
Application	ChreosClient – Chreos 3
Module	Clients, Creditors & General Ledger
Minimum service pack	SP26
This document	Rolling a Period Ref 71. 5 Release 2 Published February 2002

Overview

“Rolling a period” outlines what needs to be done in *ChreosServer* and *ChreosClient*, and the order that these need to be done in, to run the end of period process for clients, creditors and/or general ledger.

Note: *Please complete the following procedures in the order listed.*

Parked Transactions and Recurring Invoices

Before you start the process of rolling the period for debtors or creditors it is important that you complete any parked transactions and process any recurring invoices that are currently in *ChreosClient*. These need to be completed before you run data management, do a backup or print reports. You will not be able to access “Debtor end of period (3.5)” or “Creditor end of period (4.6)” until these have been done.

Data Management

You **must** run “Data management (53.1)” before rolling the period. This checks that the data indexes are up to date, deleted records have been removed, and various totals are correct.

Print Reports

It is important that you print all of the necessary reports for your company for the period before you roll the period but after you have run data management. However, once critical reports like statements, transactions summaries and trial balances have been produced, no further transactions should be entered before rolling the period. If more transactions are entered then data management must be run again and the reports reprinted if their content has changed.

Backup Data

All of your data **must** be backed up immediately before you roll the period. Refer to “Backup Data (53.2)”.

End Of Period

Once you have run data management, printed the necessary reports and completed a backup you are ready to run a “Client End of Period (3.6), “Creditor End of Period (4.3) and/or “General Ledger End of Period (6.9)”.

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