How To – Housekeeping and Month-End

DOCUMENT SUMMARY SHEET

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1 Purpose of this Document

1.1   ADempiere Housekeeping

All systems require a degree of administrative effort to ensure that they are running properly. This task re-quently falls to accounting staff since they will be the ultimate users of information that is generated by the actions and inactions of all users of the ADempiere system.

This document outlines some of the tasks that need to be undertaken to ensure that the system is running properly and that the accounting information is up-to-date.
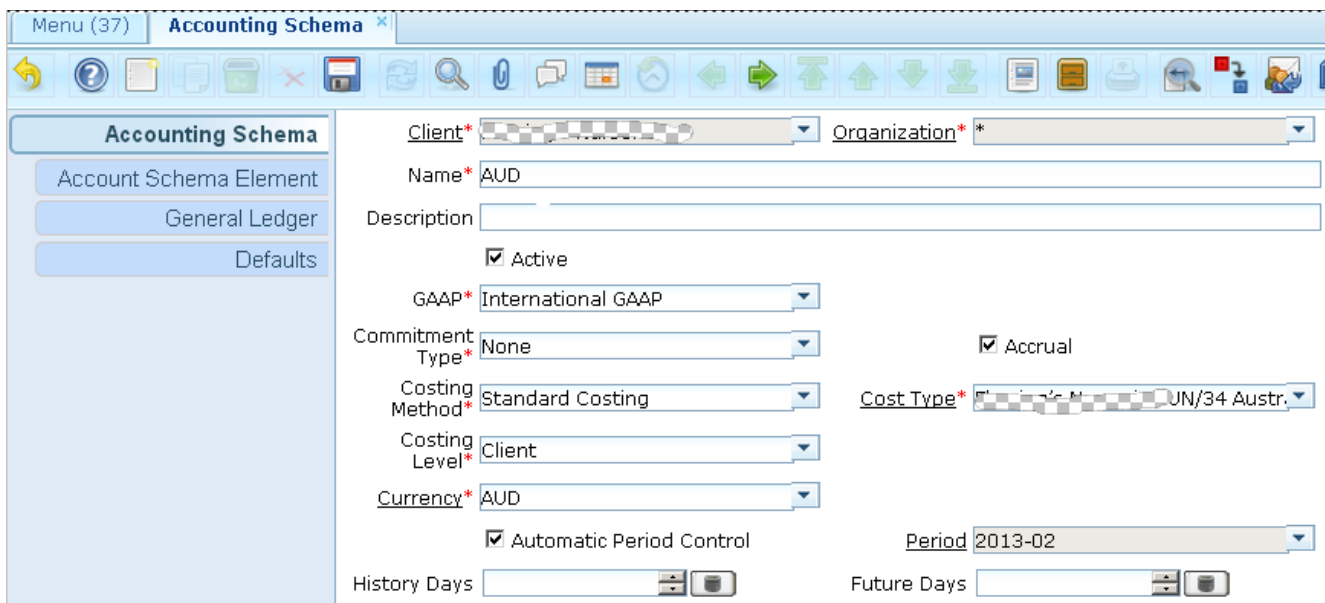
There are many other tasks that also need to be undertaken in particular sites where extra functionality may have been added. This document does not attempt to extend beyond the basic matters that will be common to all ADempiere sites.

2.1   Period Control

The accounting staff are normally responsible for opening and closing periods in the system to ensure that users can not perform actions that are dated in periods that should not be in use. ADempiere implements period control in two ways, one of which must be selected in the Accounting Schema window.

2.2   Automatic Period Control

If the Automatic Period Control Flag is ticked in the Accounting Schema window then the History Days and Future Days fields are displayed. These fields allow you to set a number of days before and after today's date that will be treated as being open for entering transactions. Most people do not use this method in a production system as it will allow transactions to be entered for a period that has been reported on. The screen shot below shows the 'Automatic Period Control' tickbox and the 'History Days' and 'Future Days' fields (which would need values completed before Automatic Period Control would function). The system needs to be restarted to see changes in these values.

2.3   Manual Period Control

Manual Period Control allows the accounting staff to open and close individual periods, typically months, to suit the date control requirements of the company. They can further refine this down to particular Document Types that are open or closed.

The opening and closing of periods occurs from the Calendar Year and Period window.

Select the Calendar

Select the relevant Year

Click the 'Open/Close All' button in the Period record

Select the required action in the dropdown list. (Note: You will probably select (say) February and 'Close' it and then select March and 'Open' it) Do not select "Permanently Close Period" - it is unnecessary.

