MONTH-END MODULE

PREFACE

This is the reference guide for the Month-End Module for IQ Business & IQ Enterprise software systems.

The document will aid in understanding and configuration of the Month-End Module, for it to function correctly.

Although every effort has been made to keep this document up to date, some of the screen examples may not be 100% the same as the ones reflected in previous versions of IQ Enterprise & IQ Business. This is due to the continuous development and improvement of IQ Enterprise & IQ Business.

Unfortunately, there will be a discrepancy from time to time. We do apologize for the inconvenience that it may cause.

Should you feel that the Month-End Module document is inadequate or requires further explanation or more and better examples, please feel free to email us.

We would love to have some feedback to improve the Month-End Module document in some way or another.

Regards,

IQ Retail (PTY) LTD

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INTRODUCTION

There are now three (3) rollover options the user can choose from, to process a Month-End:

AUTOMATED	This rollover option works as usual, it runs automatically when the first user logs into the IQ system on the next day after the closing date.
MANUAL	This rollover option allows the user to do the month end manually.
SCHEDULED	This rollover option allows the user to set a time when the month end must run.

NOTE: The failover rollover month end method for both the Automated and Scheduled Month-End options, is the Manual Rollover option.

NOTE: A month end rollover can now be interrupted / cancelled, without having to recalculate or rebuild any folders.

NOTE: The system can be setup to send an email to inform specified users to notify them when a month end has started, completed and / or failed.

IMPORTANT: A Month End Run must be done every month, to ensure that the Debtors Ageing and Creditors Ageing is correct. With a Month End Run the Debtors and Transactions are aged. All transactions for the previous month until the month end date, are moved to history and only the current month's information will remain on the Current screen.

NOTE: A Month End Service is created with the installation of IQ, but it is only activated once the Scheduled Month End Rollover option is selected.

SETUP

From the IQ main menu → Utilities → Setup → Company Details → Month End Tab.

ROLLOVER OPTION	Three (3) Rollover Options are available to choose from.
DESCRIPTION	A description of how each Rollover Option works, appears as soon as it is selected.
SETTINGS	**COMPANY SIZE / BATCH SIZING** The company size defaults to Medium. The system divide the records for debtors and creditors into manageable size batches to ensure that you don't get Out of Memory errors. Batch sizing of transactions per company size: • Small = 40 000 • Medium = 25 000 • Large = 10 000 **NOTIFICATION** This is where the user will setup if users should get notifications per emails of when a month-end is started, completed and / or failed. Tick the box to enable the notification and add the appropriate email addresses. The user is limited to three (3) email addresses.

NOTE: If you have Centralised Debtors or Centralised Creditors, you must edit the main company's Month End settings to change any Month End Rollover information. The settings on the Month End Rollover screen will only apply to the module (debtors or creditors) not centralised.

Example: If the Debtors module is centralised for the current company, any changes that need to be made, must be done in the Month End settings of the **Main** Company. The Month End Settings screen will display that Debtors are centralised to the main company.

To centralise Debtors, go to Enterprise Settings in Company Details and select to which company it will centralise. You won't have access to Change the month end dates for the current company and you won't have access to the Month End Rollover settings for the Debtors. These settings must be maintained in the main company.

ENTERPRISE SETTINGS (COMPANY DETAILS)

CLOSING DATES (COMPANY DETAILS)

Closing Dates

Select day to close books each month (31 for last)	Debtors	Creditors	Ledger
January		31	31
February		31	31
March		31	31
April		31	31
May		31	31
June		31	31
July		31	31
August		31	31
September		31	31
October		31	31
November		31	31
December		31	31
Number of months to allow backdated postings		0	0
Extended Days for backdated posting if month is 0		0	0
Financial year ends in		February	
Ledger closed up to			

Please Capture this information under company 001

MONTH END ROLLOVER SETTINGS (COMPANY DETAILS)

Month End

Rollover Option
- ○ Automated
- ◉ Manual
- ○ Scheduled

Description

Manual Month End execute only when selected by menu items Debtors or Creditors and then Month End.

Settings

Company Size / Batch Sizing
- ○ Small
- ◉ Medium
- ○ Large

Notification
- ☐ Notify per Email

Email Address 1:
Email Address 2:
Email Address 3:

Debtors is centralised to 001. Settings will only apply to Creditors.

If both debtors and creditors are centralised, you won't have access to any settings in the current company's Closings dates or Month End Rollover.

