



## Month End Close: Review In-Process Transactions

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## Overview

This document covers the documents to review while conducting the month end close. *This is more of a list of tips and guidelines rather than a concrete list of necessary steps.* The example is done in an OBeer Environment. More resources and information can be found at <http://support.orchestrated.com/hc/en-us/articles/206420458-Quick-Start-Inventory-Revaluation>

Month end close (aka period end close) is the process of tasks done to close a previous month or posting period. When it is complete, the books are officially 'closed' for that period – this means that no more transactions will be posted to that time period and the financial reports will never change for that period.

## Open Sales and Purchase Orders

Make sure there are no open sales orders or purchase orders that should be closed. Orders may be left as 'open' because a line was not delivered or invoiced.

A good way to see a list of open orders is to use the Open Documents widget.



Sales Order Example:

1. click Sales Orders to open the Open Item List form. Sort by Due Date to easily group the open orders to period that you're closing.

Doc. No.	Customer Code	Customer Name	Customer Ref. No.	Due Date	Cancelatio...	Amount	Net	Original Amount	Posting Date	Document Date
10228	C1005	Pacific Distributing Inc.		11/29/2016	12/29/2016	\$ 391.00	\$ 391.00	\$ 952.00	11/28/2016	11/28/2016
10222	C2003	Thirsty Lion Pb & Grill		10/16/2015	11/15/2015	\$ 1,252.00	\$ 1,252.00	\$ 1,252.00	08/14/2015	08/14/2015
10218	C2002	Albertson's Stores		10/09/2015	10/11/2015	\$ 4,634.00	\$ 4,634.00	\$ 4,634.00	06/11/2015	06/11/2015
10213	C1005	Pacific Distributing Inc.	2656	10/08/2015	08/09/2015	\$ 3,196.53	\$ 3,196.53	\$ 3,196.53	05/18/2015	05/18/2015
10195	C1020	Coors Distributing Company		10/07/2015	08/01/2015	\$ 30,877.20	\$ 30,877.20	\$ 30,877.20	02/26/2015	02/26/2015
10199	C1015	Western Eagles Distributing		10/06/2015	07/01/2015	\$ 32,592.60	\$ 32,592.60	\$ 32,592.60	05/01/2015	05/01/2015
10198	C1010	Northern Wine & Spirits		10/05/2015	07/04/2015	\$ 30,877.20	\$ 30,877.20	\$ 30,877.20	02/26/2015	02/26/2015
10210	C1030	Ben H. Keith Beverages		10/02/2015	08/08/2015	\$ 58,161.20	\$ 58,161.20	\$ 58,161.20	05/06/2015	05/06/2015
10200	C1065	City Beverage Co		10/02/2015	07/17/2015	\$ 46,272.60	\$ 46,272.60	\$ 46,272.60	04/26/2015	04/26/2015
10225	C1005	Pacific Distributing Inc.	86544	10/02/2015	11/01/2015	\$ 3,842.00	\$ 3,842.00	\$ 3,842.00	09/18/2015	09/18/2015
10224	C1060	Beer House Distributors		10/01/2015	10/30/2015	\$ 4,170.60	\$ 4,170.60	\$ 4,170.60	09/18/2015	09/18/2015
10203	C1005	Pacific Distributing Inc.		10/01/2015	07/05/2015	\$ 42,593.80	\$ 42,593.80	\$ 42,593.80	03/25/2015	03/25/2015
10223	C1005	Pacific Distributing Inc.	846524	09/29/2015	10/30/2015	\$ 3,812.25	\$ 3,812.25	\$ 3,812.25	09/08/2015	09/08/2015
						\$ 484,104.21	\$ 484,104.21	\$ 500,952.91		

2. Drill into each of the sales order and determine why it is still open. Some examples of orders you should close:
  - An order was created, but never fulfilled (not delivered, invoiced) and you don't plant to complete it.
  - An order line was partially or wholly not delivered and the rest of the order has be delivered, invoiced, and or paid for. See screen shots below. Don't forget that the Relationship Map (right click > Relationship map) can give you visibility into the order's related documents.

