

HOW TO PROCESS END OF MONTH

This document describes the steps and processes that are involved to complete End of Month (EOM) processing in Baseplan Enterprise.

It is highly recommended to back up the relevant database(s) before running EOM procedures. This may be required multiple times if the EOM is completed at different times for different modules. It is recommended that these backups are stored offsite, and they should be retained for at least the required statutory period.

When generating EOM reports, it is recommended to save a soft copy on a nominated network drive, which will be backed up as part of the company's back up process.

For example: \\File Server\Baseplan EOM Reports\Year\Month.

Software Version: 1701

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RECOMMENDED TIMELINES

It is recommended that EOM for the Stock, Equipment and Customer modules be completed on the last day of the month. EOM for the Payroll module must be completed as close as possible to the end of month, after the month's last pay run has been processed. EOM for the Stock and Equipment modules must be completed at the same time to avoid reconciliation issues with the W. I. P. account.

The Assets and Suppliers modules can be left open until all supplier invoices are processed and assets relating to those invoices are activated.

The General Ledger is always the last module to be rolled and can be left open for a couple of weeks to enable the processing of balance day adjustments, reconciliations and producing financial reports.

Depending on your business processes, EOM can be performed in each module – this is the preferred option when multiple departments are completing the EOM process or by using the **Utilities > End of Month** screen. This screen will list all modules and their current period.

The parameters that allow posting to previous and future periods should be reviewed to ensure they comply with your business processes.

Note: The cycle billing process cannot be reversed once it has been confirmed. A backup should be done just prior to the billing.

| DATE | MODULE | FUNCTION |
|------------------------|----------------------|--|
| Last Week of the Month | Rental | Generate Rental Prebilling report for branches to check |
| Last Day of Month | Rental | Complete Rental billing to last day of the month at 5.00pm for all branches |
| Last Day of Month | Rental | Complete Excess Hours billing |
| Last Day of Month | Rental | Complete Multi-Line Docket (MLD) billing |
| Last Day of Month | Equipment Management | Post completed Service Jobs |
| Last Day of Month | Equipment Management | Process EOM Procedures > End of Month |
| Last Day of Month | Stock | Process EOM Procedures > End of Month Note: Stock and Equipment MUST be done together |
| Last Day of Month | Customers | Post open invoices |
| Last Day of Month | Customers | Process cash receipts |
| Last Day of Month | Customers | Process EOM |

| DATE | MODULE | FUNCTION |
|---|----------------|---|
| | | Procedures > End of Month |
| 1 st week of New Month | Suppliers | Process invoices and payments |
| 1 st week of New Month | Suppliers | Process EOM Procedures > End of Month |
| 1 st week of New Month | Assets | Run depreciation to last date of the month and confirm. Post to GL |
| 1 st week of New Month | Assets | Process EOM Procedures > End of Month |
| As Close As Possible to Last Day of the Month | Payroll | Post final pay run for the month |
| As Close As Possible to Last Day of the Month | Payroll | Print / save all payslips |
| As Close As Possible to Last Day of the Month | Payroll | Process EFT disk Procedures > EFT Disk |
| As Close As Possible to Last Day of the Month | Payroll | Post all pays to GL Procedures > Post to GL |
| As Close As Possible to Last Day of the Month | Payroll | Process superannuation invoices Procedures > Create Super Invoices |
| As Close As Possible to Last Day of the Month | Payroll | Process EOM Procedures > End of Month |
| ASAP after final entries | General Ledger | Finalise Cashbook |
| ASAP after final entries | General Ledger | Process EOM Procedures > End of Month |

RENTAL

Prior to EOM, ensure that all returns, hour meters and MLD have been entered.

Review Prior to Billing

1. Print the Contract Listing by Status and Equipment in Delivery Status reports for any rental contracts still in delivery status
2. Review the report to check if there are any rental contracts that should be billed. Make any necessary changes to the contracts and cancel any contracts that are not required.

