

# Period End in the Apps

## What is it and Practical uses

### Introduction

- The genesis of this webinar comes from the observation that rather frequently in a support context we note that the period-end functions in PBS are either not understood or just ignored
- Not a major crime, maybe a misdemeanor
- This is a look at what these do and why they may be useful

# Period End in the Apps

## What is it and Practical uses

### Introduction

- Most of the modules in PBS have Month End (M/E) routines.
- Of the eight major apps in PBS Financials/Distribution we will concentrate on AP, AR, IC which have similar functionality
- As to the others:
  - PR and GL and CB (check rec/book) have processes that are unique to each app.
  - OE (order entry) and PO (purchase order) are business apps and basically sub-contract to AR and IC (OE) and AP and IC (PO) the core accounting functions including M/E.
  - Similar functionality can be found in the Manufacturing software. Specifically in IM, PP and SF.

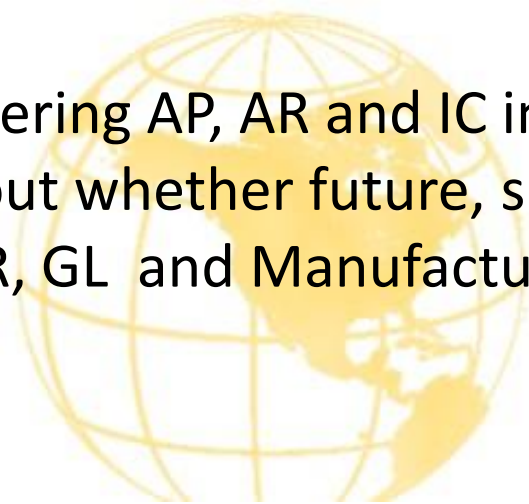
# Period End in the Apps

## What is it and Practical uses

### Introduction

A question:

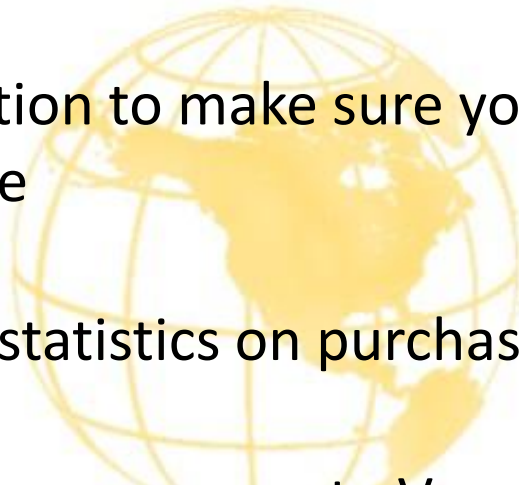
Since we are only covering AP, AR and IC in this session, you could be thinking about whether future, similar talks on closing the other apps like PR, GL and Manufacturing would be useful.



# Period End in the Apps

## Functional description:

- For AP, AR and IC this small sub-system performs the following:
  - Provides date validation to make sure your transaction dates are in a reasonable range
  - Keeps track of basic statistics on purchases, sales, payments etc.
  - Provides a quick and easy access to Vendor, Customer and Item statistics in what is pretty close to real time.



