

Closing_Manual

Closing manual - one month on one page

Last verified against build: dev_rc1_20261005 (release candidate 3.2.0-RC1, store design), 2026-10-05. Step-by-step role guides: docs/guides (PREPARER, REVIEWER).

For the Preparer and the Reviewer. The Home banner always shows your name, your roles and the one next action; the checklist below it shows where the month stands. Every button is logged. Type only in yellow cells of the tables your role may edit - anything else is reverted.

Before you start

- The company files of the month are in the source folder (any sub-folder): COMPPAY.xlsx, or one COMPPAYALL.xlsx for a company that delivers a cumulative file.
- The independent totals (ledger extract or the companies' signed cover letters) are at hand.
- Only one person edits the file at a time. If the banner says the file is open read-only, wait until the other user has closed it. A red banner: stop and call an Administrator.

Preparer

1. **Recon** sheet: one row per company x currency - PeriodKey, CompanyID, CurrencyCode, IndependentTotal (original currency), SourceReference, EnteredBy.
2. **Home > Refresh.** Wait for the message (a few minutes). Never use Data > Refresh All: it is not logged and keeps the close blocked.
3. **ControlPanel:** STG_CURRENT must be OK first. Work every REVIEW from the top: the Finding says what is wrong, the Action says where to look (docs/guides/CONTROLS.md, by check). Fix it at the source (ask for a corrected or renamed file, record a nil return; a new header or company is handled by an Administrator), then Refresh again. A file that will not enter the store is listed with its reason in STG_Rejected; it must leave the delivery folder (the Administrator moves it out, or corrects the company list) before the close.
4. **A REVIEW you accept instead of fixing:** write what, why and who approved it in column Explanation. Your Windows name, the time and the period are stamped next to it. ADVISORY items (amber) never block. RESTATEMENT, ARCHIVE_INTEGRITY, COLUMNMAP_LOCK, LOG_INTEGRITY, PRIVACY and FILES_UNEXPECTED can never be explained away: while one of them is REVIEW the close gate stays BLOCKED whatever the explanation (3.2.0-RC1); call an Administrator.
5. **KPI_Check, Dashboard and the executive pages:** sanity-check the month. The Dashboard line "Model check" must say OK; WATCH / ALERT on the pages are DRAFT signals to look into, not close conditions.
6. **When the close gate says OPEN: Home > Submit for review.** The workbook saves itself; the banner then shows "awaiting review".

Reviewer (never the user who submitted)

7. Open the workbook and read the ControlPanel, the explanations, the Dashboard and AN_Watchlist. Then either:
 - **Home > Close period.** It appends the month to the store as one batch, copies the month's files to the inbox, writes the controls evidence (read-only), records the sign-off and the sealed ArchiveLog row, moves ActivePeriod to the next month and refreshes. The user who submitted the month cannot close it, whatever roles that user holds.

- **Home > Reject submission**, with a reason. The Preparer fixes the issue and submits again.
8. After the close, ARCHIVE_COMPLETE, ARCHIVE_INTEGRITY and ACTIVE_OPEN must be OK and the close message must say "integrity OK". FILES_EXPECTED stays REVIEW until next month's files arrive; that is expected.

Exceptions

- **A company had no payments:** the Preparer records its written nil return in tblNilReturn (sheet DimCompany) instead of a file.
- **The data changed after Submit** (a new refresh or file): Close is blocked; the Preparer submits again.
- **A cumulative file changed a closed month (RESTATEMENT):** the close is blocked and no explanation opens it; the Administrator re-opens that month or the company corrects its file (docs/guides/CUMULATIVE_COMPANY.md).
- **A closed month must change:** an Administrator uses Re-open, with a reason. The stored batch is kept and marked SUPERSEDED; the re-close appends a new batch.
- **A message says DENIED:** your role does not allow that command. **BLOCKED or ERROR:** it names the cause (docs/guides/MESSAGE_CATALOGUE.md), or ask an Administrator.