**Sales Order**

Customer Code: C1005  
Customer Name: Pacific Distributing Inc.  
Contact Person: Mike Kay  
Customer Ref. No.:  
Local Currency:

No. Primary: 10228  
Status: Open  
Posting Date: 11/28/2016  
Planned Ship Date: 11/29/2016  
Document Date: 11/28/2016

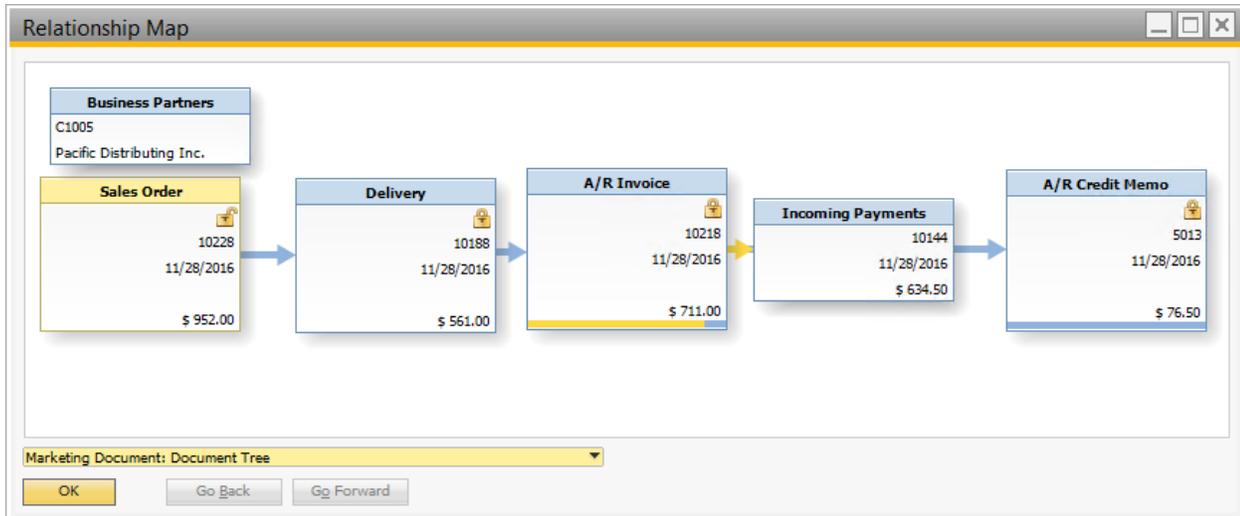
Contents | Logistics | Accounting | Attachments

#	Item No.	Item Description	Quantity	Unit Price	Discount %	Tax Code	Total	UoM Code	Blanket Agreement No.	Allow Pro...
1	1002-B46	Pale Ale - Case 4/6/12 Btl	5	\$ 16.1500	0.00	EX	\$ 80.75	Manual		<input type="checkbox"/>
2	1002-K12	Pale Ale - Keg 1/2 BBL	5	\$ 80.7500	0.00	EX	\$ 403.75	Manual		<input type="checkbox"/>
3	1003-B46	IPA - Case 4/6/12 Btl	5	\$ 15.3000	0.00	EX	\$ 76.50	Manual		<input type="checkbox"/>
4	1003-K12	IPA - Keg 1/2 BBL	5	\$ 78.2000	0.00	EX	\$ 391.00	Manual		<input type="checkbox"/>
5					0.00					<input type="checkbox"/>

Sales Employee: Daniel Wilson  
Owner: Wilson, Daniel  
Total Weight: 1,745.00Lb  
Total Volume: 5.73 BBL  
Est. Pallet Spots: 1.42  
Remarks:

Total Before Discount: \$ 952.00  
Discount: %  
Freight: \$  
Rounding:   
Tax: \$  
Total: \$ 952.00

OK Cancel Finalize Validate Availability Copy From Copy To



- The example above should be closed; right click > Close. If I want to ship the last item on the sales order on a later date, I would create a new sales order on that date.

## Goods Receipt POs not Invoiced

Similar process as with open orders. These can be accessed through the Open Documents widget.

- If there are open GRPOs that will not be received, close them.
- There may be blanket agreements or GRPOs to be received on later dates – just leave these open.
- Sometimes an invoice will be created for a GRPO but was not created from the GRPO in the system, and this GRPO needs to be closed.

