

Sample: "D" Method
Statements at End of Month
End of Month Procedures

January 14, 2000

The "TRACSTM Update Procedure" booklet explains the End of Month procedure in detail. Below is a summary of the procedure discussed during the implementation.

End of Month Procedure, to be done after the last End of Day of the month, prior to the first End of Day of the new month. No End of Days for the new month should be run until the completion of the following:

1. Enter any additional cash receipts
 - \$ Enter Cash Receipts
 - \$ Run A/R Mini-Backup (*TRACS Utilities, Accounts Receivable Mini Backup*)
 - \$ Run Cash Receipts Journal/Update
 - \$ Balance the accounts receivable manual control

ALL ACCOUNTS RECEIVABLE USERS SHOULD REMAIN OFF THE SYSTEM UNTIL COMPLETION OF STEP #6.
2. Generate the finance charges
 - \$ Change the flag in the A/R System Control - Aging Information, field #1, Aging Method, to AS@ (statement date).
 - \$ Run the Aged A/R Report *by Grand Total*
 - \$ Run the A/R Mini-Backup (*TRACS Utilities, Accounts Receivable Mini Backup*)
 - \$ Generate finance charges (*Accounts Receivable menu, Finance Charge Reporting, Create Finance Charges*). Finance charge date is actual current date.
 - \$ Void off any incorrect finance charges using **A/R Adjustments**
 - \$ Balance the accounts receivable manual control
3. Run an Aged A/R Report in Detail and Summary (*Accounts Receivable menu, Aged A/R Report*). Balance the total of the report with the manual control.
4. Generate Statements as follows:
 - \$ Run Statements (*Accounts Receivable menu, Statement Print*)
 - \$ Change the A/R System Control back to its original state (A/R **System Control, Aging Information, Field #1 – Aging Method** AD@, Due Date)
 - \$ Run an Aged A/R Report to the screen by Grand Total, using the 10th of the month following as the aging date.
5. Age and purge the Accounts Receivable as follows:
 - \$ Print the monthly A/R Recap Report (file with the Aged A/R Report printed in step #5). Retain the report.
 - \$ Run the A/R Mini-Backup (*TRACS Utilities, Accounts Receivable Mini Backup*)
 - \$ Age (or Age and Purge) the A/R file; clear the Recap file
6. Print the Aged A/R Report by grand total only, using the 10th of the month following as the aging date, and balance the total with the manual control.
7. Print an Aged A/R Report in detail and summary, using the 10th of the month following as the aging date, and balance the total with the manual control. (**Optional working A/R Report.**)

8. G/L Interface

\$ Transfer the G/L Interface to the General Ledger (page #35 of the TRACSJ Update Procedure manual).

\$ Upon completion, clear the interface report.

Note: Aging Method: **D**