



## **Performing a Hard Close**

**How to Hard Code Periods in WinNetStar**

What are the main reasons to Hard Close periods in WinNetStar?

- When performing a Hard Close, the system performs some maintenance items related to storing data that will enhance the speed of the system in retrieving data.
- There are two important checks performed by the system when doing a Hard Close – it checks for Item Receipts not converted to Bills and it checks for negative inventory quantities that need to be cleaned up.
- The financial data in the system is subject to change until you perform a Hard Close (note: you can use a Soft Close to protect periods from activity/modifications. But this is not 100% protected since a user could have the permission necessary to make changes in a Soft Close period).
- We will be coming out with future enhancements to the system that will heighten the importance of a Hard Close as it relates to system performance. If you don't keep up with Hard Closes, you could start to see some significant slowdowns in system performance with future releases.

RIMSS.WinNetStar v7.0.0.504 Enterprise:The Enterprise Company:CSS Enterprises Location:Racine

File View Company CRM Suppliers Employees Banking Fixed Assets Inventory Service Wholegoods Rental PM Core Tracking Reports Web Links Windows

Easy Navigator

RIMSS W Company Home

Soft Cl New Find Beginning Balances New Company Company Preferences Modify Company Switch Company/Location Ctrl+Z Location Profile Location Support Lists Company Support Lists Enterprise Support Lists Sales Tax

Performin prior to th

Soft Clos Through 1/24/20

Hard Cl Performin date.

Period 62

Through 2/28/2010

Closed Date

Closed By

Hard Close

1025 Employee

1035 Journal Entry

1040 Accounting Close

To perform a Hard Close you will navigate to Company>New>Accounting Close as shown here.

transactions prior to the Hard Close date for all users. You should be comfortable that your account balances are correct as of this

Fiscal Periods

Period	Close Type	Period From Date	Period To Date	Close Date	Closed By
61	Hard	1/1/2010	1/31/2010	1/19/2011	dale
> 62	Hard	2/1/2010	2/28/2010		
63	Hard	3/1/2010	3/31/2010		
64	Hard	4/1/2010	4/30/2010		
65	Hard	5/1/2010	5/31/2010		
66	Hard	6/1/2010	6/30/2010		
67	Hard	7/1/2010	7/31/2010		
68	Hard	8/1/2010	8/31/2010		
69	Hard	9/1/2010	9/30/2010		
70	Hard	10/1/2010	10/31/2010		
71	Hard	11/1/2010	11/30/2010		
72	Hard	12/1/2010	12/31/2010		

RIMSS.WinNetStar v7.0.0.504 Enterprise:The Enterprise Company:CSS Enterprises Location:Racine

File View Company CRM Suppliers Employees Banking Fixed Assets Inventory Service Wholegoods Rental PM Core Tracking Reports Web Links Windows

RIMSS WinNetStar Accounting Close

### Soft Close

Performing a Soft Close will limit the ability of users to enter or edit transactions prior to the Soft Close date. Only those users with the appropriate authority will be allowed to enter or edit transactions prior to the established date.

Soft Close Date Range:

Through 1/24/2011

Save Delete

### Hard Close

Performing a Hard Close will eliminate date.

Period Close Type From Through Closed Date Closed By

62 Hard 2/1/2010 2/28/2010

Hard Close

### Fiscal Periods

Period	Close Type	Period From Date	Period To Date	Close Date	Closed By
61	Hard	1/1/2010	1/31/2010	1/19/2011	dale
62	Hard	2/1/2010	2/28/2010		
63	Hard	3/1/2010	3/31/2010		

**Open Item Receipts**

Open Item Receipt documents exist during the selected period that have not been converted to Bills. Please convert these documents to Bills before closing this period.

OK

Hard Closes must be performed one month at a time and in order. To close the next available month, simply click on the Hard Close button. The system will perform a check to ensure that all Item Receipts have been converted to Bills before allowing a Hard Close. If any Item Receipts exist, you will see the pop up message above and will need to find those Item Receipts and convert them to Bills before the system will allow you to Close (Note: for multi-location companies, you may have to search for Item Receipts in each location).

The system will also perform a check to ensure that you have no negative quantity on hand related to inventory items. We will illustrate that example later in the help document.

