

## End-of-Month Routine

At the end of an accounting period (monthly, hence End-of-Month) the following tasks are performed:

1. **Closing of Temporary Accounts** (REVENUE, EXPENSE) programmatically;
2. **Calculations of Assets Depreciation**;
3. **Verifying correctness of postings**.

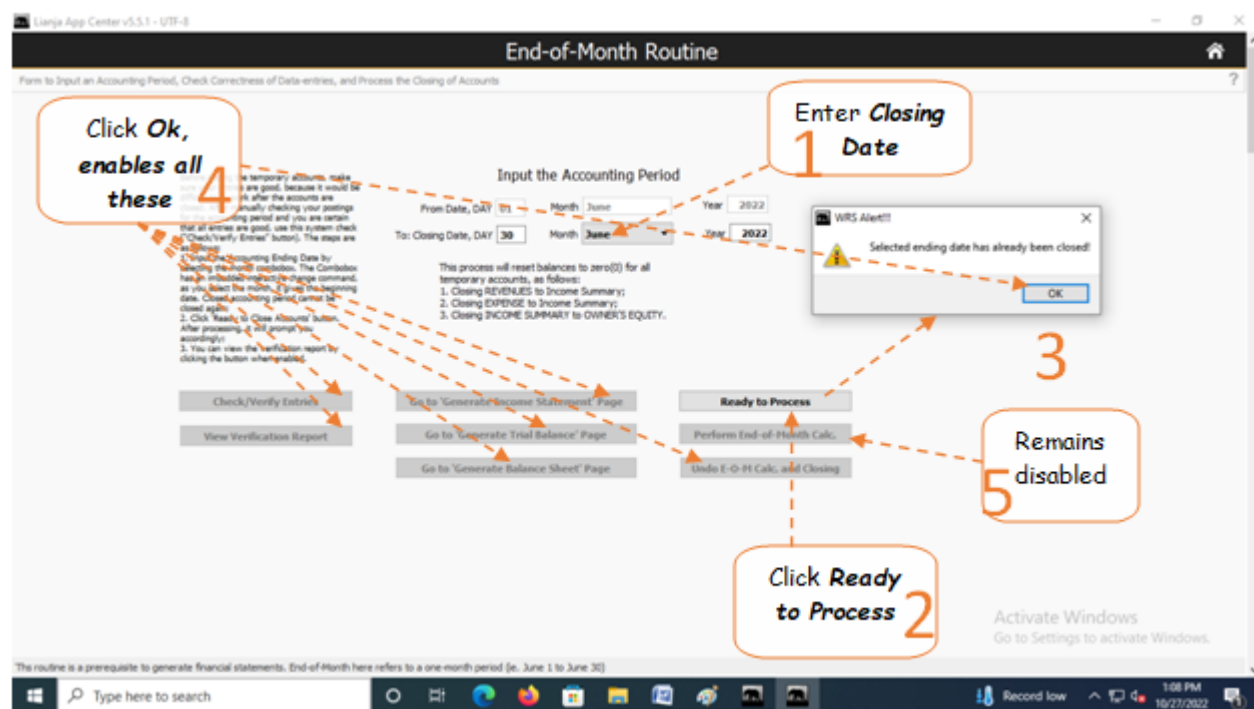
These tasks are prerequisites to generating trial balance, income statement, and Balance sheet.