CLOSINGS DATES (COMPANY DETAILS)

MONTH END ROLLOVER SETTINGS (COMPANY DETAILS)

ROLLOVER OPTIONS

AUTOMATED

The Automated Month End is executed when the first user logs into the system, on the selected closing date of each month.

The closing dates for the system are setup in: from the IQ main menu → Utilities → Setup → Company Details → Closing Dates Tab.

NOTE: When the Automated Rollover option fails, then the user must proceed with a Manual Month End.

The Month End starts running when the first user logs into IQ on the next day after the closing date for the previous month. A kill command is activated to disconnect all terminals from the server, as soon as the month end is triggered.
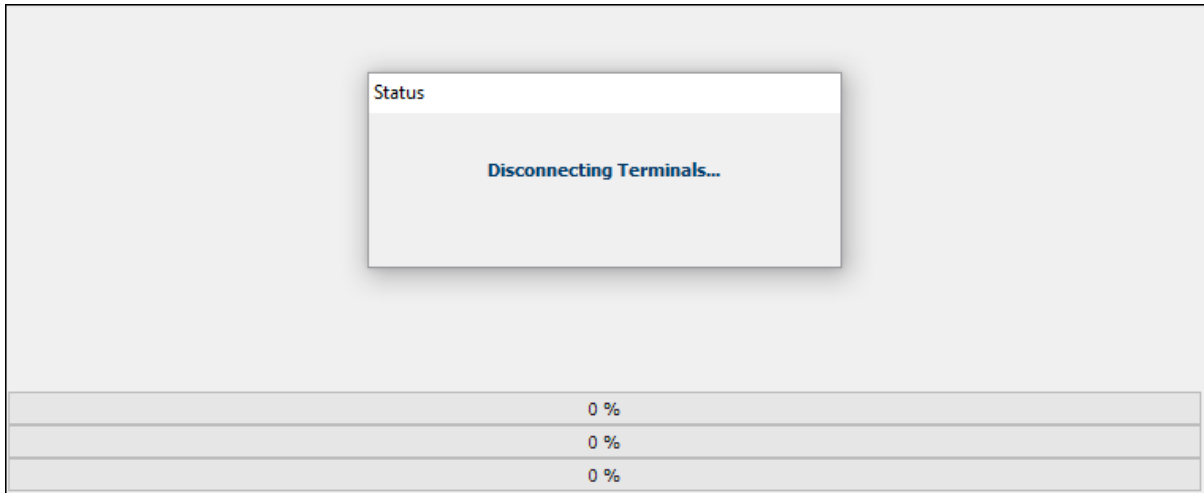
Other users should wait for the month end to complete.
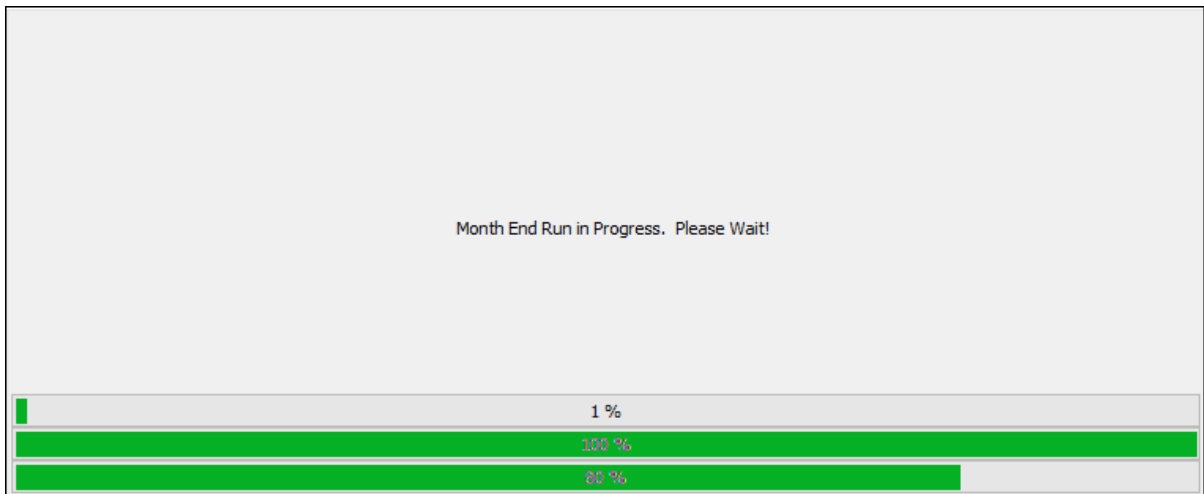
An information box will appear on the screen to inform you that the month end run is complete.