Note: Rental contracts to be billed must have a **Status** of 'CURRENT'.

3. Review all 'Hold Billing' rental contracts by selecting **Rental > Equipment Rental** from the Menu and in filter mode by checking the **Hold Billing** checkbox. Check these rental contracts and amend, where required.

Cycle Billing

Complete the following process during the last week of the month to check the billing reports.

1. From the Menu. Select **Rental > Procedures > Cycle Billing**
2. Enter the **Bill to Date** (last day of month), **Bill to Time** (usually 5pm)
3. Select the **Branch**
4. Click REFRESH and SELECT ALL
5. Click RENTAL PREBILLING and preview the report

This report displays exactly what will be billed. Branches should review the report carefully, paying particular attention to the New Rentals and Terminated sections, as these sections contain the contracts that have changed during the month. Branches should then make any necessary changes to rental contracts and re-generate the report until it is correct.

6. Save a PDF copy of the report
7. Uncheck rental contracts that you do not want to bill

Rental contracts that are not checked automatically after the SELECT ALL button is clicked, will not bill. This could be because they are 'on hold' or because of a missing order number; these are usually highlighted in pink.

8. Obtain the outstanding PO numbers and add to the rental contracts

On the last day of the month at closing time or after hours, repeat the above steps for each branch.

Note: The cycle billing process cannot be reversed once it has been confirmed. Ensure that a PDF copy of all required reports has been saved.

9. Create a system backup
10. Review the report and the click CONFIRM BILLING for each branch

Note: If configured, the Reminder Service can send the invoice reports automatically at a specified time.

Excess Hours Billing

1. Ensure that all meter readings have been entered
2. From the Menu, select **Rental > Procedures > Excess Hours Billing**
3. Enter the **Branch** and click SELECT to display all contracts for the branch
4. Select each contract to bill
5. Preview the report. This report displays exactly what will be billed check the report carefully.
6. Save a PDF copy
7. Click CONFIRM to create the invoices

MLD Billing

1. Ensure that all dockets have been entered
2. From the Menu, select **Rental > Procedures > Multi-Line Docket Billing**
3. Enter the **Branch** and click FILTER to view all dockets for the branch
4. Select each docket to bill or click SELECT ALL
5. Preview the report. This report displays exactly what will be billed check the report carefully.
6. Save a PDF copy
7. Click CONFIRM to create the invoices

EQUIPMENT MANAGEMENT

Prior to completing this process, ensure that all necessary parts issues, timesheets and service job postings have been completed.

Service Jobs

1. Generate the Open Service Jobs by Branch report
2. Review the report
3. Close Service Jobs, if required

External Service Jobs

1. Generate the Jobs to be Invoiced report
2. Review the report
3. Close Service Jobs, if required

Note: Ensure that a PDF copy of all required reports has been saved.

Equipment EOM must be completed on the last day of the month and it must be completed on the same day as the Stock module to avoid W.I.P. reconciliation issues. The Equipment EOM will move the current period to the next period.

Equipment EOM

1. From the Menu, select **Equipment Management > Procedures > Equipment End of Month**

Note: Adding values in the **Unrecovered Labour** column will not generate any transactions.

2. Click OK

Info: "Make sure you enter Unrecovered Wages for each branch. Continue?"

3. Click YES

Info: "Equipment End of Month completed."

4. Click OK

STOCK

Recommended Stock Reports

1. From the Menu, select **Stock > Reports**
2. Generate and review the Stock Available Valuation Summary – by Warehouse report
3. Generate and review the Stock Control Summary report
4. Generate and review the Stock Serial Numbered Items report

Note: Ensure that a PDF copy of all required reports has been saved.

Stock EOM

Running this procedure is the last step in the stock EOM processes. It is recommended that this EOM should be run on the last day of the month and it must be completed on the same day as the Equipment Management module to avoid W.I.P. reconciliation issues. As part of the EOM process, the Stock Statistics process can be automatically completed if the parameter **Run Statistics after EOM** is enabled.

