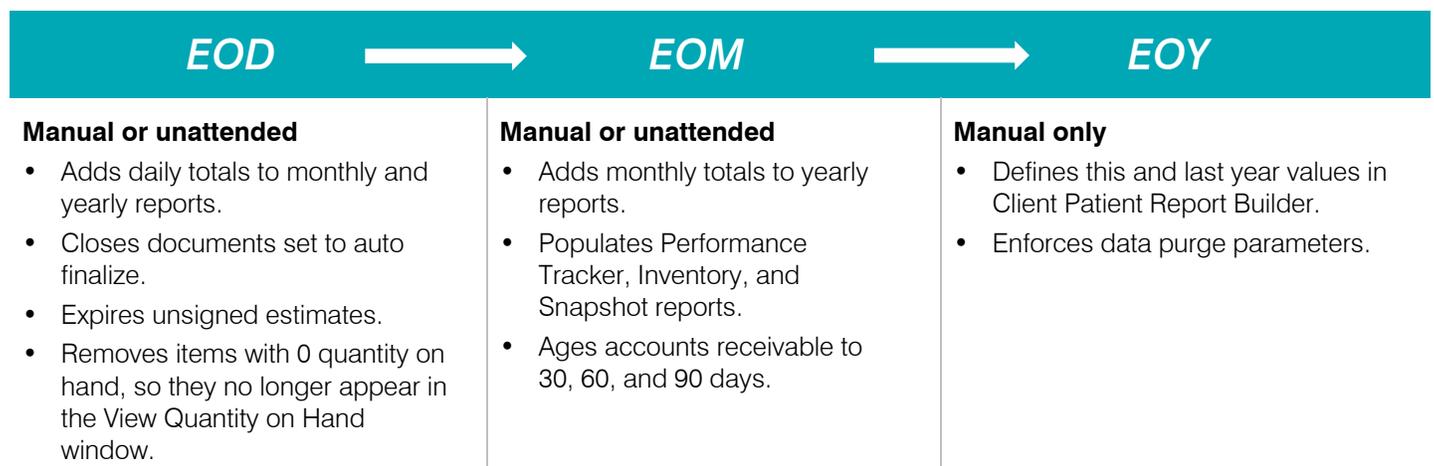# End of period activities

End of period processing is a critical function for your practice, involving end of day (EOD), end of month (EOD), and end of year (EOY) activities. Processing these periods on a consistent basis enables valid period to period comparisons. End of period activities also include maintenance activities for medical records and inventory.

EOD and EOM can be run either manually or as unattended processes using the End of Period default settings found under **Controls>Defaults Practice and Workstations>Unattended EOP**. EOY only runs as a manual process. Refer to the F1 help for more details.

End of period activities work together in Cornerstone

EOD	→	EOM	→	EOY

Manual or unattended

- Adds daily totals to monthly and yearly reports.
- Closes documents set to auto finalize.
- Expires unsigned estimates.
- Removes items with 0 quantity on hand, so they no longer appear in the View Quantity on Hand window.

Manual or unattended

- Adds monthly totals to yearly reports.
- Populates Performance Tracker, Inventory, and Snapshot reports.
- Ages accounts receivable to 30, 60, and 90 days.

Manual only

- Defines this and last year values in Client Patient Report Builder.
- Enforces data purge parameters.

Processing EOD

EOD is typically performed at the end of the business day but could be done once per shift (e.g., at 24-hour practices). You do not need to log out of Cornerstone* Software, but once you start processing, you cannot post client transactions (invoices. payments, etc.) until processing is complete. However, you can enter and save charges during this time.

1. Complete transactions for the day (posting of invoices and payments), and then use the **Daily Deposit Report** to balance your cash drawer.
2. Select **Reports>End of Period>End of Day**. Under Daily periods, select **Current**. Under Report list, select **Daily Deposit Report**, and then click **Preview**.
3. If discrepancies exist, use the **Daily Payment Register by Payment Type** or the **Itemized Audit Trail** report to pinpoint transaction errors. It is highly recommended to perform corrections in the same daily period as when the error occurred for optimal reporting data.
4. Follow your practice's daily backup procedure. Learn more about backup recommendations.
5. Perform EOD processing (if running manually):
   - Select **Activities>End of Period>End of Day**. If you see the backup reminder message, click **OK**.
   - In the Daily Period Closing window, type your initials and any notes in the **Note** box (recommended for accountability), and click **OK**. Follow any prompts until processing is completed.
6. Run daily reports as needed by selecting the EOD period(s) for the EOD you just ran, so reports reflect EOD transaction data.
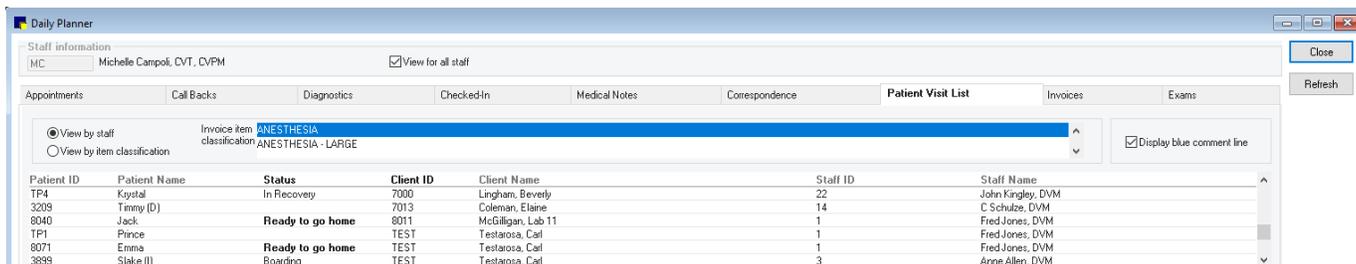
Processing EOM