### To get here

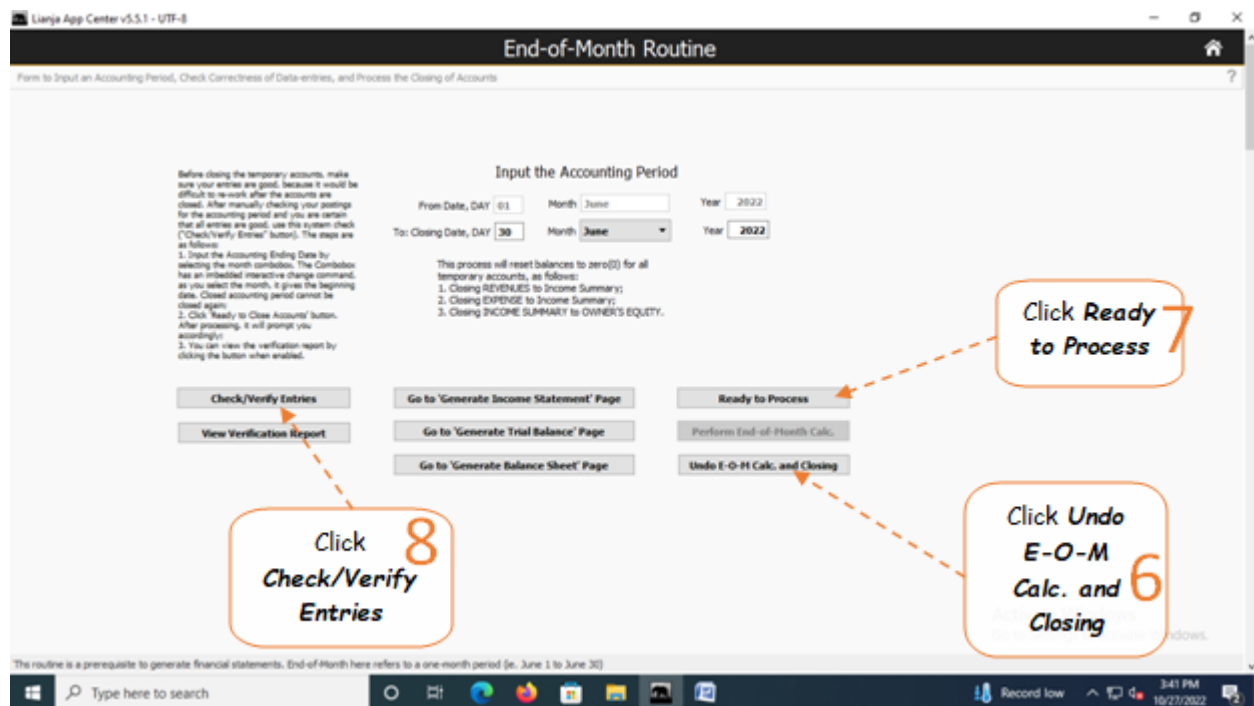
1. From the **App Center**, click **End-of-Month App**;
2. Displays the **End-of-Month** main page.

### How it works

1. In the **To Closing Date** field, select the **month name**;
2. Click **Ready to Process**;
3. System prompt saying that the **date selected has already been closed**;
4. Clicking **Ok**, enables all the **command buttons** as indicates in the screen shot below;
5. **Performs End-of-Month Calc.** command button remains disabled;



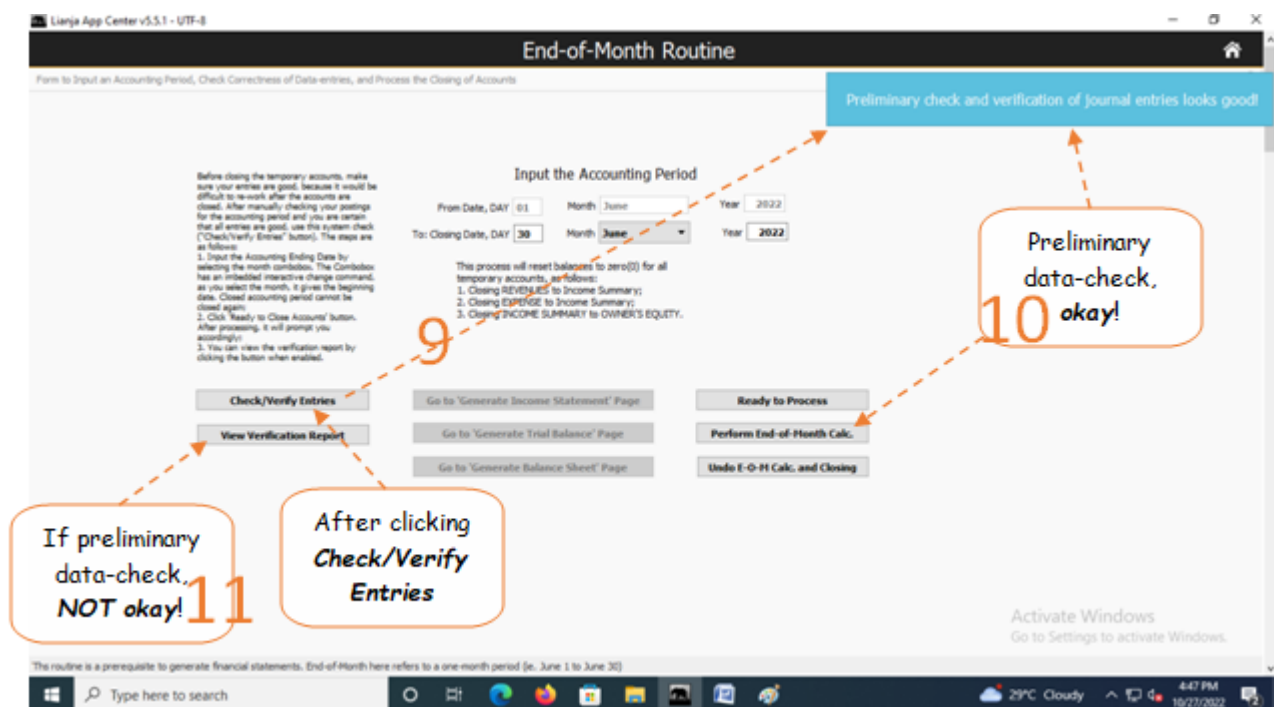
6. Click the command button **Undo E-O-M Calc. and Closing**.
7. Click **Ready to Process**;
8. Click **Check/Verify Entries**;