The 'Open Period' action will open the 'Period Control' records for the selected month for all Document Types. The 'Close Period' action does the opposite.

2.4   Period Control of Individual Document Types

In the Period Control tab, the accounting staff can open and close individual document types to meet their requirements. This is most easily done by looking at the record in form view in the Period Control tab as it is easier to see the 'button' that needs clicking. The screen shot below is in Grid view)

The Period Control tab in Form view.

A typical process at month end would involve:

● at close of business on (say) 28 February, close February and then open March periods.

● go to each of the Period Control records for February for the document types that need to be open even though it is now March and re-open that item. These will typically be for AP items, Bank Statements and GL Journals etc.

● progressivley close those items as accounting work for February is completed, eg you may close AP around the 5th March when all late arriving AP Invoices are thought to have been received.

Note: In order to operate the button to open or close a particular Period Control record you must display the record in form view.

2.5 Adding New Years and Periods.

The process if required follows the the usual "add new record" process to add a new year in the Calendar window, then follow the screen prompts to create the periods within that year.

Add the new year record and then click the 'Create Periods' button

If the period values are incorrect they can be manually edited. Ensure that all dates within the year are included in the date ranges for the relevant periods. Do NOT have any date appearing in more that one period!!!!

ADempiere separates the processing of a document from the creation and posting of the document's account-ing consequences. It is possible in high volume sites to 'tell' the system to only start posting documents at, say, midnight. There is thus the possibility for documents to have been created and failed to post becuase they were:

- not completed successfully (eg period not open, product not on a price list, product not active etc), or
- not posted successfully (eg product cost not created, an antecedent document not yet posted)

and for that problem not to be evident to the user who Completed the Document.

Before a Document can be posted it must first be fully Processed and its Document Status appear as Completed.

3.1   Monitoring Unprocessed and Unposted Documents
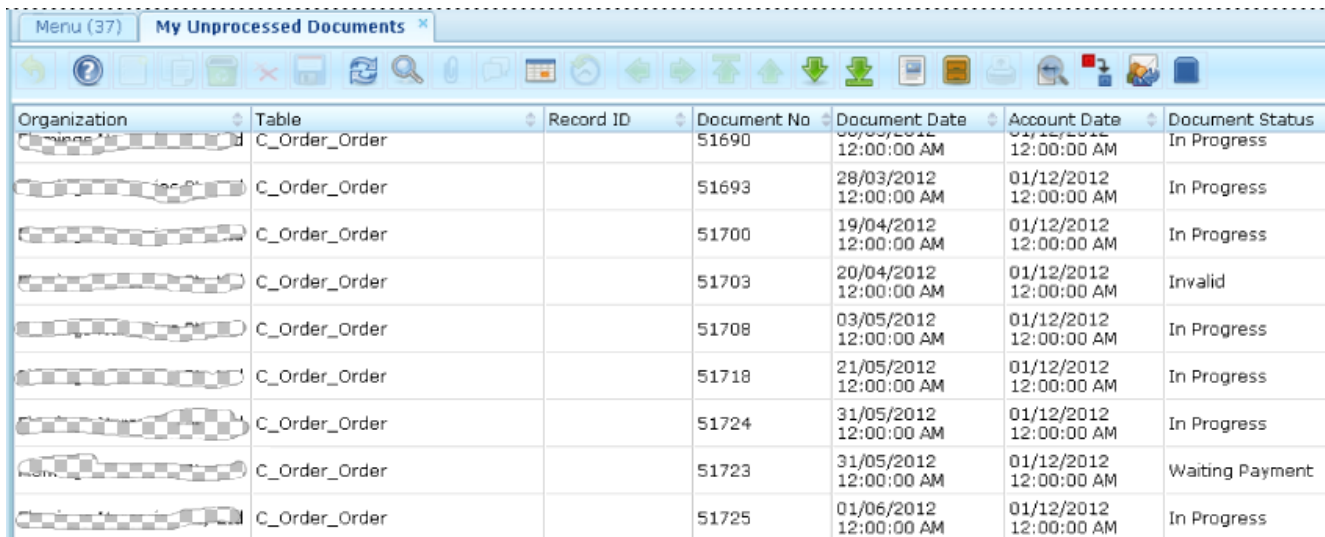
A task of major importance in ADempiere is monitoring the Unprocessed and Unposted Documents. These documents are visible from three windows. The first two relate to Unprocessed Documents which should be monitored by the Document creators. These are located in an unmodified full Menu as shown below:
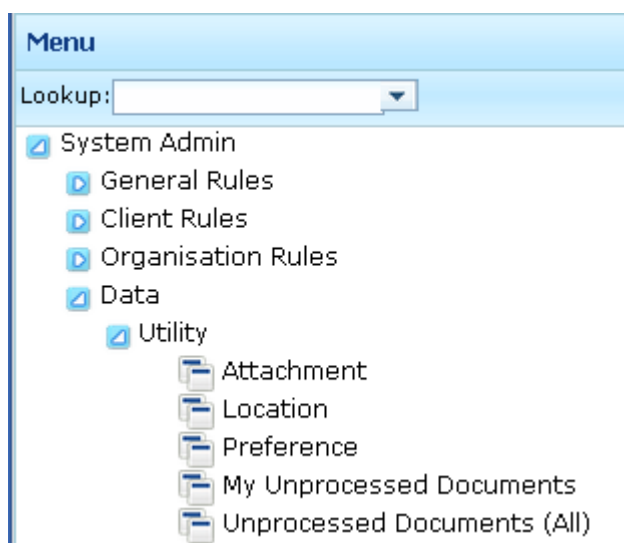
3.2   The "My Unprocessed Documents" Window

