

MONTH END / QUARTERLY / YEAR END
CHECK LISTS & PROCEDURES

- ACCOUNTS RECEIVABLE • ACCOUNTS PAYABLE •
- PAYROLL • GENERAL LEDGER •

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ACCOUNTS RECEIVABLE MONTH END CHECK LIST

FOR THE MONTH OF: _____

- [] Verify that all Sales have been posted for the month. Run an open orders report, review the report for invoices that have not been posted.
- [] Verify that all cash receipts have been posted for the month. Total the cash receipts journal and cash sales journal to get the total cash received for the month. Compare the total against the deposit totals.
- [] Verify all adjustments to customer accounts have been posted for the month.
- [] Verify all sales tax adjustments have been posted.
- [] Verify all inventory receiving have been posted.
- [] Verify all inventory adjustments have been posted.
* NOTE: Inventory adjustments require a journal entry in general ledger. We recommend making the adjustments as part of your daily, or monthly process.
- [] Verify all inventory transfers and vendor returns have been posted.
- [] Apply unapplied credits to customer accounts.
- [] Process finance charges and print invoices.
- [] Display the Accounts Receivable balance, (run computed Accounts Receivable balance located under Miscellaneous Programs #1) compare to your manual control sheet. If the totals do not balance, make any necessary adjustments before continuing.
- [] Print an Accounts Receivable trial balance in detail.
- [] Review the trial balance for accuracy.
- [] Make all necessary corrections to accounts before running statements.
- [] Print statements. (Make a backup before running statements)
- [] Print Monthly Sales Analysis Reports:
 - [] Customer Sales Analysis Report
 - [] Customer Sales History Report
 - [] Sales Tax Analysis Report
 - [] Salesman Sales Analysis Report
 - [] Inventory Sales Analysis Report
 - [] Product Category Analysis Report
 - [] Inventory Valuation Report
 - [] General Ledger Distribution Report

ACCOUNTS RECEIVABLE MONTH END CHECK LIST (CONTINUED)

OTHER REPORTS:

- [] _____
- [] _____
- [] _____
- [] _____
- [] Use the sales tax analysis report to guide you in filing your sales tax information.
- [] Clear Month to Date Totals. **Note: Sales Analysis reports for the month being closed can NOT be run again after clearing totals.**
- [] If you use salesmen commissions:
 - [] Sort the commission file.
 - [] Print the commission report.
 - [] Make adjustments if necessary.
 - [] Print commission statements.
 - [] Mark paid records.
 - [] Purge paid commission records (optional)
 - * Watch dates carefully when purging and always make a backup first.
- [] If you use the work order system: (print as needed)
 - [] Print the technicians labor report.
 - [] Print the technicians hour report.
- [] Transfer the General Ledger Distribution to the General Ledger.
 - * This is located under Inquiries and General Ledger Listings.
- [] Go to General Ledger and run an edit list for the transactions transferred from Accounts Receivable. Make any necessary corrections, and post.
- [] After verifying that the transfer from Accounts Receivable to General Ledger was successful, purge the General Ledger Distribution file for the period. (IN THE ACCOUNTS RECEIVABLE MODULE) (This is **optional**, once purged you cannot re-run the General Ledger Distribution report for that period again once purged).
- [] Reconcile the General Ledger Accounts Receivable balance to the Accounts Receivable month end balance.
- [] Reconcile sales, cost of goods sold, inventory, and other General Ledger account totals.
 - *Note: these totals should balance to your monthly sales analysis report totals.
- [] Inventory adjustments / cost adjustments made in accounts receivable are not transferred to G/L. Make the appropriate adjustments in G/L.

* You should have two Month End tapes that you rotate every other month. The backup should be done before the Month End is closed.

ACCOUNTS RECEIVABLE YEAR END PROCEDURES

- A. Run normal month ending procedures including:
Finance Charges, Reports, Statements, Month End Backup and Clear Monthly Totals.
- B. Select option for Year End Procedures:
Run Yearly Reports (optional); take your Year End Backup; Select Clear Year to Date Totals.*

* Clearing Year to Date Totals, like clearing Monthly Totals, is clearing the cumulative figures in the following files: Customer Master File, State Tax Files, Inventory Master File, Product Category Files, Salesman's Master File, Sales Location Master Files.