RIMSS WinNetStar v7.0.0.504 Enterprise: The Enterprise Company: CSS Enterprises Location: Racine

File View Company CRM Suppliers Employees Banking Fixed Assets Inventory Service Wholegoods Rental PM Core Tracking Reports Web Links Windows

Supplier Home  
New  
Find  
Pay Bills  
User Defined Fields

1350 Supplier  
1355 Purchase Order  
1360 Item Receipt/Bill

**Soft Close**  
Performing a Soft Close will limit prior to the established date.

Soft Close Date Range:  
Through  
1/24/2011

Save Soft Close  
Delete Soft Close

**Hard Close**  
Performing a Hard Close will eliminate the ability to enter or edit transactions prior to the Hard Close date for all users. You should be comfortable that your account balances are correct as of this date.

Period Close Type From Through Closed Date Closed By

62 Hard 2/1/2010 2/28/2010

Hard Close

**Fiscal Periods**

Period	Close Type	Period From Date	Period To Date	Close Date	Closed By
61	Hard	1/1/2010	1/31/2010	1/19/2011	dale
> 62	Hard	2/1/2010	2/28/2010		
63	Hard	3/1/2010	3/31/2010		
64	Hard	4/1/2010	4/30/2010		
65	Hard	5/1/2010	5/31/2010		
66	Hard	6/1/2010	6/30/2010		
67	Hard	7/1/2010	7/31/2010		
68	Hard	8/1/2010	8/31/2010		
69	Hard	9/1/2010	9/30/2010		
70	Hard	10/1/2010	10/31/2010		
71	Hard	11/1/2010	11/30/2010		
72	Hard	12/1/2010	12/31/2010		

To find the Item Receipts that need to be converted to Bills, navigate to Supplier>Find>Item Receipt/Bill as shown here.



RIMSS.WinNetStar v7.0.0.504 Enterprise:The Enterprise Company:CSS Enterprises Location:Racine

File View Company CRM Suppliers Employees Banking Fixed Assets Inventory Service Wholegoods Rental PM Core Tracking Reports Web Links Windows

RIMSS WinNetStar Accounting Close IR/Bill List

Add New Refresh Show All Print Restore Layout

**Period** Custom **Custom Date Range** From: 2/1/2010 To: 2/28/2010 Fetch

Drag a column header here to group by that column

Voided	Type	Status	Location	Doc. Date	Doc. #	Due Date	Supplier	Original Total	Current Balance	Supplier Inv. Date	Purchas
	Item Receipt										
> False	Item Receipt	Open	Racine	2/1/2010	162	2/1/2010	ACE HARDWARE	\$10.00	\$10.00	2/1/2010	1094
False	Item Receipt	Open	Racine	2/12/2010	167	3/15/2010	AGCO	\$92,956.90	\$92,956.90	2/12/2010	1090
False	Item Receipt	Open	Racine	2/28/2010	214	4/13/2010	Sam Bakker	\$500.00	\$500.00	4/13/2010	

On the IR/Bill list you can select a date range to include the period you are attempting to close and filter the data to show only those of the type Item Receipt. You will then double click each line on this list to open the IR/Bill document and convert it to a Bill. Ensure that the amount is accurate and that it is a valid Bill. You should generally have received the Bill in the mail from your Supplier and matched the dollars to this document before converting. If you have not received the Bill from the Supplier but need to Close anyway, you can still convert the document to a Bill and make any necessary adjustments in the next accounting period when the Bill is received.

[X] [V] [Voided] = 'False' And [Type] = 'Item Receipt'

Edit Filter

RIMSS WinNetStar v7.0.0.504 Enterprise: The Enterprise Company: CSS Enterprises Location: Racine

File View Company CRM Suppliers Employees Banking Fixed Assets Inventory Service Wholegoods Rental PM Core Tracking Reports Web Links Windows

RIMSS WinNetStar Accounting Close

### Soft Close

Performing a Soft Close will limit the ability of users to enter or edit transactions prior to the Soft Close date. Only those users with the appropriate authority will be allowed to enter or edit transactions prior to the established date.

Soft Close Date Range:

Through 1/24/2011

Save Soft Close

Delete Soft Close

### Hard Close

Performing a Hard Close will prevent users from entering or editing transactions as of this date.

Period 64

### Fiscal Periods

Period

72 Hard 12/1/2010 12/31/2010

You cannot close the period ending on 4/30/2010 because of the following issues

Drag a column header here to group by that column

Error State	Location Name	Item Number	Item Desc	Quantity
> Inventory Level is negative	Racine	100068R1	GEAR	-10.0000
Inventory Level is negative	Racine	700718137	SHAFT/CROSS AND GEAR	-3.0000

You may also receive this pop up message telling you that you have negative inventory quantities as of the month end you are attempting to close. If you get this pop up, you should print the report and resolve those negative quantity issues prior to closing.