9. After clicking **Check/Verify Entries**, a system prompt confirms **preliminary data-check okay or NOT okay**;

10. If **Okay**, click **Perform End-of-Month Calc** command button;

11. If preliminary data-check is **NOT okay**, click **View Verification Report** and review the report, **find out** where the **error** comes from, and **redo steps 1 to 9**.



12. Click **Ready to Process** again to refresh the screen, and since at **step 10**, the check was **okay**;

13. The following **command buttons are enabled**:

- Go to Generate Income Statement Page**
- Go to Generate Trial Balance Page**
- Go to Generate Balance Sheet Page**

14. You can also click the **Home icon** to go to the **App Center Home** page.

The screenshot shows the 'End-of-Month Routine' interface in the Lianja App Center. The main window title is 'End-of-Month Routine'. Below the title bar, there is a sub-header: 'Form to Input an Accounting Period, Check Correctness of Data entries, and Process the Closing'. The interface is divided into several sections:

- Left Panel:** Contains instructions: 'Before closing the temporary accounts, make sure your entries are good, because it would be difficult to re-work after the accounts are closed. After manually checking your postings for the accounting period and you are certain that all entries are good, use the system check ("Check/Verify Entries" button). The steps are as follows: 1. Input the Accounting Ending Date by selecting the month combination. The Combobox has an embedded interactive change command, as you select the month, it gives the beginning date. Closed accounting period cannot be closed again. 2. Click 'Ready to Close Accounts' button. After processing, it will prompt you accordingly. 3. You can view the verification report by clicking the button when enabled.' Below the instructions are two buttons: 'Check/Verify Entries' and 'View Verification Report'.
- Center Panel:** Titled 'Input the Accounting Period'. It has two rows of date pickers. The first row is 'From Date, DAY 01 Month June Year 2022'. The second row is 'To: Closing Date, DAY 30 Month June Year 2022'. Below the date pickers, there is a note: 'This process will reset balances to zero(0) for all temporary accounts, as follows: 1. Closing REVENUES to Income Summary; 2. Closing EXPENSE to Income Summary; 3. Closing INCOME SUMMARY to OWNER'S EQUITY.' At the bottom of this panel are three buttons: 'Go to 'Generate Income Statement' Page', 'Go to 'Generate Trial Balance' Page', and 'Go to 'Generate Balance Sheet' Page'.
- Right Panel:** Titled 'Ready to Process'. It contains two buttons: 'Perform End-of-Month Calc.' and 'Undo E-O-M Calc. and Closing'.

Annotations in orange circles and arrows point to specific elements:

- 14:** A circle around the text 'Click to go to App Center' with an arrow pointing to the top right corner of the window.
- 13:** A circle around the 'OK' button in the 'WRS Alert!!!' dialog box.
- 12:** A circle around the text 'Click Ready to Process' with an arrow pointing to the 'Ready to Process' section.

The 'WRS Alert!!!' dialog box is open, displaying a warning icon and the message: 'Selected ending date has already been closed!'. It has an 'OK' button.

At the bottom of the window, there is a footer: 'The routine is a prerequisite to generate financial statements. End-of-Month here refers to a one-month period (e.g. June 1 to June 30)'. In the bottom right corner, there is a watermark: 'Activate Windows Go to Settings to activate Windows.' The Windows taskbar at the very bottom shows the search bar, taskbar icons, and system tray with the date '16/2/2022' and time '3:15 PM'.