END OF MONTH

There are individual end of month programs for Inventory, Accounts Receivables, C Store, Accounts Payable and General Ledger. The End of Month routine is run before you update any purchases or invoices for the new month. This program does the following:

Update Year to Date Inventory Totals for Quantity Sold in Units and dollars, purchases year to date for units and dollars, profit year to date. The 13 Period History is also updated for quantity and dollars.

Update the Tank File. Calculate Beginning Month Balance and Year to Date totals for sales, purchases, transfers in, and transfers out. Add all of the monthly tank readings to the Tank History File and clear the Tank Monthly File.

Add the Monthly Sales Transactions to the Sales Analysis History File and clear the Current Sales Analysis File.

Add the Monthly Purchases to the Purchase History File and clear the current month Purchase File.

Add the Monthly Inventory Transactions to the Inventory Audit History file and clear the current month File.

Delete all FIFO records with 0 on-hand quantity.

Flag all pending receipts in the purchase file as being from the prior period. When the invoice is received, you will have a chance to update the GL with those totals only. In this way you do not get the periods mixed up in your General Ledger.

Reindex all data files.

Please use the 'End of Month Checklist' for the Inventory Module to make sure that all processes have been completed and all end-of-month reports run before running the 'End of Month Routine.

END OF MONTH CHECKLIST FOR JOBBER INVENTORY

- Make sure all current month batches have been updated

      - Sales Invoice Entry
      - Batch Status Report
          Screen
          1 - All Unposted Batches
   Q - Quit Sales Invoice Entry Menu

- Print Pending BOL Report - there should be NONE

      - Bill of Ladings
      - PrePost Report
   Screen
   B - Batch   00000000 - 99999999
   2 - Pending AP, Summary - N, Selection - N
   1 - BOL Report only
   1 - Current
   Accept the rest of the defaults

- **Input End of Month Tank Readings**

      - **Fuel Tank Module**
      - **Tank Stickings**
   End of month date
         1 - gallons
         1 - all

- **Print Inventory Valuation Report**

      - **Inventory Reports**
      - **Inventory Valuation**
   Choose Average Cost or Last Cost (shorter reports)
         (Fifo shows fifo detail and is much longer) Print to
         file if a copy is needed.)
   (Note: Print a Summary by Department for Accounting)

   - **Release to General Ledger**

      - PrePost Report
      Screen
      Batch range 0 - 99999999

```
Regular
All
Make sure Grand Total Proof at bottom of report is ZERO.

 - Release to Link File
      A - All   (if proof was zero)
```

CLOSING FINAL PROCEDURE
```
     - Everyone must be out of Petro-Data.
```

Month *IS NOT CLOSED UNTIL* '*END OF MONTH' OPTION IS RUN.*

- **Reindex Data Files**
```
     1 - Sort current files, Y Y Y
```

- Select **End of Month**
```
     Enter or verify closing date
     Verify closing month, year, and fiscal year
     Answer the questions (usually Y Y Y)
     'Is Everything OK? Y

     View Errors and Finish Closing.
     Return to Menu
```

(Print another Monthly Tank Report to make sure ending readings are now beginning readings and sales and purchasea are zero. If not CALL PETRO-DATA IMMEDIATELY.

 - **Fuel Tank Module**
 - **Monthly Tank Report**
     End of Month date for last readings.

MENU SELECT

Make sure everyone is out of the Inventory Module.

