
Application	Chreos Client
Module	Clients
Access	“Clients End of period”
Minimum service pack	SP44
This document	Debtor End of Period Ref 3.6 Release 2 Published February 2009

Overview

When debtor’s invoices, credit notes, receipts and journals are entered against debtors they are dates either in the current period or beyond the end of that period. The Debtor end of period processing closes off the current period and creates the next period. Future transactions that now belong to this new period are assigned to the period and debtor account balance aging is updated.

Details Displayed

- **Period details.** The current, start and end dates of the current period.
- **Next period.** The start and end dates of the period that you are rolling into.
- **Last EOP process.** The process date, time and the user for the last end of period processing. The first time that you roll the clients module this panel will be blank
- **The Four Statements.** These must be checked before you can roll the period. They are here to remind the user of all the required actions that must be done before the end of period is processed. Tick the check box next to the question to indicate that the action has been carried out and that you understand the implications of the action. If you are rolling at the end of the financial year there will be a fifth statement alerting you to this that will also need to be checked. It is only when all of these boxes are checked that the [Process] button will become activated.

To Process the End of Period

When the end of period has been processed the data is transformed. This data transformation cannot be reversed and once processing has been started it can not be interrupted but must proceed until it has finished. Serious damage may be done to the data if you try to stop the processing midway through.

- Refer to the “Rolling the period (71.5)” document regarding what needs to be completed before processing the end of period.
- Read the statements and tick the checkboxes when they are true.
- Click the [Process] button.
- Once the process is complete click the [Close] button.

Situations That May Block the End of Period Processing

When one of the following conditions exists the Debtor period cannot be rolled.

- There are recurring invoices that have not been processed.
- There are any parked transactions.

What Will Happen When the Debtors Period is Rolled?

There are a number of things that will occur when the Clients end of period is processed:

- The debtor outstanding balances move on one period. For example the one period balance becomes two periods overdue.
- Information about sales (in “Clients | Client management | Summary”) is changed. For example, sales figures in ‘Current’ are moved to ‘1 Month.’ Also, if it is the end of the financial year the ‘All sales this year’ is moved to ‘All sales last year.’
- Because transactions can not be entered dated earlier than the beginning of the current period, rolling the period advances the date of the beginning of the period. This will advance the date of any future transaction. For example, some future invoices and/or sales will now fall in the current period and future balances will be altered accordingly.
- The ‘credit rating’, in “Clients | Client management”, for each debtor is updated by one period.

When Should Debtors be Rolled?

- When Debtors is being set up and the period length is first defined in “Maintenance | Setup”, the first period defined should be one before the first one you want to use and this function should be used to roll Debtors into the first required period.
- From then on as soon as all debtors invoicing and receipting has been completed for the period, and debtor statements and other reports have been produced, the Debtors ledger would be rolled. This is likely to be in the first few days of the new period.

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