The Yearly Reports are optional due to the fact that your Monthly Reports contain all annual figures. Some additional reports that you might be interested in printing are: Inventory Valuation (see physical), Customer Sales Analysis, Customer Name and Address Listing, Customer Sales Analysis, Salesman's Sales Analysis Report, Inventory Sales Analysis Sales Tax Analysis Report.

Running file purges is maintenance that should be followed yearly:

Suggested Purges: Customer and Inventory Product History (except on systems 80% full, or higher), Promotions File By Date, Order Master File**, Customer Master File*, Inventory Master File*.

* Marking Customers & Inventory Records for deletion that have not been used, or hold no quantity counts is recommended. There are corresponding purge programs for these in Purge programs. (NOTE: Deleting customers and inventory items during your year where YTD figures may be stored will throw off your yearly analysis reports. Only Delete if NO YTD figures exist.

** Now would be a good time to print an Order Edit List. The Order Edit List will print all open Sales Orders, Quotes and Standing Orders. Have someone review these and cross off any that may be deleted, or may need following up. Remember Sales Orders commit inventory quantity counts. Quotes and standing orders do not commit inventory, so they may stay out in the orders file indefinitely, but it is recommended that these should be reviewed every quarter.

PHYSICAL INVENTORY YEAR END PROCEDURES

There is normally a Year End process for most companies. There may be several ways that companies go about taking a correct inventory count.

Most begin with the following:

- [] A few closed days for inventory counting, (or weekend).
- [] All invoicing printed and updated for the year.
- [] Inventory Valuation by any of the sorting methods.
- [] Physical Inventory Worksheet again by any of the sorting methods, or Bin. These sheets may be used with, or without current quantity counts.

You may utilize one of the following methods of processing the information from your counters to the computer:

1. With Software Support's aid, (verbal, or written) you may clear the existing quantity counts and key in all counts of all merchandise through Inventory Receipts & Postings. This program will allow you to change cost and list price as well.

Your company may utilize the various work stations around for data entry. You may update (Journalize) these as one large batch, or you may complete a Bin, Group, or Operator and update each time. Either way, the inventory will be updated.

2. Secondly you may utilize our Physical Inventory Postings Program. This program offers not only entry of Quantity Counts (without clearing existing quantity counts), but also offers variance analysis once the updating is performed. It is suggested that you enter the transactions to physical inventory in several batches.

No matter which option you choose you should print a second final Inventory Valuation report for your beginning records.

NOTE: Running the maintenance programs from Miscellaneous Programs 2 may assist you in establishing starting points for your counts, but, if you rely on negative quantity counts in your system as a means of purchasing, or re-ordering, if you run the maintenance program Reconcile On Hand Quantities, make sure you answer "NO" to clear negative quantities. If you don't answer the question correctly, it will essentially take all negative quantity values and make them 0 due to the fact that it is reconciling your actual receiving layers. Where there is a negative count, there is NO layer any longer to reconcile against, therefore making it 0. This process not only goes for Year End but throughout the year.

ACCOUNTS PAYABLE MONTH END CHECK LIST

FOR THE MONTH OF: _____

- [] Verify all invoices have been entered and updated for the month being closed.
- [] Print an unverified payables edit list.
- [] Verify that all invoices received have been updated.
- [] Make an Accounts Payable actual entry in General Ledger for outstanding invoices.
- [] Verify any necessary invoice adjustments have been updated for the month being closed.
- [] Verify all standard entries have been updated for the month being closed.
- [] Verify all manual and computer checks have been entered and updated for the month being closed. Print the outstanding check report.
- [] Verify all voided checks have been entered and updated for the month being closed.
- [] Verify the Accounts Payable total is in balance. Compare the Accounts Payable control sheet against the system total. (Run the computed Accounts Payable Total Program located under Miscellaneous Programs #1). If the totals do not balance, make any necessary adjustments before continuing.
- [] Print the Accounts Payable General Ledger Distribution Report for the entire month. **Note:** if adjustments to the distribution accounts are needed due to a distribution error, make the correction in the General Ledger system under Posting and Daily Update, General Journal Entries. **Note:** Even if this process is part of your daily processing, you may want to print this report for the entire month.
- [] Transfer the General Ledger data to the General Ledger for period being closed. **Note:** Until you purge the distribution file, you may transfer the General Ledger data to the GL. **BEWARE:** The General Ledger Distribution will only transfer once, unless you tell the transfer that you do not want to skip previously transferred records.