Note: If the Stock Statistics runs automatically, the Stock EOM can take some time to complete.

The Stock EOM will move the current period to the next period, and reset the month-to-date totals to zero.

At the end of Financial Year, it will also reset the end-of-year totals to zero.

1. From the Menu, select **Stock > Procedures > End of Month**

This will display the below screen with the **Current Period** and **Next Period**.

2. Click OK

Info: “This will close the current period. Do you want to continue?”

3. Click YES

Info: “Operation Successful”

4. Click OK

This will move the period into the next month and reset the month-to-date totals.

CUSTOMERS

EOM should be completed for the Customers module on the last day of the month after all invoices have been created and posted. Any payments received on the last day of the month can still be processed into the correct period (ensure the actual payment date is entered on the payment) after EOM has been completed. The parameter **Enable Posting DBT Payments to Previous Period** must be enabled in order to process the payments. Once all payments have been processed, Customer Statements can be generated.

Cash Receipts

1. Generate the Unposted Cash Receipts report and the Cash Audit Trail report for the current period
2. Process relevant payments, if required

Unallocated Credits

1. Generate the Unallocated Credit report
2. Review the report
3. Allocate relevant credits, if required

Recommended Customers Reports

1. From the Menu, select **Customers > Reports**
2. Generate and review the Invoice/Credit Note Register by – by Sales Code report for the current month
3. Generate and review the Monthly Sales Journal report (this defaults to the current month)
4. Generate and review the Sales by SA Codes report, apply scoping as required
5. Generate and review the Customers Aged Trial Balance report, apply scoping as required
6. If required, generate the Customers Aged Trial Balance by Foreign Currency report, apply scoping as required
7. Generate the Detailed ATB report
8. Generate and review the Monthly GST report

Note: Ensure that a PDF copy of all required reports has been saved.

Customers EOM

This procedure will move the current period to the next period and reset the month-to-date totals to zero. At the end of Financial Year, it will also reset the end-of-year totals to zero.

1. From the Menu, select **Customers > Procedures > End of Month**

This will display the below screen with the **Current Period** and **Next Period**.

2. Click OK

Info: “This will close the current period. Do you want to continue?”

3. Click YES

This will move the period into the next month and reset the month-to-date totals.

4. Click CLOSE

Payment Processing

Payments received on the last few days of the month can be processed after the EOM processing has been completed if the parameter **Enable Posting DBT Payments to Previous Period** is enabled.

Customer Statements

Customer Statements should be generated after all payments for the month have been processed. When generating statements, ensure that the ageing date is the last day of the relevant period.

Use either option 1 or option 2, as described below, to print or email the customer monthly statements.

Option 1

1. From the Menu, select **Customers > Procedures > Bulk Email Statements**

Option 2

1. From the Menu, select **Customers > Reports > Statement Printing**

ASSETS

Depending on your business processes, EOM for assets can be completed on the last day of the month or after you have processed all supplier invoices and activated any assets related to those invoices.

Assets EOM includes the below process steps:

- Run Asset Depreciation
- Post Asset Depreciation to GL
- Assets EOM

Recommended Asset Reports

1. From the Menu, select **Assets > Reports**
2. Generate and review the Listing of On Hold Assets report
3. Generate and review the Depreciation – by Branch report
4. Generate and review any required fixed asset reports such as Fixed Assets Movement Report – Accounting – Detailed, Fixed Assets Movement Report – Tax – Detailed, etc.

Note: Ensure that a PDF copy of all required reports has been saved.

Run Asset Depreciation

1. Generate the Listing of On Hold Assets report and check if any assets with the **Status** of 'ON HOLD' should be changed to the **Status** 'NORMAL' before the depreciation is run

Note: Only assets with the **Status** of 'NORMAL' are subject to depreciation. If you have a large number of assets, then you may need to run this procedure after hours to prevent performance issues.