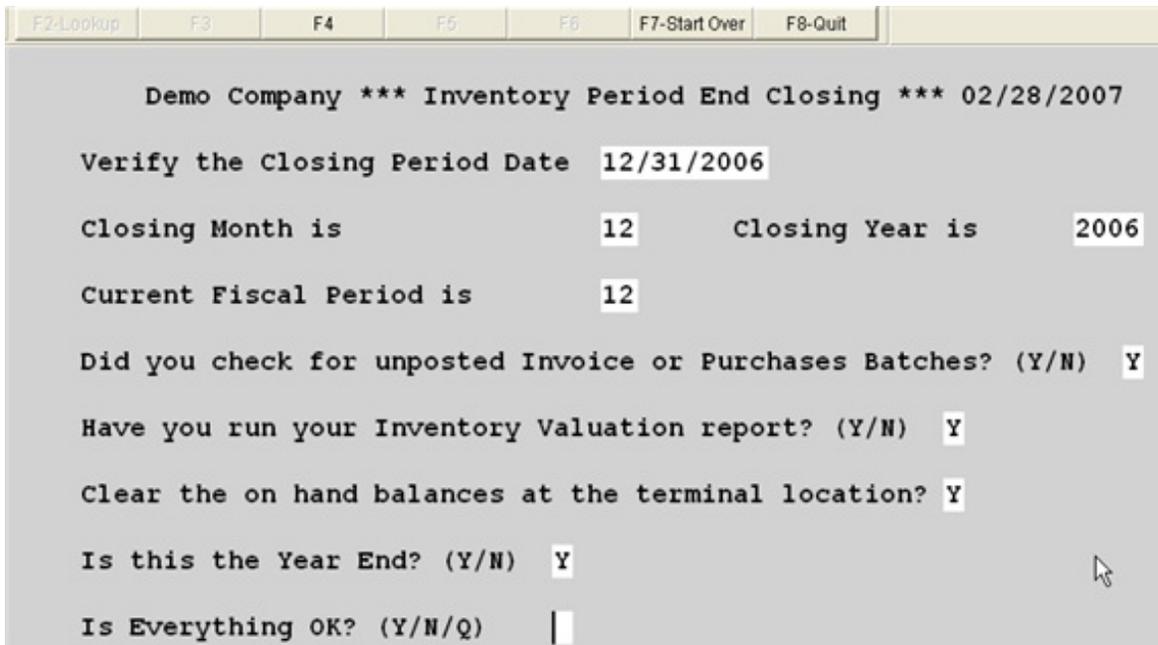From the Inventory Main Menu, *select End of Month.*

BEGIN INPUT

The program checks for out-of-balance link files, unposted inventory count records, and un-invoiced Cardlock transactions.

If errors ARE found, see the problem-solving section below.

If NO errors are found, the following screen displays:

```
I cannot let you close inventory with out of balance batches.  Fix them please.
Go to the release module and choose option 3-Fix Out of Balance Batch  Y
```

Count Transactions   ⊠

? You have 23 Unposted count records. Usually this is not a problem.
Just in case, did you enter counts and forget to post them?

[Yes]   [No]

```
F2-Lookup     F3      F4      F5      F6    F7-Start Over   F8-Quit


        Demo Company *** Inventory Period End Closing *** 02/28/2007

    Verify the Closing Period Date   12/31/2006

    Closing Month is              12        Closing Year is       2006

    Current Fiscal Period is       12

    Did you check for unposted Invoice or Purchases Batches? (Y/N)  Y

    Have you run your Inventory Valuation report? (Y/N)   Y

    Clear the on hand balances at the terminal location? Y

    Is this the Year End? (Y/N)   Y

    Is Everything OK? (Y/N/Q)      |
```

F7 will allow you to begin entering options from the beginning if you make a mistake.

F8 will exit out of the Period End Closing menu back to the Jobber Inventory Main Menu.

Verify the Closing Period Date: The current period should come up automatically if the periods have been defined properly and previous periods closed.

Note: If the correct period does not come up, you may enter it and continue. However, you must do some maintenance on the period definition file, or the same problem will come up every month.

Closing Month is: The <u>Calendar</u> month should display (ex. December is 12, July is 7, etc.)

Closing Year is: The 'year' record where the fiscal period is found displays. In almost every case, it should be the same as the calendar year.

Current Fiscal Period is: If your fiscal year is January to December, the fiscal period will be the same as the Closing Month. If not, count how many months since the beginning of your fiscal year (ex. If your fiscal year begins in September, December would be period 4.)

Did you check for unposted Invoice or Purchase Batches? (Y/N).
>   Enter **Y** if you completed your checklist, you ran the option to print the batch status report and check for unposted batches.
>   Enter **N** to abort the period end closing and check for unposted batches.