Whenever another user tries to log in, while a month end is running the following warning will appear on the screen:

If the automated month end is terminated, a manual month end must be done.

MANUAL

This Rollover Option give the user the option to do a month end manually.

A Manual month end can be run on any date, as this option will look at the trading date and closing dates. This means that can choose to run this Month End option on the closing date as specified in Company details or you can run the month end later in the month.
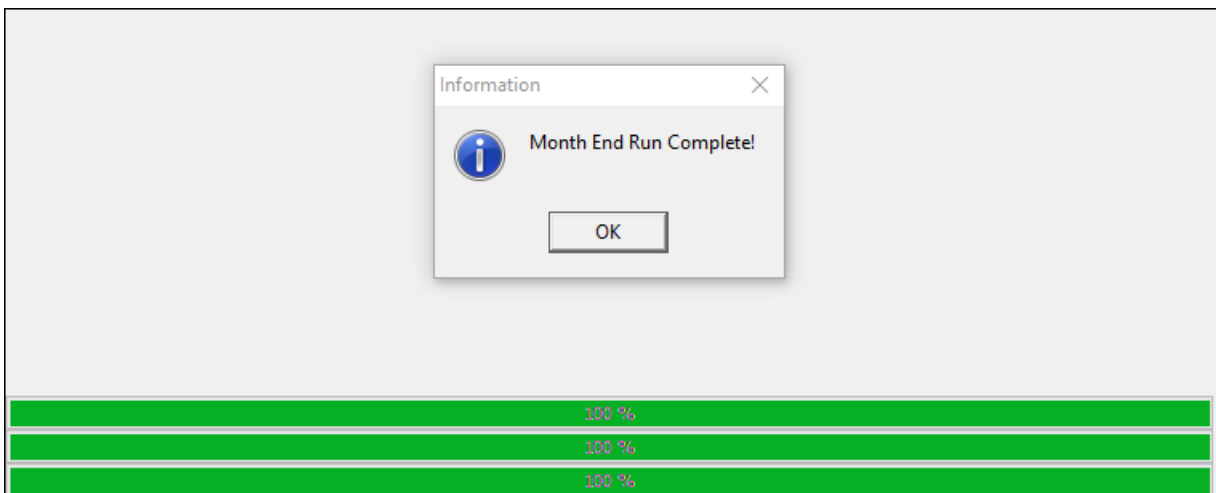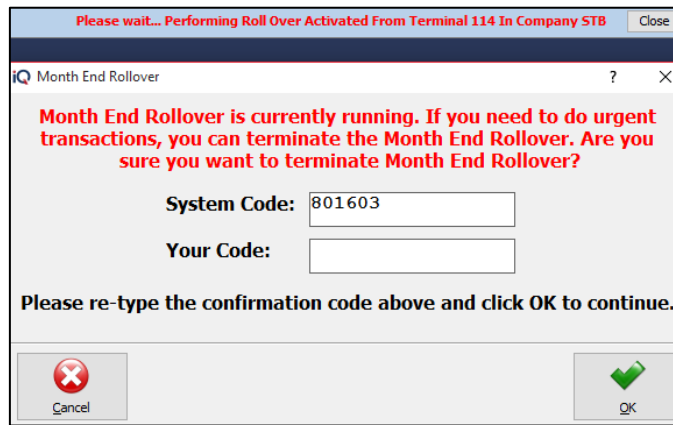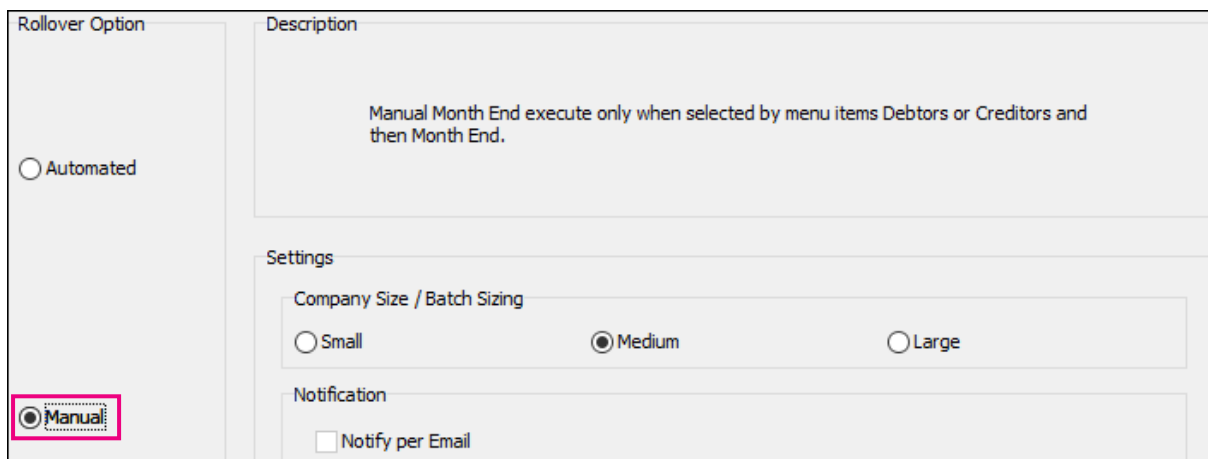
NOTE: The Manual Month End is date driven. This means that if your system's month end (in the Closing dates of company Details) is i.e. the last day of the month, but the user only does a Month End run on the 7th of the next month, all transactions until the end of business for the last day of the month will be written to history and all transactions done from the first day until the date the month end is done, will remain in current view.

