

End of Month Closing

Essential steps to perform periodically

Essentials steps to perform periodically in your system

Important: Visual Dolphin does not require specifically a month end process. All results are obtainable online while transaction entries are being posted. Therefore, no specific closing for the day, the week or the month is normally required. However, System Administrators are requested to periodically lock the transactions so no more modifications on the audited transactions are allowed.

Recommended Steps

We recommend that Systems Administrators execute the following steps on a weekly or monthly basis.

- **Check with all Branches and Visual Dolphin users if they still have transactions related to previous month not entered in Visual Dolphin.**
- **Perform a Backup of your database**
- **In case of replication:**
 - Check if all the subscribers are running and if all transactions entered during the month have been replicated with the Back-office database.

NB: You must run all the locking and posting programs from the back-office, and **never** from the subscriber.

- Check the replication conflicts
- Comparing..... by using the tools supplied by SDCG.
- Run the diagnostics program from all the modules
- **Print Reports and check the results. Please note that after locking the transactions till a certain date, modifications or new entries are no more allowed.**

Actions Per Application

Retail

- Print detailed reports (Retail sales, receipts, etc.)
- Run the posting to sales to Inventory and accounting

Inventory

- Print detailed reports (Inventory, sales, purchases, transfers, In/Out, etc.)
 - Run the costing procedure of all purchases entered during the month you need to close
 - Run the Posting of all stock transactions (In/out, transfers, Sales, Purchases, etc.)
-

Fixed Assets

- Print detailed reports (Purchases, transfers, etc.)
- Run the Locking Fixed Assets transactions (Disposed items, Changing residual values, changing depreciation rates, and assets transfer transactions)
- Run the Posting to accounting of the depreciation values

Accounting

- Print detailed reports (Journal, trial Balance, Balance Sheet, Income statement, etc.)
- Run the locking of all accounting transactions till end of the month
- Run the difference of exchange program (after selecting the option to reverse transaction in the first day of the coming month)
- After generating the difference of exchange transaction, lock the transactions again till end of month

After Month Closing

- Check the replication conflicts
- Comparing..... by using the tools supplied by SDCG.
- Run the diagnostics program from all the modules



Lebanon

Phone	961-1-399855
Fax	961-1-380420
PO.Box	166607 – 1100 2140 Ashrafieh Beirut – Lebanon

United Arab Emirates

Phone	971-4-3383318
Fax	971-4-3383319
PO.Box	35046 Al Romoul Dubai – U.A.E.

Saudi Arabia

Riyadh

Phone	966-1-4730784
Fax	966-1-4730784

Jeddah

Phone	966-2-6608824
Fax	966-2-6603835

PO.Box 5586 Riyadh 11432 -
Kingdom Of Saudi Arabia

Email: sdcg@softwaredesign.com.lb

Website: <http://www.sd-lb.com>