# Period End in the Apps

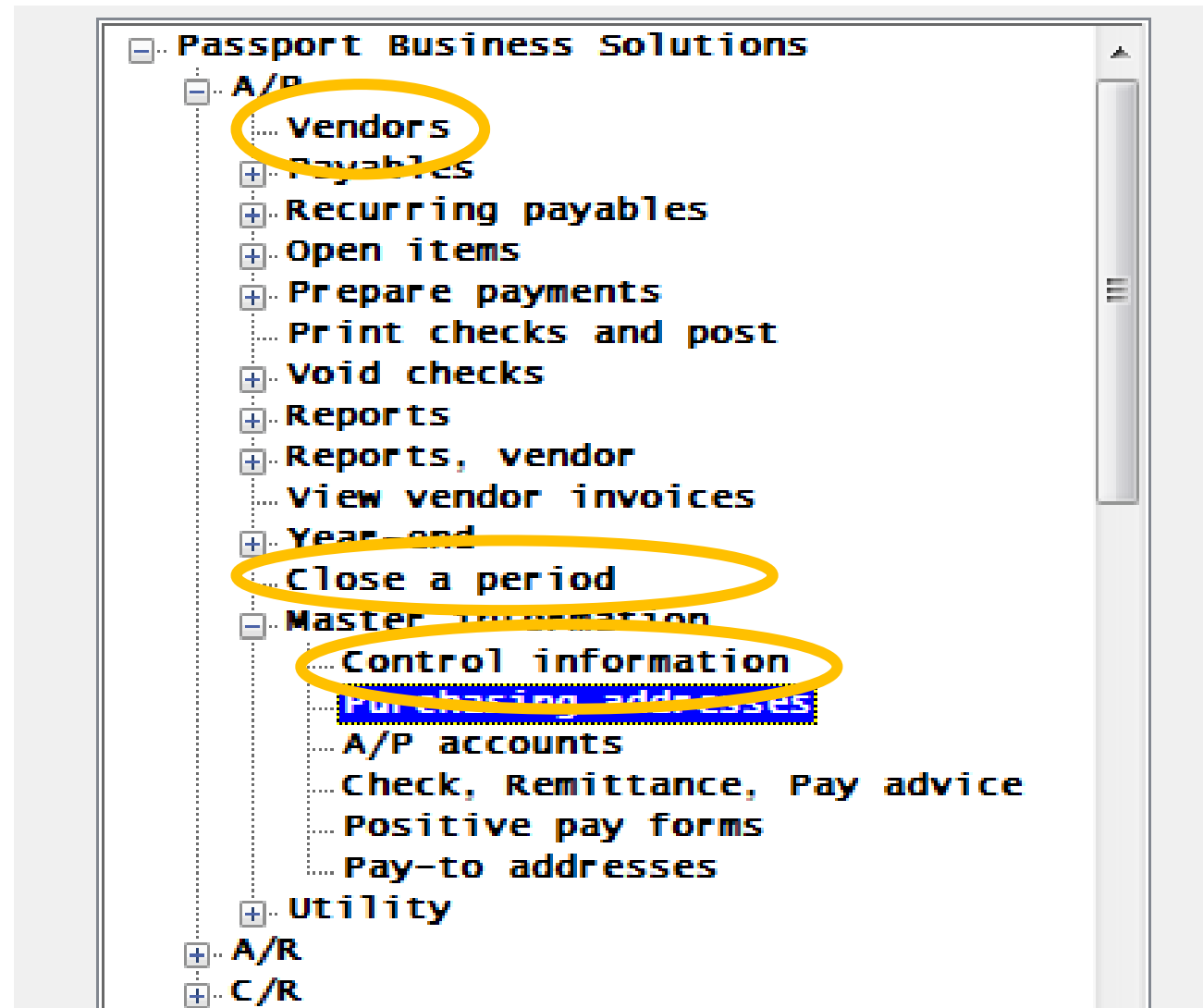
## What is it and Practical uses

### Functional description:

- Statistics: Every posting that affects any of the key metrics (sales, receivings, purchases, payments etc. will update any Vendors, Customers, or Items affected by that posting
- Date Control: The app's control file determines if this functionality is active. If so, transaction dates must be within the from/to range.
- A month-end and an optional year-end closing provides for the advancing of PTD and YTD numbers . If date control is active, period start and end dates are automatically moved forward as well.

# Period End in the Apps

## Menu elements (AP)



# Period End in the Apps

## Control File (AP)

New Edit Save Save / New Delete Cancel Exit

General Options More options

**1099 information**

Print 1099 forms  ID type Business

Taxpayer ID number 99-1135916 1099 year ending date 12/31/2021

**Immediate printing**

Allow immediate printing

Default immediate printer Windows printer

Default immediate cash account 1000-000 Cash First Bank #13557-000

**Label printing return address**

Company name On The Go, Inc.