Another example: If the Closing Date of financial month is set to be the 25th of each month, all transactions until the end of business for the 25th will be written to history and all transactions done after the 26th until the date the month end is done, will remain in current view.

A message will appear stating that both the debtors and creditors month ends need to be run. These messages will appear each time a user works in IQ until both the month ends were successfully run.
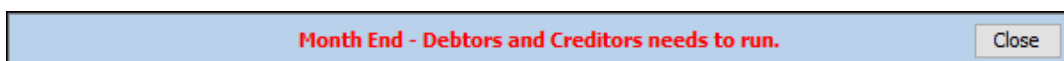

If the Debtors Month End was successful, the message will only state that the Creditors Month End needs to run, and vice versa.
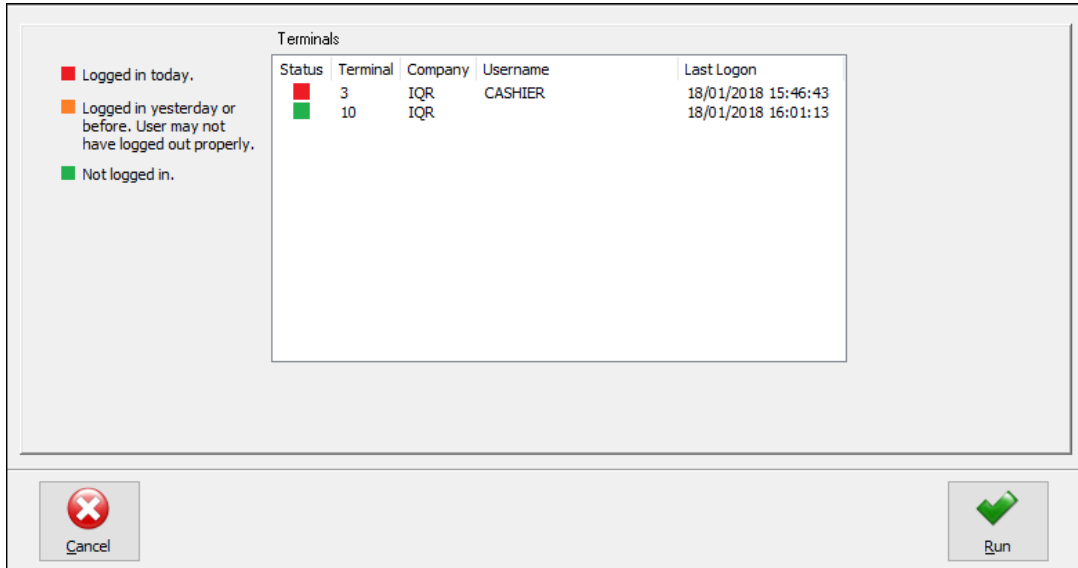
You can proceed with trading without a Month End.

There is a month End Rollover screen that will display all terminals' status. When you click on the 'RUN' button, all terminal connections will be 'killed', except the terminal that is doing the month end.