If you are using Job Cost complete the following:

- [] Print the job cost distribution report for the month being closed.
- [] Transfer job cost data to the job cost system.
- [] Verify the transaction was successfully transferred to the job cost system. (From the Job Cost Menu print the estimates, adjustments, retainage and A/R transaction edit list.
- [] Make any corrections necessary before updating.
- [] Update the job cost estimate, adjustment file.
- [] Purge the A/P job cost distribution file. Use the same dates chosen during the transfer process.

ACCOUNTS PAYABLE MONTH END CHECK LIST (CONTINUED)
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Check Reconciliation

- [] Enter cleared checks in check reconciliation file.
- [] Print an edit list and verify that the check totals balance with the check total on the bank statement.
- [] Update the check reconciliation register.
- [] Enter deposits, withdrawals and misc. charges.
- [] Print a miscellaneous reconciliation edit list. Verify the total deposits balance with the bank statement. Verify withdrawals, misc. charges and interest with the total on the bank statements. Make any necessary adjustments.
- [] Update the miscellaneous reconciliation register.
- [] Verify the bank balance with your cash control sheet. Make any adjustments necessary.
- [] Transfer the data to the G/L.

If you summary post to General Ledger:

- A. All General Ledger accounts will be summarized by date.
- B. The source reference in G/L is "AP" with the month and day of transfer.

If you post to General Ledger in detail:

- A. Only the Accounts Payable, cash and discount accounts will transfer in summary by date. All other accounts will transfer in detail.
 - B. The source reference in G/L is "AP" with the month and day of the source register.
 - C. The description is either the vendor name, OR vendor number and invoice number. This option is set in the Accounts Payable system information file.
- [] Verify the General Ledger transactions have successfully transferred to the General Ledger.
(Under Posting and Daily Update in the General Ledger system print the General Ledger Edit List.)
 - [] Make any necessary adjustments prior to updating.
 - [] Update the General Journal in General Ledger.
 - [] Purge A/P General Ledger Distribution File. Use the same starting and ending dates chosen during the transfer to General Ledger. (This is **optional**, once purged you will be unable to re-run).

ACCOUNTS PAYABLE MONTH END CHECK LIST (CONTINUED)

Print Accounts Payable Reports:

- Accounts Payable Aged Trial Balance in Detail.
- Vendor Status Report (optional)
- Print monthly check report. (print the outstanding check report for the month being closed.)
- Other Reports:

- File all reports as part of your permanent records.
- Transfer to history all A/P open entries for vendors with no balance.

ACCOUNTS PAYABLE YEAR END PROCEDURES

- A. Normal Month End Procedures Run
- B. Process Year End Procedures
 - Suggested Reports for Year End
 - Aging Report
 - Vendor Analysis
 - Vendor Name and Address
- C. Printing, if any, 1099's.
- D. Clearing Year to Date Totals.
- E. Deleting any vendors you do not wish to have.
- F. File purging vendor history. General Ledger Transaction History (if not already done at month end).
(NOTE: Vendor transaction history will not purge unless the status of your check has been reconciled meaning you performed the check reconciliation process.) We have been finding more and more customers not following through with this process and it promotes problems later down the road. If you are one of these customers, please contact support for guidance.)