Note: The depreciation process cannot be reversed once it has been confirmed. A backup should be done just prior, confirming the depreciation.

2. Activate any asset(s), if required
3. From the Menu, select **Assets > Procedures > Depreciation**
4. Enter the depreciation date in the **Date To** field (normally the last day of the month)
5. Click CALCULATE DEPRECIATION

Info: "Calculated Depreciation has been completed successfully."

6. Click OK

7. Click PREVIEW

This will display the Calculated Depreciation report. Review the report and print or save as a PDF file when correct.

8. Click CLOSE

This will return to the *Asset Depreciation* screen.

9. Click CONFIRM

Info: "Depreciation Confirm has been completed successfully."

This will confirm the depreciation for the current month and will post to the asset sub-ledger only.

10. Click OK

11. Click CLOSE

Posting the Depreciation to General Ledger

1. From the Menu, select **Assets > Procedures > Depreciation to GL**

2. Click POST

Info: "This routine should be run after hours if this run contains a large number of depreciation records to be posted, are you sure you want to continue?"

3. Click YES

Info: "Depreciation to GL was successfully completed."

4. Click OK

This creates and posts a general journal for the depreciation.

Assets EOM

This procedure is the last step in the assets EOM process. If applicable, ensure the final finance processing has been run for the current month so that the supplier invoices are created.

This procedure will move the current period to the next period and reset the month-to-date totals to zero. At the end of Financial Year, it will also reset the end-of-year totals to zero.

1. From the Menu, select **Assets > Procedures > End of Month**

This will display the below screen with the **Current Period** and **Next Period**.

2. Click OK

Info: "This will close the current period. Do you want to continue?"

3. Click YES

This will move the period into the next month and reset the month-to-date totals.

SUPPLIERS

Prior to EOM, ensure that the last payment run has been completed. It is recommended that EOM is completed during the 1st week of month.

Invoices

1. Generate the Unposted Invoices and On Hold Invoice Listing reports
2. Review for any unposted / on hold invoices
3. Process relevant invoices, if required

Payments

1. Generate the Open Payments Listing report
2. Review for any unposted payments
3. Process relevant payments, if required

Recommended Supplier Reports

1. From the Menu, select **Suppliers > Reports**
2. Generate the Open Payments Listing report
3. Generate the Invoice Register report for current period
4. Generate the Check Register report
5. Generate the Payment Audit Trail report
6. Generate the Aged Suppliers Listing report
7. If required, generate the Aged Suppliers Listing by Foreign Currency – Detailed report
8. Print the Open Item Listing (this is the detailed view of the Aged Suppliers Listing) this report
9. Generate and review the Monthly GST Report
10. Print the Control Summary report

Note: Ensure that a PDF copy of all required reports has been saved.

Suppliers EOM

This procedure is the last step in the Suppliers EOM processes.

This procedure will move the current period to the next period and reset the month-to-date totals to zero. At the end of Financial Year, it will also reset the end-of-year totals to zero.

1. From the Menu, select **Suppliers > Procedures > End of Month**

This will display the below screen with the **Current Period** and **Next Period**.

2. Click OK

Info: "This will close the current period. Do you want to continue?"

3. Click YES

This will move the period into the next month and reset the month-to-date totals.

PAYROLL

It is recommended that the Payroll EOM is run as close as possible to the last day of the month. Prior to EOM, ensure the following:

- Final pay run for the month has been processed and payslips printed
- No unposted entries are in Pays or Timesheet Entry screens
- No entries are displayed on the Email Payslips screen
- No entries are left to be processed in the EFT disk procedure

Posting the Pays to General Ledger

If not posted from the final pay run, the remaining pays (if any) must be posted to the general ledger. We recommend that this procedure be completed after each pay run to ensure that there are no issues when reconciling the Cashbook.