Ok Print

Preview

File View Background

Print...  
Print

**You cannot close the period ending on 4/30/2010 because of the following issues**

Error State	Location Name	Item Number	Item Desc	Quantity	Drop Ship Qty	Qty Received
Inventory Level is negat	Racine	100068R1	GEAR	-10.0000	0.00	0.0000
Inventory Level is negat	Racine	700718137	SHAFT/CROSS AND GEA	-3.0000	0.00	0.0000

This is the print preview of the inventory items that have negative quantities as of the close date. You can either click on the print icon to print the report or you can export this to a spreadsheet which will allow you to copy and paste the item numbers for research purposes.



RIMSS WinNetStar v7.0.0.504 Enterprise: The Enterprise Company: CSS Enterprises Location: Racine

File View Company CRM Suppliers Employees Banking Fixed Assets Inventory Service Wholegoods Rental PM Core Tracking Reports Web Links Windows

Easy Navigator RIMSS WinNetStar Accounting Close

### Soft Close

Performing a Soft Close will limit the ability of users to enter or edit transactions prior to the Soft Close date. Only those users with the appropriate authority will be able to enter or edit transactions prior to the established date.

Soft Close Date Range:

Through 1/24/2011

Save Soft Close

Delete Soft Close

### Hard Close

Performing a Hard Close will eliminate the ability to enter or edit transactions prior to the Hard Close date for all users. You should be comfortable that your account balances are correct as of this date.

Period 64 Close Type Hard

4/1/2010 4/30/2010

Hard Close

To resolve any negative quantity issues, you should navigate to Repots>Inventory Items>Item Detail Report as shown here.

### Fiscal Periods

Period	Close Type	Period From Date	Period To Date	Close Date	Closed By
61	Hard	1/1/2010	1/31/2010	1/19/2011	dale
62	Hard	2/1/2010	2/28/2010	1/25/2011	dale
63	Hard	3/1/2010	3/31/2010	1/25/2011	dale
> 64	Hard	4/1/2010	4/30/2010		
65	Hard	5/1/2010	5/31/2010		
66	Hard	6/1/2010	6/30/2010		
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69	Hard	9/1/2010	9/30/2010		
70	Hard	10/1/2010	10/31/2010		
71	Hard	11/1/2010	11/30/2010		
72	Hard	12/1/2010	12/31/2010		

Reports Web Links Windows

- Financial
- Customers
- Suppliers
- Service
- Inventory Items
- Wholegoods
- Report Maintenance
- Pre-Conversion History

Item Detail Report

Item Metrics Report

Order Status Report

Purchase Order Detail

RIMSS.WinNetStar v7.0.0.504 Enterprise:The Enterprise Company:CSS Enterprises Location:Racine

File View Company CRM Suppliers Employees Banking Fixed Assets Inventory Service Wholegoods Rental PM Core Tracking Reports Web Links Windows

RIMSS WinNetStar Accounting Close Item Detail Report Inventory Adjustment - 7

Refresh Print Layouts

Location Document Type Price Book OEM Item # Item Description Name

All All All All 700718137

Period Custom Date Range

All From: 1/1/2000 To: 12/31/2099 Fetch

Set Period Drop Down to ALL

Input the item number here

Location	Date	Document Type	Reference	Document No.	Quantity	Price Book	Item Description	Name	Revenue Amount	Cost	Gr Pr
Racine	4/3/2009	Inventory Adjustment	700718137-AGC	7	2.00	AGC	SHAFT/CROS...		0.00	363.76	
Racine	4/8/2009	Service Document	700718137-AGC	56	-1.00	AGC	SHAFT/CROS...	123 Sales and...	279.82	-181.88	
Racine	5/1/2009	POS Document	700718137-AGC	101	-1.00	AGC	SHAFT/CROS...	123 Sales and...	279.82	-181.88	
Racine	1/7/2010	IR / Bill	700718137-AGC	149	1.00	AGC	SHAFT/CROS...	AGCO Corpor...	0.00	181.88	
Racine	2/12/2010	IR / Bill	700718137-AGC	167	10.00	AGC	SHAFT/CROS...	AGCO	0.00	1,922.80	
Racine	4/29/2010	IR / Bill	700718137-AGC	268	1.00	AGC	SHAFT/CROS...	AGCO Corpor...	0.00	192.28	
Racine	4/30/2010	Service Document	700718137-AGC	10115	-15.00	AGC	SHAFT/CROS...	Cash Customer	4,807.05	-2,871.20	
Racine	5/1/2010	IR / Bill	700718137-AGC	299	25.00	AGC	SHAFT/CROS...	AGCO	0.00	4,807.00	
Racine	5/1/2010	IR / Bill	700718137-AGC	299	0.00	AGC	SHAFT/CROS...	AGCO	0.00	0.00	
Racine	5/21/2010	POS Document	700718137-AGC	484	1.00	AGC	SHAFT/CROS...	Z BLACK	-320.47	192.40	
Racine	8/10/2010	IR / Bill	700718137-AGC	300	0.00	AGC	SHAFT/CROS...	AGCO	0.00	0.00	
Racine	8/10/2010								0.00	0.00	
Racine	8/10/2010								384.56	0.00	
Racine	8/10/2010								0.00	0.00	
Racine	8/10/2010								576.84	0.00	
Racine	8/10/2010								0.00	0.00	
									7,771.12		