PAYROLL MONTH END CHECK LIST

FOR THE MONTH OF: _____

- Verify that all paychecks have been posted.
- Print the following monthly total reports:
 - Department monthly totals.
 - Job classification monthly totals.
 - Deductions monthly totals.
 - Employee monthly totals.
 - Monthly federal tax report.
 - Monthly state tax report.
 - Monthly state unemployment report.
- Verify the totals and make any adjustments necessary.
- Reprint the reports if adjustments are made.
- Print 941 form.
- Print the General Ledger Distribution Report.
- Transfer the G/L distribution to the General Ledger.
- Reconcile paychecks by using the payroll check reconciliation function listed under misc. programs.
- If you do not automatically accrue vacation hours you can manually post employee accrued vacation hours, listed under misc. programs.
- Clear month to date totals.
- Print other necessary reports needed:
 - _____
 - _____
 - _____

* **Note:** You are responsible for any changes in State, Federal, FUTA, SUTA, and FICA taxes. Please call software support for assistance in updating changes.

PAYROLL QUARTERLY CHECK LIST

FOR THE QUARTER ENDING: _____

- Verify that the month end procedures have been completed.
- Verify that all paychecks have been posted.
- Print the following quarterly total reports:
 - Department quarterly totals.
 - Job classification quarterly totals.
 - Deductions quarterly totals.
 - Employee quarterly totals.
 - Quarterly federal tax report.
 - Quarterly state tax report.
 - Quarterly state unemployment report.
- Verify the totals and make any adjustments necessary.
- Reprint the reports if adjustments are made.
- Print Quarterly 941 form.
- Clear Quarter to date totals.

PAYROLL YEAR END PROCEDURES

A. Process your last Payroll for the year.

B. Go to Year End Procedures

Print Monthly and Quarterly Reports

Make Payroll Data Backup only (hold on to this)

Print W2's - MD customers tables 3,4,5 for State Code may be applicable.
VA and other customers State Table 3 may be the only applicable table.

Clear Year to Date Totals - this clears monthly and quarterly as well.

Print (optional) Employee Paycheck History Report.

Purge Employee Paycheck History 12/31/??.

Check all tax table information in File Maintenance to ensure that all corrections and, or alterations for State and Federal tax have been made. (**NOTE:** If you save your employee paycheck attendance from Payroll to Payroll and the tax tables have changed, or you have altered employee's pay rates you will need to re-calculate employee paychecks the next time that you process Payroll so the saved attendance may pick up the changes). It is strongly recommended that you process Year End and W2's at your Year End Close, but if you are not able to process W2's right away and need a little time, Software Support can assist you in taking a backup of your Payroll, (prior to performing Year End Clear) so that you may use it when you are ready.

NOTE: Year End does not have to be done the day of your last Payroll - as long as you have done Year End of Payroll before your first new year Payroll. Please give yourself plenty of time and do not save until the last minute.

Transfer G/L transactions to G/L as normal.

REFER TO PAYROLL MANUAL FOR A DETAILED DISCUSSION REGARDING YEAR END (CHAPTER 11).

GENERAL LEDGER MONTH END CHECK LIST
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FOR THE MONTH OF: _____

- Verify that Accounts Payable, Accounts Receivable, Payroll and Job Cost Month End Procedures have been completed.
- Verify that all General Ledger Distributions have been transferred to the General Ledger from Accounts Payable, Accounts Receivable, Payroll and Job Cost.
- Verify that all standard entries have been updated for the month being closed.
- Verify that all journals and reversing entries have been entered and updated for the month being closed.
- Print a General Ledger trial balance in detail.
- Print a General Ledger working trial balance. (optional)
- Review the trial balance for accuracy.
- Reconcile the General Ledger balances for:
 - Accounts Receivable (compare to A/R month end trial balance)
 - Accounts Payable (compare to A/P month end trial balance)
 - Verify cash account(s) balance(s)
 - Inventory totals with inventory valuation report
 - Payroll tax accounts
 - Payroll salary accounts
- Other account balances to reconcile:
 - _____
 - _____
 - _____
 - _____
- Make any necessary adjustments.
- If adjustments were made, reprint a final General Ledger trial balance as part of your permanent month end records.
- Print other Month End Reports
 - Balance Sheet _____
 - Income Statement _____
 - Cash Flow Report _____

GENERAL LEDGER YEAR END PROCEDURES

FOR THE YEAR ENDING:

This section presents instructions for executing the year-end processing procedure. This procedure accomplishes several tasks simultaneously:

