



# Process Documentation

*Department:*

Customer Support

*Last Updated:*

9/10/2025 3:37 PM

## NAME OF PROCESS

## Processing Month End [Roleplay]

## Use Case / Objectives

This guide will walk you through how to process month/period debit and credit transactions totals to the G/L master file at the end of the month. **NOTE:** The program does not check to see if transactions are in balance, but processing stops if it encounters an invalid G/L account. If an invalid G/L account is found, correct the problem and re-run this program--even if you are processing one-sided entries.

## Configuration, Training, and Reporting

This document assumes you know how to perform basic Search functionality to find information in the system (i.e., F4 search). The steps for this are not included within this document.

**Field definitions for applicable tasks are available in the Reference Glossary. To view these definitions either click on the screen name in the task or scroll to the end of the documentation to view the Glossary.**

Menu options to access:

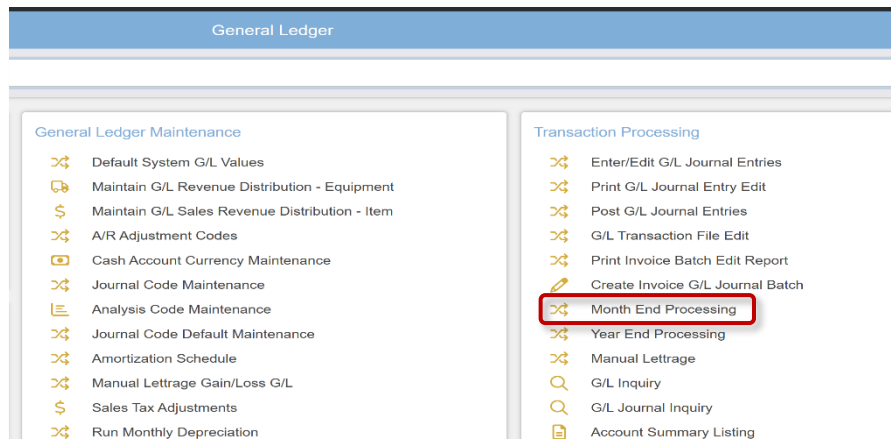
General Ledger => Month End Processing

## Processing Month End

### Month End Processing

#### Process Steps

1. Log into the [Roleplay Environment](#) using your credentials.
2. If the **General Ledger** screen is not displayed, click on the **General Ledger** menu option on the left side of the screen.
3. In the **Transaction Processing** section, click on the **Month End Processing** option.



- a. The **Month End Processing - Launch** screen opens.

```
3/12/25 10:01:16      Month End Processing      Sys: DEMO V12
                                                                Cmp: RM

Month No. to be processed: 00
Close Month (Y/N)      : N
Close Cash Drawer      : N
Close A/R              : N
Close A/P              : N

Temporary Posting (Y/N) : N
Process all Prior Months : N

Submit Job (Y/N): N

Enter Month/Period Number.
```

4. Type in the *Month No. to be processed* field.
5. Update any additional fields.

**NOTE:** The *Temporary Posting* and *Close Month* fields cannot both be set to Y.

6. Press Enter.

```
3/12/25 10:01:16      Month End Processing      Sys: DEMO V12
                               Cmp: RM

Month No. to be processed: 02
Close Month (Y/N)       : Y
Close Cash Drawer       : Y
Close A/R               : N
Close A/P               : N

Temporary Posting (Y/N) : N
Process all Prior Months : N

Submit Job (Y/N): N
```

7. Verify the data and press Enter to submit.

- a. The **Back-up Options Window** pop-up opens.

```
Back-up Options Window

Make tape back-up before closing: N (Y/N)

Initialize tape: N (Y/N)

Enter paramters and press Enter.
```

8. Leaving the values set to *N*, press Enter to start the month close.

## Reference Glossary

### Field Definitions for Tasks

#### Month End Processing - Launch

- **Month to be Processed** - Enter the month or period for which you want to process debit and credit transaction totals to the G/L master file. **NOTE:** Closing the month locks posting in all the modules. **Example:** If you are closing June, you will enter 06 in the field. **NOTE 2:** To close a period of months, type in the *last* month to close and then change the value in the **Process all Prior Months** field to Y. **Example 2:** Entering 03 in the **Month to be Processed** field and Y in the **Process all Prior Months** field will close March and any previous months that were left open.
- **Close Month** - Indicate whether you want to fully close the month. Leave the field set to N if you want to close one of the other modules (Cash Drawer, A/R, A/P), but leave the month open until all transactions have been processed. **NOTE:** If you change the value to Y, you will not be able to do any postings into that month.
- **Close Cash Drawer** - Indicate whether you want to fully close the cash drawer for the month. Enter Y after the cash drawer for the last day of the month has been balanced and closed using the Cash Control Entry program. You can run this program and close the cash drawer without closing the month.
- **Close A/R** - Indicate whether you want to fully close Accounts Receivable for the month. Enter Y after ensuring that all A/R transactions have been posted through the last day of the month. You can run this program and close A/R without closing the month. Prior to closing A/R for the month, use **Post Customer Payments** to post cash receipts; use **Post G/L Journal Entries** to post A/R adjustments; and use **Create Invoice G/L Journal Batch** to post A/R operational transactions.
- **Close A/P** - Indicate whether you want to fully close Accounts Payable for the month. Enter Y after ensuring that all A/P transactions has been posted through the last day of the month. You can run this program and close A/P without closing the month. Prior to closing A/P for the month, use **Post Invoices** to post all vendor invoices; and use **Create Invoice G/L Journal Batch** to post A/P operational transactions.
- **Temporary Posting** - Indicate whether you want to process temporary posting for the month. During year-end processing, you would set this to Y to temporarily post data for each month in the new year (for reporting purposes) while continuing to process the previous year's data. Months that are closed with this field set to Y must be closed again with this field set to N once you have closed the previous year and are processing only in the new year.
- **Process all Prior Months** - Enter N to process only the month entered in the **Month to be Processed** field. Enter Y to process the month entered in the **Month to be Processed** field and all the months prior to the month that is open.

- *Submit Job* - Enter **Y** to run month-end processing in the background. You can continue to work in other programs during processing. Enter **N** to run month-end processing now while you wait.