How to Prevent Performing a Double Month End in SYSPRO

The instructions below show steps for the Accounts Receivable module, but the same steps can be applied to other modules as well. It is recommended that users be out of the system while you're performing these changes.

With the busy and stressful lives that we lead, we can be faced with situations where we execute a double month-end by accident in the same day, the same week or even two weeks apart. SYSPRO has preventative measures where the system will warn you if you try to perform a month end on the same date as the last month end, or if the date is different than the expected execution date, but there are also other setup options to further prevent this.

Before you can make use of this process you need to decide on your business rule and answer the following question: How many days apart should month-ends be from one another? You will also need to determine whether you already have Electronic Signatures (eSignatures) enabled. If not, there are other steps that will need to be taken before you can perform the following steps. For a brief training/overview of eSignatures, contact the Syllogist Group at support@syllogistgroup.com.

1. First, open the Electronic Signatures Setup Screen (Setup > Electronic Signatures):



2. Verify your settings are set to "Define by Transaction":

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File Options Configuration	Transactions					
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	All Excluded		Module: Accounts Payable	• II	0	
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			AP Supplier deleted	Allowed	Configure	Accounts P
1			AP Payment run entry	Allowed	Configure	Accounts P
			AP Delete payment run	Allowed	Configure	Accounts P
			AP Release invoices by review	Allowed	Configure	Accounts P
			AP Automatic Invoice release	Allowed	Configure	Accounts P
			AP Void check entry	Allowed	Configure	Accounts P
			AP Execute payment run	Allowed	Configure	Accounts P
			AP Print checks/remittances	Allowed	Configure	Accounts P
			AP Integration to Cash Book	Allowed	Configure	Accounts P
			AP Post invoice	Allowed	Configure	Accounts P
			AP Post credit note	Allowed	Configure	Accounts P
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Items:1			Transactions: 752			

3. In the following steps, we will be using Accounts Receivable as the example. You will now find the AR Month End Transaction (or month end transaction for another module) in the list, and click Configure:

Electronic Signatures Setup					23
File Options Configuration Transactions					
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Configuration Level	- 4 □ ×	Transactions: All Operators			* 🗆
Type Company Item Name		Transaction description	Access control	Configure	Module 🛆 🔺
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		AR SO discount changed	Allowed	Configure	Accounts R
		AR SO discount deleted	Allowed	Configure	Accounts R
		AR Invoice terms added	Allowed	Configure	Accounts R
		AR Invoice terms changed	Allowed	Configure	Accounts R
		AR Invoice terms deleted	Allowed	Configure	Accounts R
		AR Month-end performed	Allowed	Configure	Accounts R
		AR Year-end performed	Allowed	Configure	Accounts R
		AR Purge performed	Allowed	Configure	Accounts R
		AR Balance function performed	Allowed	Configure	Accounts R
		AR Invoice posted	Allowed	Configure	Accounts R
		AR Credit note posted	Allowed	Configure	Accounts R
		AR Debit note posted	Allowed	Configure	Accounts R
		AR Post document batch	Allowed	Configure	Accounts R
		AR AP contra	Allowed	Configure	Accounts R
		AR Payment Detail	Allowed	Configure	Accounts R
		AR Multiple Ship to Address changed	Allowed	Configure	Accounts R
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4. To set SYSPRO to where you're not allowed to do a month end if the previous month end was done less than 20 days ago, the description should be modified to "Month end cannot be performed due to business rule", and amend the access control level to "Denied":

Name	Access control	Description	Transaction condition
Trn1	Allowed	AR Month-end performed	Whenever AR Month-end perf
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Transa	ction Details Loggin	g and Trigger Options	
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5. Next, set a new condition – For this example, we are using 20 days. Click "New Condition" and set the condition to "User Defined" and description as "Cannot be processed due to business rule" and click "Define Condition":

	Access control	Description	Transaction condition
Trn1	Allowed	AR Month-end performed	Whenever AR Month-end perf
∢	ion condition: W	III henever AR Month-end pe	rformed
Transa Des Ac	ction Details Loggi cription: nth End (ccess control level eSignature	ng and Trigger Options	usiness Rule
	Request co	Condition: User defined Description: Cannot be pro	▼ ocessed due to business rule
(Allowed Denied Log only Excluded from 	Name: Trn2	
(
Ef	ffective period Always Date range	Define Condition	OK Cancel

6. In the condition form, set the Field or Variable to "%NoOfDays" (case sensitive), the Condition to "Less than" and the Field, Variable, String or Constant to "20" (or the number of days you would like to use).

🛃 Tran	saction: 21001	3 - AR Month-end performed (Tr	rn2)		
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Condit	ion Configurat	ion			* t
And/Or	Open bracket	Field or Variable	Condition	Field, Variable, String or Constant	Close bracket
If	-	%NoOfDays	Less than	20	-
		Conditions: 1			

7. Click "Save and Exit" and "Apply" & "Close"

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Condit	ion Configura	ation			- ₽
And/Or	Open bracke	t Field or Variable	Condition	Field, Variable, String or Constant	Close bracket
If	-	%NoOfDays	Less than	20	-
		Conditioner 1			
		Conditions: 1			

Name	Access control	Description	Transaction condition
Trn1	Allowed	AR Month-end performed	Whenever AR Month-end perf
Trn2	Denied	Cannot be processed due to b	User defined
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Trans	action Details Loggi	ng and Trigger Options	
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8. Finally, you can either exit Electronic Signatures and it will give you a message that you must exit SYSPRO for it to take effect, or you can continue with the same steps for other modules.