

Sample: End of Month Procedures: With Statements

January 18, 2000

The *TRACSJ Update Procedure* booklet explains the End of Month procedure in detail. Below is a summary of your procedure.

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 [*TRACSJ Utilities; Backup Files/Directories (Root)*]
 - \$ Run Cash Receipts Journal/Update
2. Balance the Accounts Receivable
3. Generate the finance charges as follows
 - \$ Run the A/R Mini-Backup
 - \$ Run the Aged A/R Report *by Grand Total* to the CRT (**Verify the A/R balance.**)
 - \$ Generate finance charges (*Accounts Receivable menu, Finance Charge Reporting, Create Finance Charges*)
 - \$ Void off any incorrect finance charges using **A/R Adjustments**
4. Run an Aged A/R Report in Detail and Summary. Balance the A/R (*Accounts Receivable menu, Aged A/R Report*).
5. Generate Statements as follows:
 - \$ Run Statements (*Accounts Receivable menu, Statement Print*)
6. Age and purge the Accounts Receivable as follows:
 - \$ Print the Monthly A/R Recap Report (*Accounts Receivable menu, A/R Recap Report*).
 - \$ Run the A/R Mini-Backup
 - \$ Age and purge the A/R file (*Accounts Receivable menu, Aging/Purge*)
 - \$ Clear the A/R Recap Report
7. Print an Aged A/R Report in Detail & Summary. Balance the A/R. (*This is your working report for the next month.*)
8. Post the G/L Interface to the General Ledger (page #35 of the *TRACSJ Update Procedure manual*).
9. Review the End of Day cron to verify it is activated.