Address-1 181 Waukegan Rd

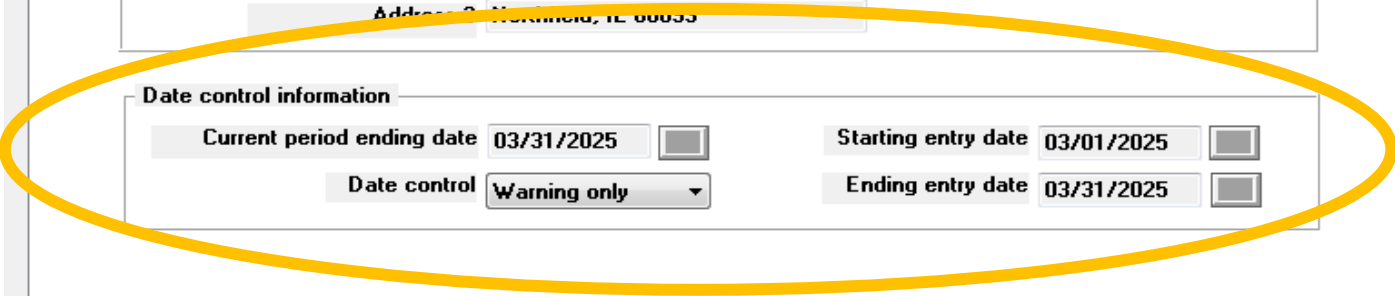
Address-2 Suite 201

Address-3 Northfield, IL 60053

**Date control information**

Current period ending date 03/31/2025 Starting entry date 03/01/2025

Date control Warning only Ending entry date 03/31/2025



# Period End in the Apps

## Vendor file (Totals tab)

New Edit Save Save / New Delete Cancel Exit

Select by ascending vendor #

Vendor #	Vendor name
700	Pacific Telephone
800	Hanson Manufacturing Company
900	Reynolds Tool and Hardware Co.
1100	Thompson Rubber and Plastic Co.
1200	ACME Bike and Wagon, Inc.
1300	Rolling Wheels, Inc.

Current period: March, 2025

General Terms Accounts Totals Contacts

Current balance 224.00

	Period to date	Next period	Year to date	Last year
Purchases	86.00	224.00	86.00	475.00
Discounts	.00	.00	.00	.00
Payments	86.00	.00	86.00	475.00
Memo purchases	.00	.00	.00	.00

Last purchase date 04/15/2025 Last payment # 15226

1099 amount year to date .00 Last payment date 03/13/2025

1099 amount next year .00 Last payment amount 86.00

# Period End in the Apps

## Close a period (AP)

Close a period criteria

Closing out the period ending on 03/31/2025

This program will clear the current Period to date purchases, payments, discounts and memo purchases. It will move the Next period amounts to period to date and add Next period to Year to date.

Is 03/31/2025 also your year-ending date ?

Please enter the new period-ending date 04/30/2025 

the new starting entry date 04/01/2025 

Ending entry date 04/30/2025 

# Period End in the Apps

Demo



# Period End in the Apps

## What if the dates are wrong – how to reset

- Step 1: Run one period-end cycle where you turn the “is this also a year-end” flag to on; AND you manually reset the new period end date *to two months* prior to the end of the period you want to start accumulating into
  - E.g., you want to start accumulating into April 2025
  - Set the new period-end date to Feb 28, 2025, then
  - Close the period making sure the year-end switch is on.
  - This will move the current YTD to Last Year YTD and will move next period data (NPTD) to both PTD and YTD. NPTD will be zero.
  - And will make the new period end date 02/28/25

# Period End in the Apps

## What if the dates are wrong – how to reset

- Step 2: Run an additional year end close (i.e. period close with year-end switch “on”).
  - Your system currently has 02/28/25 as the end-period date
  - The new (default) dates will become 03/31/25 for the period end with 03/01 and 03/31 for the start and end dates.
  - After this PTD, YTD and NPTD totals should all be zero.
- Step3: Running the year-end close a third time will move the current YTD (zero) to last year YTD.
  - At this point all your accumulators should be zero and your period dates should be 04/01/25 and 04/30/25.

# Questions



Are there similar talks  
you would like on  
the other apps?

# **Need some help?**

**Contact your Passport Partner!**

**Or call us at:**

**800-969-7900 Ext. 103**

**[psi@pass-port.com](mailto:psi@pass-port.com)**