Process EOM **after** you process **EOD for the last business day of the month**, or as determined by your practice (for example, the 25th of the month).

1. (Recommended) Complete any inventory transactions.

   Because the Inventory Turnover and Item Profit Analysis reports are defined by monthly inventory numbers at the time of EOM close, it is recommended to receive and post any inventory under **Inventory>Receipt List>Receive an Order**.

   Note: Press **F1** or access Help from the Cornerstone toolbar for more information on receiving inventory.

2. Perform all EOD steps before processing EOM. This should include reviewing and posting saved invoices and patient visit lists, which can easily be done from the Daily Planner. This ensures all charges for the month are processed and will be included with statements.

   Note: Based on invoice type use and settings, saved invoices may be set to close as part of EOM processing.

3. Follow your practice's monthly backup procedure. Learn more about backup recommendations.

4. Perform EOM processing (if running manually):

   • Select **Activities>End of Period>End of Month**. If you see the backup reminder message, click **OK**.

   • In the Monthly Period Closing window, verify or modify monthly charges to be applied to account balances, type your initials and any notes (recommended for accountability), and review any open invoices to close them or leave them open by clicking **Yes** or **No**.

   Note: Press **F1** to access Help and then read the "Processing End of Month" topic for more information on actions automatically completed by the EOM process. For example, a second EOD close occurs when running EOM; it includes finance charges, billing fees, and open invoices that were closed as part of EOM processing.

5. Run monthly reports as needed by selecting the appropriate processed EOM period(s) so that reports reflect EOM transaction data.

Processing EOY

For EOY processing information, use the End of Year Quick Guide at **idexx.com/cornerstonehelp.**

Frequently used end of period reports

Report name	Report content	Report group	Notes
Daily Summary Report	Daily totals for sales and other business activity, e.g. new client and patient visits, invoice count, etc.	End of Day	Shows daily, month, and year-to-date values for key performance indicators.
Patient Visit List by Date	Items that have not been invoiced	End of Day	Available only from the current daily period.
Serv. And Inv. Sales – Closed Invoices – By Staff	Staff revenue (gross) per item classification	End of Day End of Month	Revenue center version also available.
Serv. And Inv. Sales – Closed Invoices – By Class	Practice revenue (gross) per item classification	End of Day End of Month	Revenue center version also available.
Service Sales Report – Closed Invoices – By Class	Practice service-type revenue (gross) and % of sales per item classification at the item level	End of Month	Revenue center version also available. Report can be filtered by class, subclass, and item.
Inventory Sales Report – Closed Invoices – By Class	Practice inventory type revenue (gross) and % of sales per item classification at the item level	End of Month	Revenue center version also available. Report can be filtered by class, subclass, and item.
YTD Net Sales	Monthly and year-to-date revenue (net) for the selected processed month end	End of Month	Offers presorted and various detail-level versions by revenue center, class, subclass item, staff, and type. Report cannot be run for multiple periods.
Statistics by Staff – Closed Invoices	Staff production as a single value, broken out to service and inventory, when paying on gross sales	End of Day End of Month	Run as a combined period report to match payroll or quarterly bonus dates.
Monthly Sales Summary	Monthly totals broken out by each processed daily period for sales and other business activity, e.g. new client and patient visits, etc.	End of Month	Shows daily values within the processed monthly period for key performance indicators.

- Based on end of period default settings, reports may be preselected in the daily and monthly report lists.
- To create a weekly report, choose a single report and press the **Shift** key to select the multiple consecutive daily periods to include. For quarterly reports, use consecutive monthly periods
- **Note**: A second EOD close occurs when running EOM; it includes finance charges, billing fees, and open invoices that were closed as part of EOM processing. For the last EOD report of the month, select both EOD periods (using the Shift key) so the combined report will include complete information.

For detailed instructions, see the **End of Period Processing** and **Daily Planner** Sections of the Cornerstone Help ❓.

Check out the Reporting Learning journey at idexxlearningcenter.com for more insight into Cornerstone reports.

Find this document at **idexx.com/cornerstonehelp.**