Close Module

Module Guide: Close Module

Module Location

Settings > Accounting Settings > Closing > Close Module

Module Purpose

The **Close Module** module is a crucial accounting control tool used to "lock" or "unlock" transaction sub-modules for a specific accounting period (usually annually). Its primary function is to prevent any entries, modifications, or deletions of data in a period that has already been closed, thereby preserving data integrity during the final financial statement preparation process.?

1. Main View (Close Module Matrix)

The main page displays all the accounting modules and sub-modules that can be controlled, grouped by their main function.

View Explanation

- **Period Filter**: In the top-right corner, there is a dropdown to select the accounting **Year** to be managed. All actions (Open/Close) on this page will apply to the selected year.
- **Module Groups**: The page is divided into several main sections:
    - General Ledger

- Accounts Receivable
- Sales
- Accounts Payable
- Purchasing
- Cash and Bank
- Fixed Assets

- **Sub-Module List**: Within each group, there is a list of specific sub-modules or transaction types in the form of checkboxes (e.g., `General Journal`, `Sales Invoice`, `Purchase Order`).
- **Action Buttons**: Each group has its own action buttons:
  - **Open**: To unlock the selected sub-modules, allowing transactions to be entered or edited again for that period.
  - **Close**: To lock the selected sub-modules.

2. Steps to Close or Open a Module

- **Select Year**: Choose the relevant accounting year from the dropdown in the top right.
- **Select Sub-Modules**: Navigate to the desired module group (e.g., **Sales**), then check the boxes next to one or more sub-modules you want to process (e.g., `Sales Invoice` and `Sales Return`).

- **Execute Action**:
  - Click the **Close** button to lock those sub-modules. Once closed, no user can create or modify related transactions within the selected year.
  - Click the **Open** button if you need to make corrections or adjustments to a previously closed period.

3. Integrated Workflow & Business Process

- **Period-End Closing Process**: This module is an essential part of the period-end closing procedure (both monthly and annually). Before the accounting team generates final financial reports, they will use this feature to "freeze" the data. ?
- **Data Integrity**: By closing modules, the company ensures that the figures shown in the financial statements will not change due to accidental or unauthorized back-dated transactions.
- **Audit Control**: The ability to reopen modules provides flexibility for post-audit adjustments, but this process must be strictly controlled.

4. Tips & Important Notes

- Ensure all transactions for the period to be closed have been completely entered, verified, and reconciled before using the **Close** function.

- Closing modules is one of the preparatory steps before performing the actual year-end closing process.?
- Access to this module should be highly restricted and ideally granted only to the head of accounting or a system administrator to prevent misuse.
- Always double-check the year you have selected in the filter before clicking the **Close** or **Open** button.

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