DEBTORS MONTH END
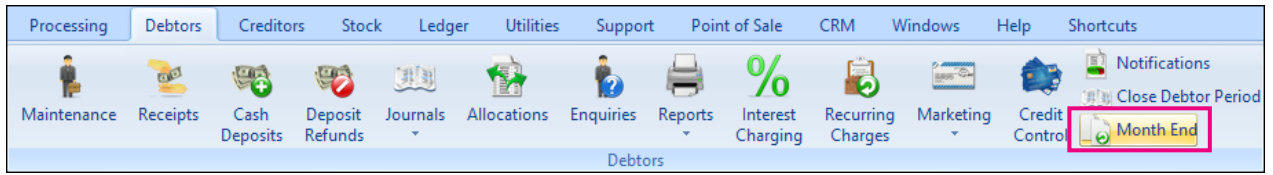
To run a Debtors Month End, from the IQ main menu → Debtors → Month End.

The Month End Rollover screen will appear. Displayed on this screen are the terminals that can log into the current system. They are colour coded, to enable the user to immediately see which terminals are still logged in on the system and which terminals didn't log out properly the last time the terminals were used.

IMPORTANT: The user must ensure that every terminal has logged out of the IQ system, before continuing with the Month End Run. If terminal users are still processing transactions while the Month End Rollover is started, the transactions will be lost when the terminals are killed.

To Run the Month End, select the Run button at the bottom of the screen.

The Month End Rollover will run for a few minutes (depending of the quantity of Debtors. When the Month End Rollover is completed, you will be informed.

If any user tries to do another Debtors Month End Roll before the next month end, the system will tell the user that the Month End is not yet required.

CREDITORS MONTH END
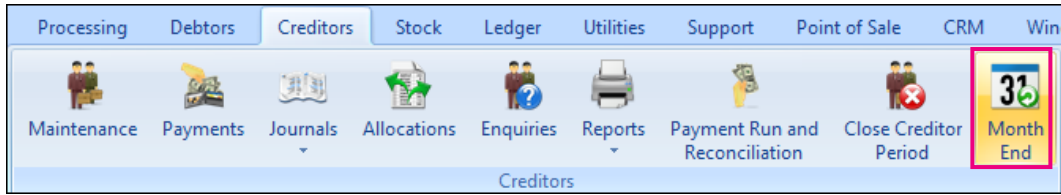
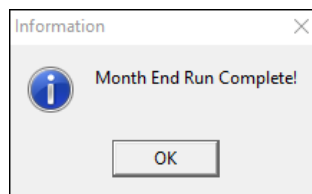To run a Creditors Month End, from the IQ main menu → Creditors → Month End.
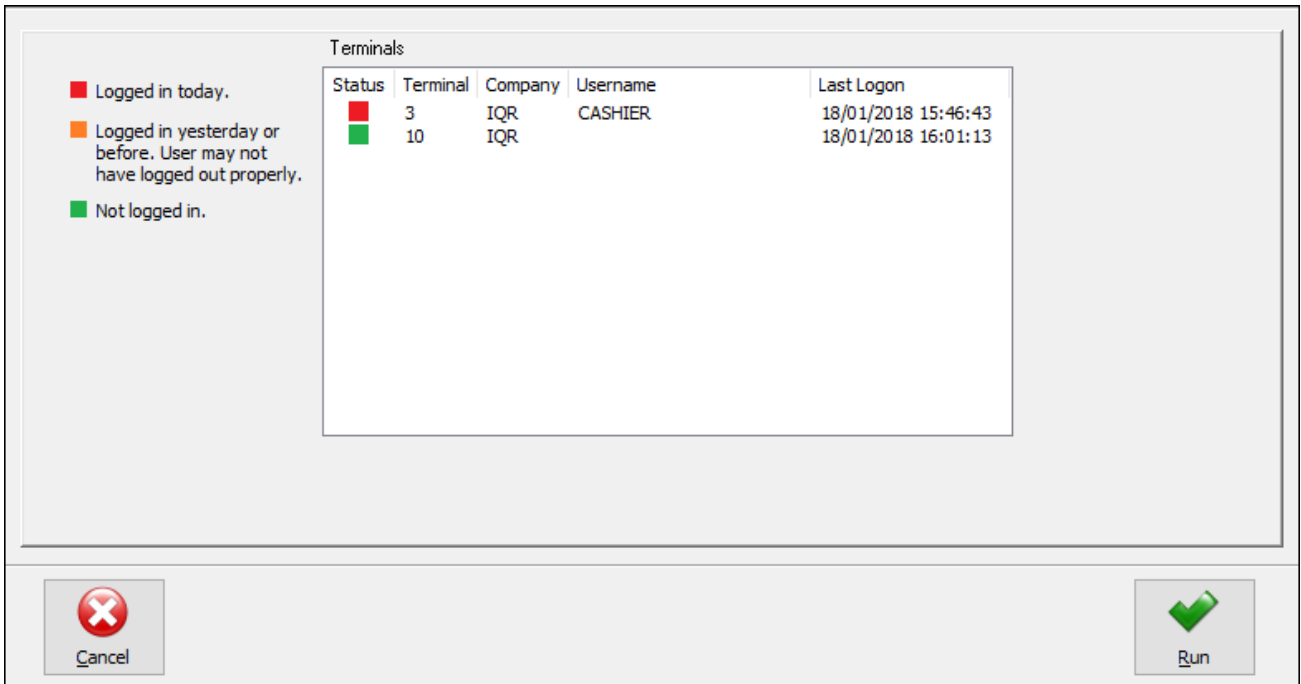
The Month End Rollover screen will appear. Displayed on this screen are the terminals that can log into the current system. They are colour coded, to enable the user to immediately see which terminals are still logged in on the system and which terminals didn't log out properly the last time those terminals were used.
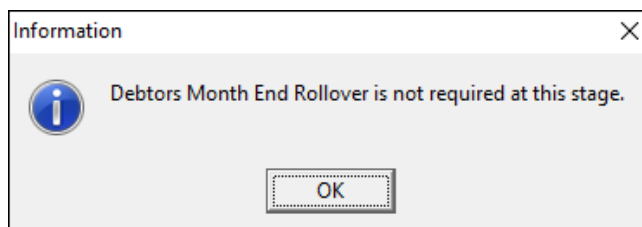
IMPORTANT: The user must ensure that every terminal has logged out of the IQ system, before continuing with the Month End Run. If terminal users are still processing transactions while the Month End Rollover is started, the transactions will be lost when the terminals are killed.

