

Sybiz Vision End of Month Procedure

Please note that information in this document may have changed since this document's creation. Document Creation Date: November 2003

Are your End of Month procedures taking you longer to perform because you are not following the correct procedures? Running through each task in order can help you process your new period rollover that much faster. This is a must read even for a review of your procedures.

Remember that this is the procedure only. Checking and reconciling your data to ensure that the information is presented correctly still needs to be performed and will generally be done after the Recalculation of the Debtors, Creditors and General Ledgers.

Ensure that all transactions are entered

In many cases this step may be overlooked as Sybiz Vision has the facility to allow users to post back into a prior period. However there are several types of transactions and checks that should be done to ensure that your system is in balance.

All payments and receipts should be entered and the bank reconciliation performed prior to a new period rollover as the bank reconciliation cannot be reported back on in all cases (there are exceptions to this rule, but many users get themselves into a bind if they wait for several weeks after the end of the month to reconcile the bank).

Any stock transactions where you need to correctly allocate stock to the current period must be entered now. This not only means stock transfers, but also any suppliers deliveries and sales deliveries. This will allow a stocktake to be performed if required ensuring that all relevant transactions have been entered that affect the balances in the system, and your true stock on hand figures. Again, if you are not going to perform a stocktake then this is not absolutely necessary, as what is understated in one period balances out in the next.

Reindex company database

The reason why the reindex is run at this stage is to ensure that the data files are in their best possible state to be reported on. If you do have an index problem and print out all your reports, then some of those reports may not contain all the information that is in your database.

Reindexing allows the index files (which are somewhat like the index of a book, they help find information more quickly) to be recreated based on the information in the database files. Indexes can become corrupted over time due to many factors such as spikes and surges, losses of data across a network, and crashing.

If we reindex now we are building the foundation to print more complete reports.

Recalculate Debtors, Creditors and General Ledger

Once the data file are in their best possible state then we need to run a recalculation for the above ledgers. The reason we do this is to ensure that the data in summary screens matches with the data in transaction files.

Sybiz Vision have what are termed master (or header) and transaction files. When a program is running correctly, all transactions entered into the database will update the master files. If a crash occurs, then there is a possibility that the transaction may get written, but the header file may not.

The recalculation effectively rebuilds relevant financial information in the header files based on what the transaction totals state.

Print Reports

Now we can print out the reports. We are in a position now to feel confident that everything that has been input into the system will be reported upon, and that reprinting these reports at a later date due to say an indexing problem should be minimised.

The types of reports you print are to your own requirements, and depend on which ledgers you are using as well as what use you make of those ledgers. However there are minimum standard reports that we suggest printing for each ledger. Contact a support consultant for this list if you require it.

Backup

The most important area of all in processing a new period! Don't forget to backup your data. See our article on "Backing Up Data".

Perform the New Period Rollover

This is the easiest part. As long as all users are out, then you should just be able to click two buttons and the system will process the new period rollover. It is always a good idea to produce a few reports after the new period rollover to compare against the (now) previous month's reports to ensure that everything aged correctly etc.

Conclusion

If you use the above model to perform a new period rollover then you are using a solid methodology to ensure that your data is in its best state to be reported on and backed up. It is not the fastest method to performing a new period rollover but it is proven. If you have ever had the misfortune of having to restore back data, reindex and recalculate and then reproduce all your reports, then you will know how much time you can save by using this methodology.