- Creates a closing entry transaction for each income statement account
- Creates a profit (loss) transaction to a specified balance sheet
- Prints the closing entry transaction register
- Prints the closing trial balance
- Updates the last year balance file with current year balances
- Prints the opening balance register
- Clears the year-to-date file of prior year's transactions
- Clears opening trial balance transactions for the year-to-date file

Because the year-end closing procedure clears the transactions file, it is recommended that permanent backup copies of the files be made before executing this procedure. Other procedures recommended for execution at year-end include:

- Printing of all desired financial reports.
- Copying your data files onto a backup tape, or keep a copy a copy of your data on your hard drive (Call support for assistance).
- Update budgets from last year's figures (Section 11.5).

All these procedures should be considered for execution before running the year-end program which clears the files. Reports and Listings that must be printed for the current year before the files are cleared include:

- General Ledger Account Master File List
- Standard Entries Master List
- General Ledger Trial Balance
- Income Statement and Schedules
- Balance Sheet and Schedules
- Cash Flow Report - Changes in Components
- Income Statement Trend Report
- Comparative Income Statement Trend
- Balance Sheet Trend Report
- Cash Flow Trend - Changes in Components Trend
- Chart of Accounts Extract
- System Information File List
- Period Ending Dates List
- Employee Ledger
- 941A forms
- W2 forms
- 1099 and Miscellaneous List

Many of these reports and listings can be included as part of your routine year-end processing. It is up to you to determine what documentation you need at the close of each fiscal year. Remember that all reports for the current year must be printed before running the Year-end program.

New year transactions may be posted before the year end procedures are run. If you want to produce a new year's financial statement before clearing the previous year's figures, enter a new fiscal year start date. This prevents the previous year's transactions from being included in the YTD figures. Period end dated must also be changed in the System Information File. To run the year end procedures for the previous year, period end dates must be changed back to their previous condition.

7.1 YEAR END PROCESSING

This section presents instructions for executing the year-end processing procedure. This procedure accomplishes several tasks simultaneously:

- Creates a closing entry transaction for each income statement account
- Creates a profit (loss) transaction to a specified balance sheet
- Prints the closing entry transaction register
- Prints the closing trial balance
- Updates the last year balance file with current year balances
- Prints the opening balance register
- Clears the year-to-date file of prior year's transactions
- Creates opening trial balance transactions for the year-to-date file

Because the year-end closing procedure clears the transactions file, it is recommended that permanent backup copies of the files be made before executing this procedure. Please consult the introduction (Section 7.0) for additional recommended year-end processing.

It is recommended that you record your responses to the prompts as you progress through this procedure. If, for any reason, year-end processing is interrupted, a record of your responses will facilitate retracing your steps to initiate a restart.

Follow these STEPS to execute the year-end close procedure:

STEP 1: From the MAIN MENU select <5> for YEAR END PROCESSING, and press <ENTER>.

STEP 2: The program prompts: "ENTER AUTHORIZATION CODE". Enter the authorization code and press <ENTER>. The authorization code is a security code which limits access to the system.

STEP 3: The program displays the following message, and prompts:

THIS PROCEDURE WILL DO THE FOLLOWING:

- (1) CREATE A CLOSING ENTRY TRANSACTION FOR EACH P&L ACCOUNT
- (2) CREATE A PROFIT (LOSS) TRANSACTION FOR THE BALANCE SHEET
- (3) PRINT THE CLOSING ENTRY TRANSACTION REGISTER
- (4) PRINT THE CLOSING TRIAL BALANCE
- (5) UPDATE THE LAST YEAR BALANCE FILE
- (6) PRINT THE OPENING BALANCE REGISTER
- (7) CLEAR THE YEAR TO DATE FILE OF PRIOR YEAR TRANSACTIONS
- (8) CREATE OTB TRANSACTIONS FOR THE YEAR TO DATE FILE

ARE YOU SURE YOU WANT TO CONTINUE?

STEP 4: Enter <N>(NO), and press <ENTER> if you do not wish to continue. The program returns to the Monitor. Type <GL>, and press <ENTER> to display the Main Menu.

Enter <Y>(YES), and press <ENTER>, if you wish to continue.