To Run the Month End, select the Run button at the bottom of the screen.

The Month End Rollover will run for a few minutes (depending of the quantity of Creditors. When the Month End Rollover is completed you will be informed.
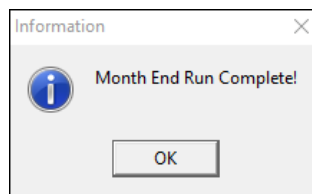

If any user tries to do another Creditors Month End Roll before the next month end, the system will tell the user that the Month End is not yet required.
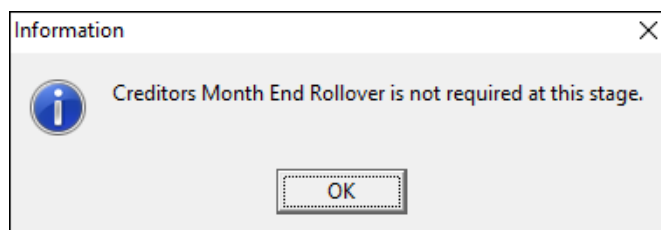
SCHEDULED

This Rollover option has the same functionality as the Automated option, but instead of logging into IQ, you can set a time when the month end must run.

Only the time can be set, as the date is already set in the Closing Dates in Company Details on the system.

NOTE: All terminal users can be logged out of the IQ system when the Scheduled Month End is started. All terminals that were still logged in, will be killed when the kill command runs.

NOTE: Set your Scheduled Month End to run late in the evening, if you want to include all the transactions for the closing day.

NOTE: The Month End Service is activated, once the scheduled Month End Rollover is selected.