Have you run your Inventory Valuation report? (Y/N)
>   Enter **Y** if you printed the Inventory Valuation report OR if you do not carry any inventory (no bulk plant fuel, no consignment fuel, no warehouse).
>   Enter **N** to abort the period end closing and print the valuation report.

***Note: The Valuation Report with month-end totals CANNOT be run after the module has been closed and you have begun updating purchases and sales for the new month.

Clear the on hand balances at the terminal location? (Y/N).

Enter **Y** - sometimes a few gallons are left at the terminal location if gallons received does not always exactly match gallons billed or delivered.
Enter **N** to bring the gallons forward into the new month - not recommended under normal circumstances.

Is this the Year End? (Y/N) At the end of the fiscal year, this will automatically be **Y**. There are YTD fields that must be cleared at least once a year or you might begin to get 'numeric overflow' error messages. Enter **N** if it is not the year end.
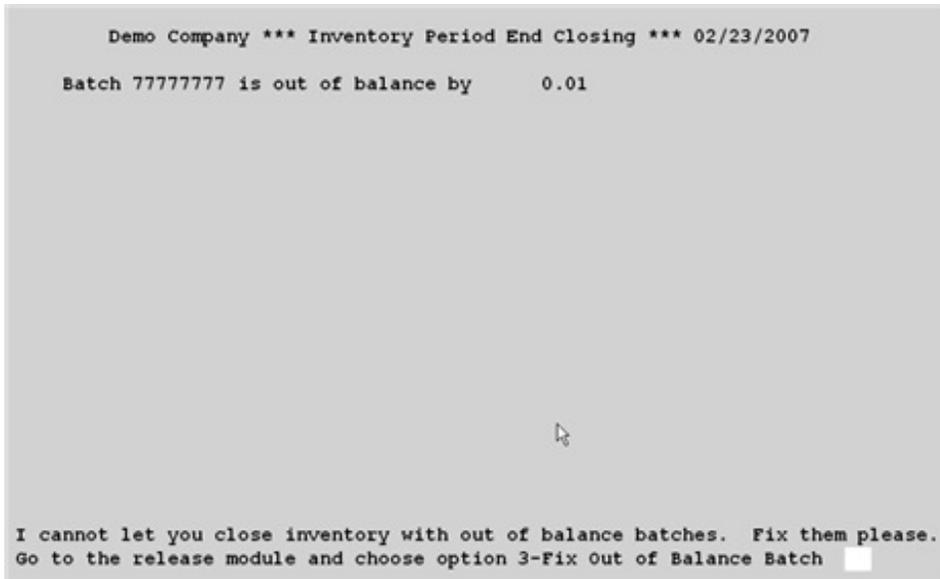
Is Everything OK? (Y/N/Q)   **Y** to continue with closing
N to correct options
Q to abort Period End closing

****

PROBLEM SOLVING - CLOSING ERRORS

The program checks for out-of-balance link files, unposted inventory count records, and un-invoiced Cardlock transactions.

Distribution is out of balance

'Stand by while computer checks distribution files.'

```
      Demo Company *** Inventory Period End Closing *** 02/23/2007

      Batch 77777777 is out of balance by       0.01




















      I cannot let you close inventory with out of balance batches.  Fix them please.
      Go to the release module and choose option 3-Fix Out of Balance Batch
```

Out of Balance Batch Message

'Inventory closing is cancelled until you fix the link files. Press enter.'

Fix the out-of-balance batch - select *R - Release to General Ledger*, then *1 - Release Inventory Totals to GL Link File*, and then *3 - Fix Out of Balance Batch.* (See the 'Release to General Ledger' section of this manual.)

Call Customer Support for help is you are unable to find the out-of-balance batch. There is a special password which will bypass the out of balance condition as a last resort, and allow you to close the module.