The window labelled 'My Unprocessed Documents' will display Documents that belong to the logged in user that require further action by them to Complete. This window should be on every Role and users should be trained to open the window and review their uncompleted items.

The window will display as follows. Unprocessed Documents need to be followed up by their creator.

Many Documents will be unprocessed for good reasons, as shown above. Other Documents will need action to allow them to be Completed and Posted

3.3   The "Unprocessed Documents (All)" Window

The Window 'Unprocessed Documents (All)' should be on the Role of those persons who need to supervise the work of others. It operates as per the previous window but does not filter the displayed records to those cre-ated by the loged-in user.

3.4   Unposted Documents Window

The 'Unposted Documents' window is a window that allows the accounting staff to see items which may need to be corrected before thay can do accounts preparation or BAS work. It will show both Documents that are unprocessed and processed but unposted. Note that is common for this window to be modified to exclude Doc-uments such as Sales Orders and Purchase Orders which will have no accounting consequence unless Com-mittment Accounting is in use. The window displays as follows in grid view.

Document No	Sales Tra	Document Date	Account Date	Table	Record ID	Document Status
620947	☐	21/02/2013	21/02/2013	M_Inventory_Phys.Invento		Drafted
54421	☑	28/02/2013	28/02/2013	C_Order_Order		In Progress
570011	☑	19/12/2012	19/12/2012	M_InOut_Shipment/Receipt		Drafted
620330	☐	07/12/2012	07/12/2012	M_Inventory_Phys.Invento		Drafted
570034	☑	13/02/2013	13/02/2013	M_InOut_Shipment/Receipt		Drafted
620317	☐	07/12/2012	07/12/2012	M_Inventory_Phys.Invento		Drafted
54438	☑	28/02/2013	28/02/2013	C_Order_Order		In Progress
620722	☐	29/01/2013	29/01/2013	M_Inventory_Phys.Invento		Drafted
570015	☑	16/01/2013	16/01/2013	M_InOut_Shipment/Receipt		Invalid
620279	☐	04/12/2012	04/12/2012	M_Inventory_Phys.Invento		Drafted
610074	☐	04/01/2013	04/01/2013	M_Movement_Inventory Move		Drafted
53862	☑	06/02/2013	06/02/2013	C_Order_Order		In Progress
53681	☑	30/01/2013	30/01/2013	C_Order_Order		In Progress
570023	☑	05/02/2013	05/02/2013	M_InOut_Shipment/Receipt		Drafted

To access the underlying Document, select a row and then switch to form view. Click on the Record ID button to open the window in which the record was created and review the Document to see why it is not posted. If it is Completed but Not Posted then clicking on the Post button will typically cause the Document tp Post or it will display the underlying error on the screen. The error can then be corrected and the Document posted.

Before the commencement of:

- **Month-end accounting, or**
- **BAS return preparation**

it is necessary to ensure that all documents that have an accounting consequence in the month being finalised have been completed and posted.

3.5 Triggering the GL Posting Engine

When the system attempts to post a Document and the Posting fails, say because the current cost has not been set to a value other than zero, a flag is set against the Document that says "dont try to repost this Document until the underlying problem is fixed".

The process '**Resubmit Posting**' will reset the flag and cause the system to try to repost the document when the posting engine next runs.

Resubmit Posting can be initiated by the user by following the screen prompts. It is not necessary to choose a particular table as it runs in seconds, just allow the system to default blank for all.

Resubmit Posting can also be triggered by creating a Schedule Task in Adempiere and triggering the task to occur every day at (say) 0500.