Input the Item Number in the pre-fetch filter box as show above, set the Period drop down box to ALL and click on the Fetch button. This will bring up all the activity for the Inventory Item in question. You will be able to see what activity might have occurred that made the quantity on hand become negative as of the close date. In this instance, there is a sale of 15 items on 4/30/2010 that created the negative situation followed by a receipt of 25 the following day. In my example, the inventory receipt was dated incorrectly. It should have been dated on April 30. I can double click the IR/Bill document line on this report to open the document for editing.

RIMSS.WinNetStar v7.0.0.504 Enterprise:The Enterprise Company:CSS Enterprises Location:Racine

File View Company CRM Suppliers Employees Banking Fixed Assets Inventory Service Wholegoods Rental PM Core Tracking Reports Web Links Windows

RIMSS WinNetStar Accounting Close Item Detail Report Inventory Adjustment - 7 IR/Bill - 299

Save Save and Close Save and New Print Bin Labels Scan Receipt Void Export

General Attachments

PO #: Doc. # 299 Doc. Type Bill Document Date 4/30/2010

Name: AGCO Pmt Terms 10th of Ne... Due Date 9/10/2010 Supplier Inv. Date 8/10/2010

Address 1: P.O. BOX 690 Supplier Ref. Status Open

Address 2: City: TORONTO

State: ON Zip Code: M5W 2W8

Memo

Type	Number	Description	Primary Bin	Order Type	Reference	Memo	Received Qty	Needed Qty	Alloc. Qty	Qty	Unit Cost	Total
> Item	105571-AGC	CONTROL/...		Stock Order			1.0	5.0	.0	1.0	\$87.3500	
Item	1080682M1-AGC	PUMP,INJE...		Stock Order			.0	1.0	.0	.0	\$9,103.4100	
Item	71308995-AGC	BEARING/...		Stock Order			.0	1.0	.0	.0	\$23.9500	
Item	700718137-AGC	SHAFT/CR...	C12	Stock Order			25.0	5.0	.0	25.0	\$192.2800	

Because this IR/Bill document is editable, I can change the document date to April 30 and solve my negative quantity issue for this item number. In some cases, the IR/Bill document may not be editable. If this is the case you will need to enter an inventory adjustment document to solve the negative situation.

26.00 0.00 26.00 To...



RIMSS.WinNetStar v7.0.0.504 Enterprise:The Enterprise Company:CSS Enterprises Location:Racine

File View Company CRM Suppliers Employees Banking Fixed Assets Inventory Service Wholegoods Rental PM Core Tracking Reports Web Links Windows

RIMSS WinNetStar Accounting Close Item Detail Report Inventory Adjustment - 7

Refresh Print Layouts

Location Document Type Price Book OEM Item # Item Description Name

All All All All 100068R1

Period Custom Date Range

All From: 1/1/2000 To: 12/31/2099 Fetch

Drag a column header here to group by that column

Location	Date	Document Type	Reference	Document No.	Quantity	Price Book	Item Description	Name	Revenue Amount	Cost	Gross Profit
> Racine	4/1/2010	POS Document	100068R1-100-NAVISTR	875	-10.00	NAV	GEAR	Cash Customer	3,866.90	-2,577.90	

-10.00 1 3,866.90 -2,577.90 1...

This is the Item Detail report for the other Item Number with a negative quantity. And for this Item I have no other activity other than a sale of the Item. There may be an inventory receipt that was never recorded or there may be some other reason for this issue. If you are unable to identify a missing inventory receipt you will need to enter an Inventory Adjustment to correct the issue.