EMAIL NOTIFICATIONS

There is a notify per email option that can be enabled, to send an email to the addresses specified in the three (3) fields in the setup module. The notification will be triggered when a month end has started, completed and / or failed.
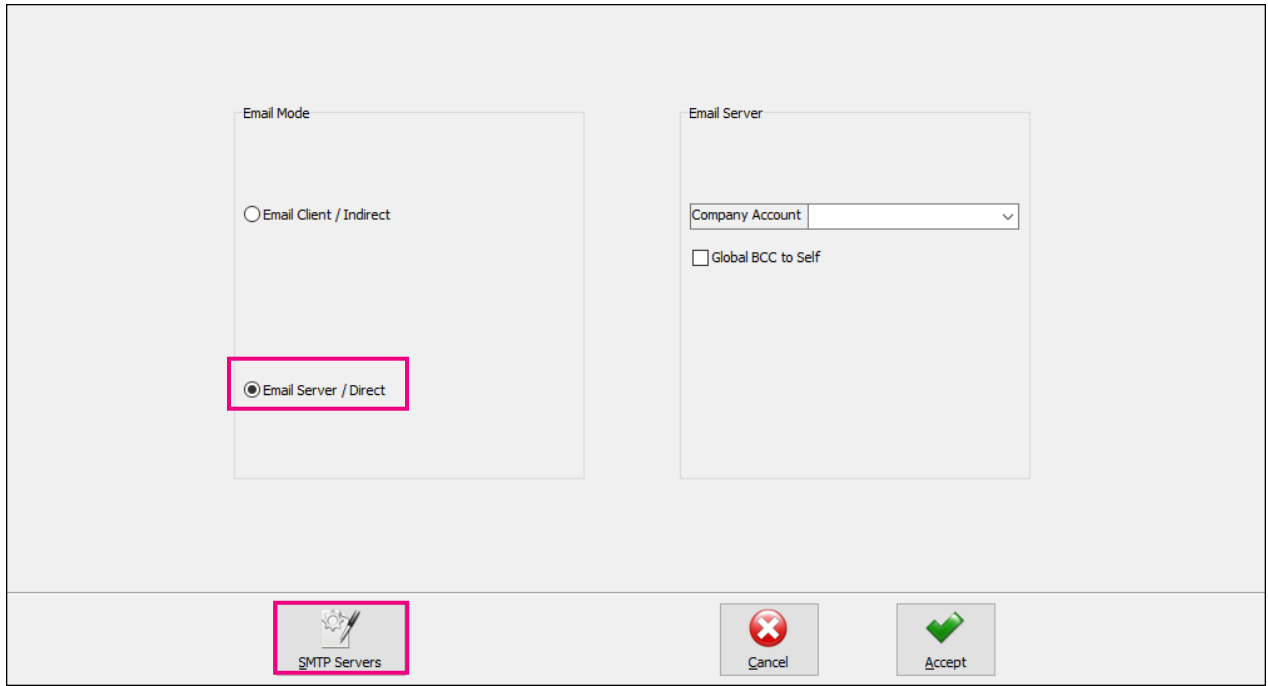
IMPORTANT: Your email setup must be set to 'Email server / Direct' for IQ to send the notification emails.
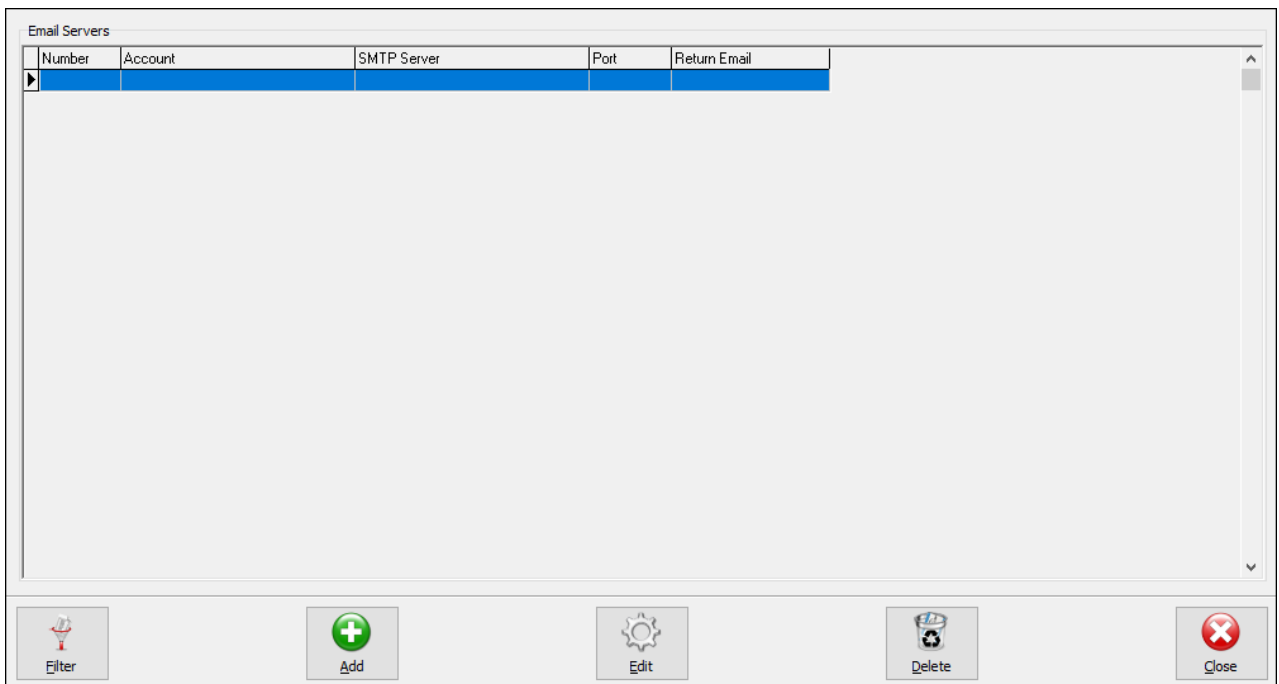
SETUP OF EMAIL SERVER