The Resubmit Posting window displays as follows:
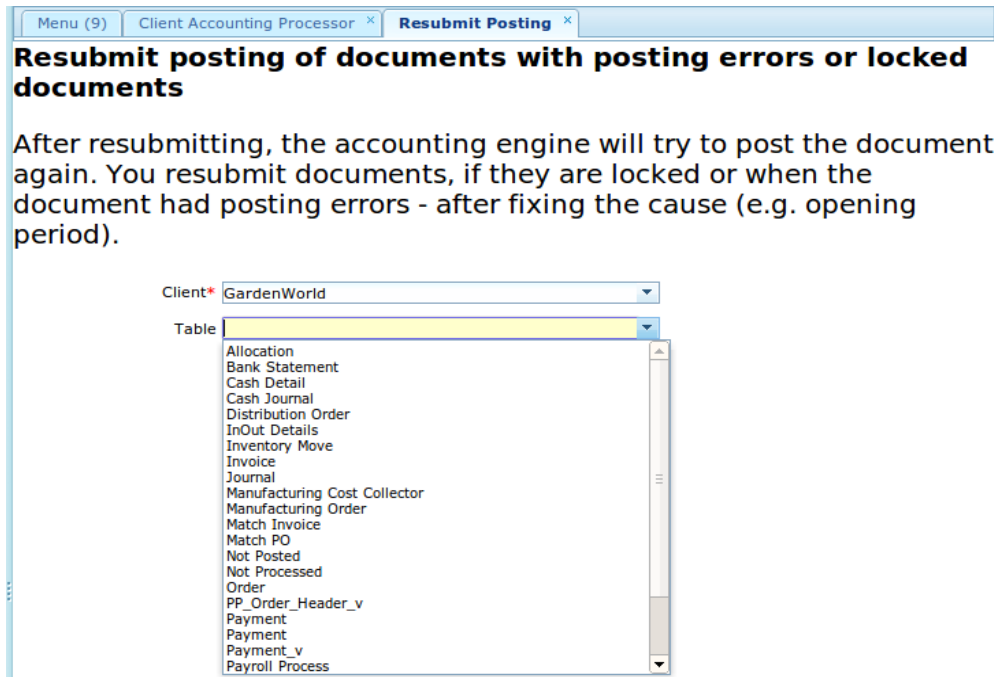
3.6 Client Accounting Processor

As mentioned previously, Adempiere can be configured so that all 'Document Posting' is run from the back-end Application Server at specified frequencies. It can also be configured for smaller sites so that when a user Completes a Document, the Posting takes place immediately and automatically. The relevant setting is made in the 'System Configurator' window when logged in with the Role of System Administrator.

The window displays as follows:

The full Description field says "*Enable client Accounting -> D - Disabled (default) / Q - Queue (enabled to post by hand - queue documents for posterior processing) / I - Immediate (immediate post)*"

After the posting flags have been reset, run the process called "Client Account Processor" - again for all tables unless you have a particular reason for selecting a particular table. The processor will then run and attempt to post all unposted Documents whose posting flag was reset.

3.7   Accounting and Month-end Processes

After all documents are either Posted or re-dated into a later period the accounting staff will need to ensure that all the normal accounting matters are attended to. Debtors, Creditors all entered, General Ledger Journals prepared and posted, bank reconciliations completed etc. The definition of this work is outside the scope of this document.

4.1 General Ledger Accounts Reconciliation

4.1.1 Subsidiary Ledger Control Accounts

As part of the process of completion of the monthly accounts the accounting staff will want to confirm, for example, that the AR and AP Open Items reports agree with the General Ledger account for the Accounts Receivable and Accounts Payable Control accounts.

4.1.2 Suspense and Clearing Accounts

There are a number of system-required accounts like this which should be reconciled periodically. These in-clude"

- Bank in transit accounts
- AR and AP Unallocated Payments accounts
- Goods Received But Not Invoiced account(s)
- Goods Invoiced But Not Received account(s)

4.1.3 Other Balance Sheet Accounts

There are also many more accounts such as Sundry Debtors, Sundry Creditors, various suspense accounts etc which will also be reconciled periodically.

Adempiere provides a tool to assist with the above tasks.

The functionality is referred to as the **GL Reconciliation Module**. Details of its function are detailed in the Adaxa HowTo guide which can be downloaded from: https://docs.google.com/a/adaxa.com/folder/d/0B3bI-qlUcP8LccElYY25nNkNCMlU/edit?docId=0B3bIqlUcP8LcbExESGRkS2cwREU

If the link becomes stale, it points to the adaxa.com website under the section labelled "Learn".

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