Bad or Blank General Ledger Accounts

```
      Demo Company *** Inventory Period End Closing *** 02/23/2007
  Gl account            in batch 123123   is bad.  Please fix.
  Gl account            in batch 123123   is bad.  Please fix.
  Gl account            in batch 123123   is bad.  Please fix.
  Gl account            in batch 123123   is bad.  Please fix.
  Gl account            in batch 123123   is bad.  Please fix.
  Gl account            in batch 123123   is bad.  Please fix.
  Gl account            in batch 123123   is bad.  Please fix.
  Gl account            in batch 123123   is bad.  Please fix.
  Gl account            in batch 123123   is bad.  Please fix.
  Gl account            in batch 123123   is bad.  Please fix.
  Gl account            in batch 123123   is bad.  Please fix.




  I cannot let you close inventory with bad GL numbers in your distribution file.
  Go to the release module and choose option 3-Fix Out of Balance Batch  |
```

Bad or Blank GL Accounts Message

'Inventory closing is cancelled until you fix the link files. Press enter.'

Fix the BAD GL Accounts - select *R - Release to General Ledger*, then *1 - Release Inventory Totals to GL Link File*, and then *3 - Fix Out of Balance Batch*. (See the 'Release to General Ledger' section of this manual.)

Call Customer Support for help is you are unable to find the out-of-balance batch. There is a special password which will bypass the out of balance condition as a last resort, and allow you to close the module.
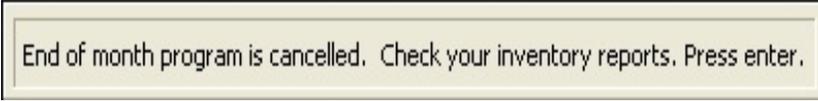
Unposted Count Records

Unposted Count Records Message

Before proceeding with closing the period, check the count file to make sure you did not forget to update the count. Press <**No**> if you are sure you posted your count and want to continue closing the

inventory module.   Press <**Yes**> to cancel the program.

> End of month program is cancelled. Check your inventory reports. Press enter.

Select *10 - Physical Inventory and Count*, then select *2 - Input Inventory Count Sheets* and try to call up pages beginning with page 1   OR select *3 - Print Inventory Discrepancy Report* on the screen. Look at the 'Count' column. If they are all Zero, either you did not enter and update the count (your Valuation Report is incorrect) or someone printed count sheets AFTER you entered and updated the count. Check your Inventory Valuation Report, if it is correct (new count shows as on hand) you may continue with the closing. (You may want to delete the count sheets before going back to close.

Cardlock Transactions not invoiced

If you have Cardlock, the Cardlock Sales Analysis file is checked for transactions that have not been invoiced. If you invoice weekly by date range, it is possible to have some transactions that will not be invoiced until the following month.

If you are not sure, call Customer Support for assistance.

> **Cardlock Transactions**
>
> ? You have 297 cardlock transactions that are not INVOICED!
> Keep these in the CURRENT file? (Y/N)
>
> [Yes]   [No]
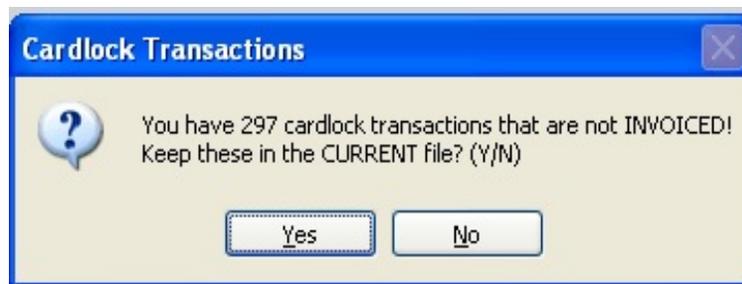
Cardlock Transactions not Invoiced Message

Press <**Yes**> to keep these transactions in the current file where they can be invoiced.
If you press <**No**>, the transactions will go to history and CANNOT BE INVOICED.

Period Definitions not defined

> ***Period definitions not defined, wrong period comes up, etc.

> If the message says that the periods are not defined, abort the closing and do the following:

> > **Menu Select:** From the Application Main Menu, select *General Ledger Link Programs* and then *Define GL Fiscal Periods*.

<u>Detailed instructions can be found in the Overview section at the beginning of this manual.</u>

If the period that displays is OLD, delete the old fiscal periods from the *General Ledger Link Programs, Define GL Fiscal Periods* option.   Enter the old year and select <Delete>. Once everything has been released to the GL for a period, the period definitions are no longer needed.