From the IQ main menu → Utilities → Setup → Module Parameters (Default Tables) → General Tab → Email Setup → Setup button.

The Email Setup screen will appear, which is used for configuring the company's global email settings.

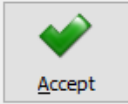Select the Email Server / Direct option and select the SMTP Servers button at the bottom of the screen.

The Incoming / Outgoing Email server setup screen opens.

Select the Add button at the bottom of the screen to add s SMTP server, or select Edit to maintain the settings for the SMTP server.

The Email configuration screen will appear.

SERVER TYPE	There are three server types to choose from: (click on the drop-down menu to select one server type)
	SMTP
	Simple Mail Transfer Protocol is an internet standard for electronic mail (e-mail) transmission.
	POP3
	POP3 is the most common account type for personal e-mail. Messages are typically deleted from the server when you check your e-mails.
	IMAP
	Internet Message Access Protocol (IMAP) servers let you work with e-mail messages without downloading them to your computer first.
ACCOUNT NAME	The Account Name field is a descriptive name used to identify the email server you are currently configuring.
HOST (SMTP)	The Host (Simple Mail Transfer Protocol) field is where the hostname of the outgoing mail server is entered. The hostname is the name of the server that is used to send email.
USERNAME	The Username field is where the Username for the host server is entered. This username is the name that is used to authenticate against the host email server.
PORT (DEFAULT 25)	The Default Port field is the default port that is used for sending emails. By default, the port that the email server is listening on, is port 25.
RETURN EMAIL	The Return Email field is where the return email is entered. This email address is the address that the recipient will reply to.
PASSWORD	The Password field is where the password is entered for the mail server. This password together with the username authenticates against the outgoing email server.

ENCRYPTION	Encryption is the conversion of data into a form, called a "cipher text" that cannot be easily understood by unauthorized people. **NONE** If the message should not be encrypted, the user can click on None. **STARTTLS** STARTTLS is an extension to plain text communication protocols, which offers a way to upgrade a plain text connection to an encrypted (TLS or SSL) connection instead of using a separate port for encrypted communication. **TLS** TLS was released in response to the Internet community's demands for a standardized protocol. The protocol allows client/server applications to communicate in a way that is designed to prevent eavesdropping, tampering or message forgery. **SSL** SSL is the secure communications protocol of choice for a large part of the Internet community.
BUTTON FUNCTIONALITY	**ACCEPT** Select the Accept option to save the information that has been entered. **TEST** The Test option allows the user to test the current settings that have been entered. If no errors are present, then the configuration is correct and the user will get a message stating that the test was successful.

CANCELLATION OF MONTH END ROLLOVER

When a Month End rollover is cancelled for any reason, i.e. when the month end is taking too long and customers are waiting to be helped or failed for any reason, it is imperative that a Manual Month End Run must be done.

The system will start from where it was interrupted, when the Month End Run is restarted.

SECURITY CODES AFFECTED

The following security settings have been amended or added. By default, they will be turned off. Please take care to set the necessary group and user permissions for the Month End Rollover Module:

- 130000 – Month End Rollover

- 130001 – Terminate Month End Rollover

- 12101   - Allow Access To The Debtors month End

- 21701   - Allow Access To Creditors Month End

---End of Document---