RIMSS.WinNetStar v7.0.0.504 Enterprise:The Enterprise Company:CSS Enterprises Location:Racine

File View Company CRM Suppliers Employees Banking Fixed Assets Inventory Service Wholegoods Rental PM Core Tracking Reports Web Links Windows

Easy Navigator RIMSS WinNetStar Accounting Close Item Detail Report Inventory Adjustment

Refresh Print Layouts

Location Document Type Price Book OEM

All All All All

Period

All From: 1/1/2000 To: 12/31/2099

Drag a column header here to group by that column

Location	Date	Document Type	Reference	Document No.	Quantity				Revenue Amount	Cost	Gross Profit
> Racine	4/1/2010	POS Document	100068R1-100-NAVISTR	875	-10.00	NAV	GEAR	Cash Customer	3,866.90	-2,577.90	

To enter an Inventory Adjustment, navigate to Inventory>New>Inventory Adjustment as shown above.

-10.00 1 3,866.90 -2,577.90 1...



RIMSS.WinNetStar v7.0.0.504 Enterprise:The Enterprise Company:CSS Enterprises Location:Racine

File View Company CRM Suppliers Employees Banking Fixed Assets Inventory S

RIMSS WinNetStar Accounting Close Item Detail Report New Inventory Adjustment

Save Save and Close Save and New Print Void

Next, select the account by clicking on the Adjustment Account lookup.

Inventory Adjustment

Adjustment Account: Date: 4/1/2010 Doc. #: 0

Reference:

Select GL Account

Drag a column header here to group by that column

Location	Acct. #	Description	Type
		inv	
Racine	RAC-3-16000-01	INVESTMENTS	EQUITY
Racine	RAC-8-20000-01	INVENTORY ADJUSTMENTS	OTHER EXPENSE

On the Inventory Adjustment document, first set the date of the adjustment. We recommend dating the document the first day of the month your are attempting to close.

On your GL Account lookup, select the account you wish to use for the inventory adjustment. Here I am selecting my Inventory Adjustments expense account.

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RIMSS WinNetStar Accounting Close Item Detail Report **New Inventory Adjustment**

Save Save and Close Save and New Print Void

**General** Attachments

**Inventory Adjustment**

Adjustment Account: RAC-8-20000-01( INVENTORY ADJUSTMENTS) Date: 4/1/2010 Doc. #: 0

Reference:

Memo: TO CORRECT INVENTORY QTY IN ORDER TO CLOSE APRIL 2010

**Inventory Adjustment Details**

Item Number	Description	Quantity	Quantity Adjustment	Adjusted Quantity	Value	Value Adjustment	Adjusted Value
> 100068R 1-100-NAVISTR	GEAR	-10.0	10.0	0.0	(\$2,577.90)	\$2,577.90	\$0.00

Select the Item number to be adjusted.

Insert the Quantity Adjustment here.

You can now Save and Close the document.

\$2,577.90

RIMSS.WinNetStar v7.0.0.504 Enterprise:The Enterprise Company:CSS Enterprises Location:Racine

File View Company CRM Suppliers Employees Banking Fixed Assets Inventory Service Wholegoods Rental PM Core Tracking Reports Web Links Windows

RIMSS WinNetStar Accounting Close Item Detail Report

### Soft Close

Performing a Soft Close will limit the ability of users to enter or edit transactions prior to the Soft Close date. Only those users with the appropriate authority will be allowed to enter or edit transactions prior to the established date.

Soft Close Date Range:

Through

### Hard Close

Performing a Hard Close will eliminate the ability to create and edit transactions prior to and including this date.

Period  Close Type

### Fiscal Periods

Period	Close Type	Start Date	End Date	Close Date
61	Hard			
62	Hard			
63	Hard	3/1/2010	3/31/2010	1/25/2011
64	Hard	4/1/2010	4/30/2010	
65	Hard	5/1/2010	5/31/2010	
66	Hard	6/1/2010	6/30/2010	
67	Hard	7/1/2010	7/31/2010	
72	Hard	12/1/2010	12/31/2010	


Closed By

date

date

date

### Hard Close Date Warning

 You are about to execute a Hard Close for the date range:

4/1/2010 - 4/30/2010

Are you sure you want to eliminate the ability to create and edit transactions prior to and including this date?

After resolving all negative quantity issues, you can navigate back to your accounting close screen to click on the Hard Close button again. If you have successfully resolved all issues, you will see the above pop up. If you are ready to close, select Yes. END