## Deliveries not Invoiced

This process is very similar to open orders.

- Sometimes an invoice will be created for a Delivery but it was not created from the Delivery in the system, and this Delivery needs to be closed.
- Find and close partial deliveries that will not be completed or invoiced in the period you are closing.

## Open Production Orders

1. Navigate to Production > Automations > PdO Close Wizard.
2. Change the Status to 'Received' to only view productions with a completed qty.
3. You can adjust the Start Date and End Date to filter the orders within the period you are closing. Make sure the Close Date is within that period.
4. Click *Search*.

Production Order	Prod Date	Batch	Item Code	Item Name	Status	Planned Qty	Completed Qty	
<input checked="" type="checkbox"/>	11582	11/16/2016	OKT100	1010-K12	Oktoberfest - Keg 1/2 BBL	Received	300.00	300.00
<input checked="" type="checkbox"/>	11577	11/10/2016	PAL42_1	BB1002	Bright Beer - Pale Ale	Received	27.00	27.00
<input checked="" type="checkbox"/>	11545	11/10/2016	PAL40TEST	1002-K12	Pale Ale - Keg 1/2 BBL	Received	30.00	30.00
<input checked="" type="checkbox"/>	11546	11/10/2016	PAL40TEST	1002-K16	Pale Ale - Keg 1/6 BBL	Received	150.00	60.00
<input checked="" type="checkbox"/>	11551	11/08/2016	PAL41_demo	BB1002	Bright Beer - Pale Ale	Received	27.00	26.00
<input checked="" type="checkbox"/>	11578	11/01/2016	PAL43_underscore	W1002	Wort - Pale Ale	Received	15.00	15.00
<input checked="" type="checkbox"/>	11579	11/01/2016	PAL43_underscore	W1002	Wort - Pale Ale	Received	15.00	15.00
<input type="checkbox"/>	11576	10/30/2016	PAL42_1	GB1002	Green Beer - Pale Ale	Received	30.00	30.00
<input type="checkbox"/>	11574	10/30/2016	PAL42_1	W1002	Wort - Pale Ale	Received	15.00	15.00
<input type="checkbox"/>	11575	10/30/2016	PAL42_1	W1002	Wort - Pale Ale	Received	15.00	15.00
<input type="checkbox"/>	11550	10/28/2016	PAL41_demo	GB1002	Green Beer - Pale Ale	Received	30.00	30.00
<input type="checkbox"/>	11548	10/28/2016	PAL41_demo	W1002	Wort - Pale Ale	Received	15.00	15.00
<input type="checkbox"/>	11549	10/28/2016	PAL41_demo	W1002	Wort - Pale Ale	Received	15.00	15.00

5. Select orders where the Planned Qty equals the Completed Qty, or where you know that no more qty will be received on that order. Investigate any outlying production orders. Make sure your production is all caught up!
6. Click *Close*, and *Yes*, to close the selected orders.

## Open AR & AP Invoices

Find invoices that have not been paid, and what has not received money.

- Make sure all invoices that you've received are in the system.
- Apply payments that have not been applied to outstanding invoices, but if you have not received payment just leave the invoice open.
- Check credit memos as well, you may be able to apply them to open invoices.

## Run Customer and Vendor Aging Reports

There are two system reports (Customer Receivables Aging, Vendor Liabilities Aging) under Business Partners > Business Partner Reports > Aging. These will show the open invoices and credit memos for selected criteria. The Selection Criteria looks like:

Customer Receivables Aging - Selection Cr

Group By  Customer  Sales Employee

Code From To

Customer Group All

Properties Ignore

Control Accts ... Select All

Aging Date 11/30/2016

Interval Days 30 60 90 120

Posting Date From 11/01/2016 To 11/30/2016

Due Date From To

Document Date From To

Translate Leading Currency at Aging Date

Display Customers with Zero Balance

Display Reconciled Transactions

Ignore Future Remit

OK Cancel

An important thing to note: if you're viewing transaction in the past, check the Display Customers with Zero Balance. Limit the Posting, Due or Document dates as you'd like to gain the proper visibility into the closing period. This is a good way to see which financial documents are open – hopefully at this point, the transaction in the report are documents that you want to remain open for now.