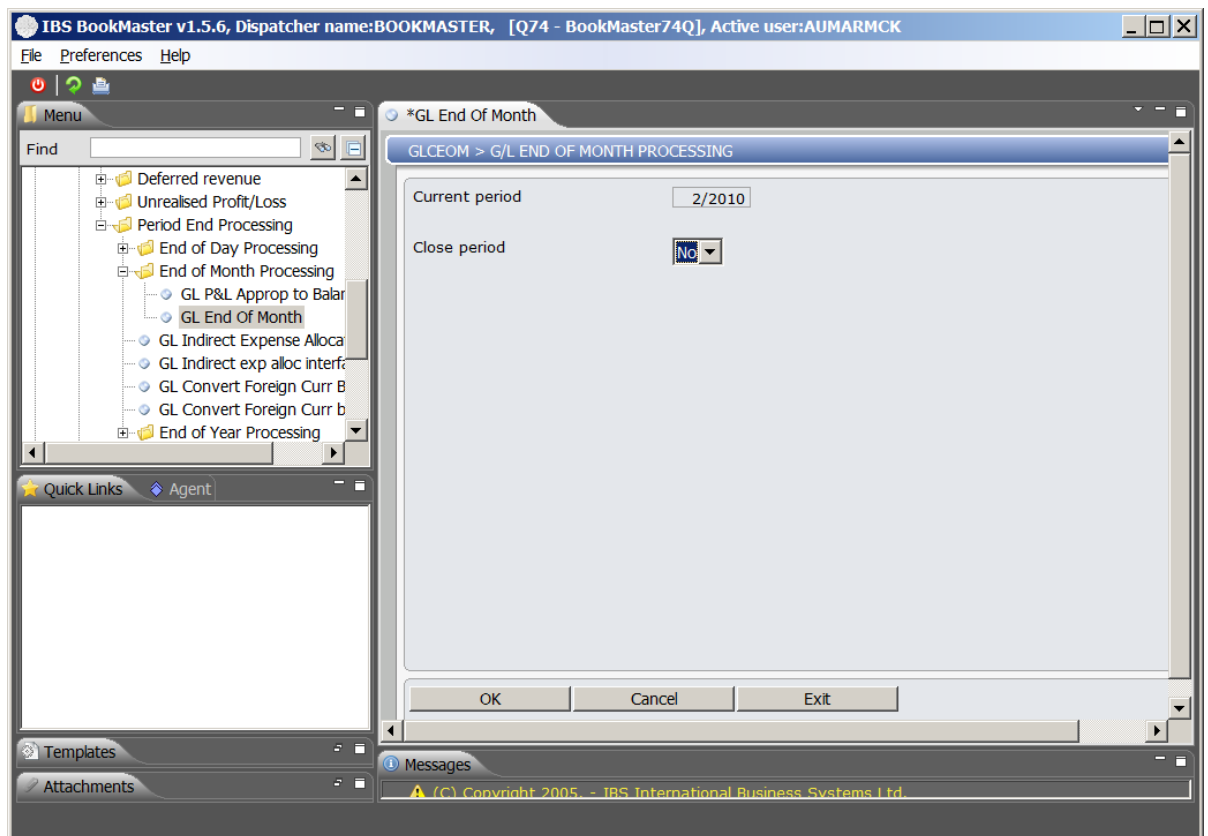
[Example 1: Run the Month End](#)

Example 1: Run the Month End

This example describes how to perform month end processing.

1. Select menu option **GL End of Month** from Base Modules>General Ledger>Other>Period End Processing>End of Month Processing menu.

GLCEOM G/L End of Month Processing panel is displayed.



Relevant Fields

Current period

The current Period defaults and cannot be overridden. This is the month for which the End of Month processing is being performed.

Close period

Tick for yes to indicate the period is to be closed and the End of Month processing performed.

2. Select the Period and flag whether or not to close this period at the end of this process.

Note The Close Period flag defaults to **No**, not to close the period as a safeguard.

3. Click **OK** to confirm selection.