1. From the Menu, select **Payroll > Procedures > Post to GL**

This will display the below screen with the **Current Period**.

2. Click POST

Info: "Operation Successful."

3. Click OK

This will create the relevant journals.

Creating Superannuation Invoices

If used, this procedure will create all the relevant supplier invoices for each superannuation fund.

1. From the Menu, select **Payroll > Procedures > Create Superannuation Invoices**
2. Enter the last day of the current month in the **Date of Invoices** field.

Checking the **Print Superannuation by Fund Report** checkbox will print a report that lists all employees by fund and details their membership numbers and the amounts being paid.

3. Click POST INVOICE

Info: "Operation Successful."

4. Click OK

The records will be displayed in the *Report Viewer* screen. Open invoices will be created in the *Supplier Invoice* screen which can be posted and paid as required.

Recommended Reports

It is recommended to generate the following reports prior to completing EOM. However, there may be additional reports required depending on the company processes:

1. From the Menu, select **Payroll > Reports**
2. Generate and review the Employee MTD/YTD Totals report
3. Generate and review the Employee MTD PAYG report
4. Generate and review the Employee Provisions report
5. Generate and review the Employee Superannuation report

Payroll EOM

This procedure is the last step in the payroll EOM processes.

This procedure will move the current period to the next period and reset the month-to-date totals to zero. At the end of Financial Year, it will also reset the end-of-year totals to zero.

1. From the Menu, select **Payroll > Procedures > End of Month**

This will display the below screen with the **Current Period** and **Next Period**.

2. Click OK

Info: This will close the current period. Do you want to continue?"

3. Click YES

This will move the period into the next month and reset the month-to-date totals.

GENERAL LEDGER

Prior to completing General Ledger EOM, ensure all journals have been posted.

Cashbook

1. Ensure all bank statements have been processed, manual entries posted to the GL and cashbook pages closed
2. Generate and review the Bank Reconciliation report
3. Generate and review the Account Statement report for the relevant page
4. Print and review the Unposted Journals Audit Trail report
5. Post journals, as required

Note: Manual cashbook entries post to the General Ledger period depending on the parameter **Using Journal Date Resolve Period Byte**.

Recommended General Ledger Reports

Depending on your business processes, additional GL reports will need to be generated to complete reconciliations.

- Generate Trial Balances
- Generate Profit and Loss
- Generate Balance Sheet
- Generate Excel Add In reports (if using)

Note: Ensure that a PDF copy of all required reports has been saved.

General Ledger EOM

This procedure is the last step in the general ledger and overall EOM processes. It is recommended to run this end-of-month after all transactions and journals have been posted for the month.

It will move the current period to the next period and reset the month-to-date totals to zero.

At the end of Financial Year, the end-of-year totals will be reset to zero and the retained earnings account(s) will be updated.

Note: A backup should be done just prior to completing EOM.

1. From the Menu, select **General Ledger > Procedures > End of Month**

This will display the below screen with the **Current Period** and **Next Period**.

2. Click OK

Info: "This will close the current period. Do you want to continue?"

3. Click YES

This will move the period into the next month and reset the month-to-date totals.

UTILITIES

Instead of using the EOM procedure in each module, the system provides the option to close all modules at the same time.

Note: Ensure that all required EOM processes and procedures have been carried out before using this function.

You can only use this method once the General Ledger EOM from the previous period has been completed.

1. From the Menu, select **Utilities > End of Month**
2. Check the checkboxes of the modules to be rolled over to the next month
3. Click OK

Info: “This will close the current period. Do you want to continue?”

4. Click YES

Info: “All checked modules have been successfully rolled?”

5. Click OK
6. Click CLOSE

Note: The General Ledger end-of-month can now be processed by selecting **General Ledger > Procedures > End of Month** from the Menu.

Please refer to [General Ledger](#).

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