STEP 5: When <Y>(YES) is entered in STEP 4, and the <ENTER> key is pressed, the program displays the current year ending date, and the period ending dates set up in the System Information File (Section 3.6).

The program prompts: "ARE THE YEAR ENDING DATE AND CLOSING YEAR DATES CORRECT?". Type <Y>(YES), and press <ENTER> if these dates are correct.

Type <N>(NO), and press <ENTER> if any of these dates are not correct. The program displays the following message, and returns to the Monitor.

"PLEASE CORRECT YOUR PERIOD ENDING DATES WITH THE SYSTEM INFORMATION MAINTENANCE PROGRAM
02217 PROGRAM ABORTED
:"

STEP 6: When <Y>(YES) is entered in STEP 5, and the <ENTER> key is pressed, the program prompts:

```
"YEAR ENDING DATE: 12/31/94
PLEASE ENTER:
NEW YEAR OPENING DATE"
```

Enter the date you wish to specify as the new year opening date, and press <ENTER>. Remember to follow the MMDDYY format when entering dates. Do not enter any separating punctuation when entering dates. The program formats the date upon entry.

STEP 7: When the new year opening date is entered, and the <ENTER> key is pressed, the program prompts: "CLOSING ACCOUNT #:". Enter the closing account number, and press <ENTER>. Enter six numeric characters. Do not enter any formatting punctuation.

The closing account number is the balance sheet account that the net profit (loss) amount is to be posted to. Any valid posting account number is acceptable.

STEP 8: When the closing account number has been entered, and the <ENTER> key is pressed, the program prompts: "IS EVERYTHING OK?".

Enter <N>(NO), and press <ENTER> if you wish to re-enter this information. The program returns to the prompt for entry of the new year opening date.

Enter <Y>(YES), and press <ENTER> if you wish to continue.

STEP 9: When <Y>(YES) is entered in STEP 8, and the <ENTER> key is pressed, the print function is activated.

The program prints the closing Income Statement. While printing, the program displays this message: "CLOSING INCOME STATEMENT ACCOUNTS...PLEASE DO NOT INTERRUPT". When printing is complete, the program prompts:

```

** GENERAL LEDGER TRIAL BALANCE **
(R) REGULAR REPORT..(M) MEMO REPORT...:
```

STEP 10: These prompts determine the nature of the next report: The General Ledger Trial Balance.

Enter <R>, and press <ENTER> if you wish to base the General Ledger Trial Balance Report on General Ledger regular accounts.

Enter <M>, and press <ENTER> if you wish to base the General Ledger Trial Balance Report on memo (units) accounts.

STEP 11: When selection is made, the program prompts: "IS THIS A RESTART?".

Enter <N>(NO), and press <ENTER> if this is a new General Ledger Trial Balance Report, and you do not wish to initiate printing with a particular account number.

Enter <Y>(YES), and press <ENTER> if printing of the General Ledger Trial Balance has previously been interrupted, and you wish to restart is at a particular account. The program prompts: "ENTER LAST ACCOUNT NUMBER PRINTED:".

Enter the number identifying the last successfully completed account in the statement, and press <ENTER>. The printout will begin with the next sequential account.

When the account number is entered, and the <ENTER> key is pressed, the program prompts: "O.K.?".

Enter <N>(NO), and press <ENTER> if you wish to re-enter the last account number printed.

Enter <Y>(YES), and press <ENTER> to continue.

STEP 12: When selection has been made, the program prompts:

```

                ** GENERAL LEDGER TRIAL BALANCE **

(1) REPORTING PERIOD START DATE.....:
(2) REPORTING PERIOD END DATE.....:
(3) PROFIT CENTER TO BE REPORTED OR ALL.....:
    ENTER PROFIT CENTER (1-99) OR "ALL"
(4) DO YOU WANT ACCOUNT DETAIL?.....:
(5) DO YOU WANT TO SUPPRESS ZERO BALANCES?.....:

```

Enter the information called for, line for line. Press <ENTER> after each entry to advance the cursor to the next line. Follow the guidelines below when making your entries:

The Screen Displays:	You Respond / Enter:
(1) REPORTING PERIOD START DATE	Enter MMDDYY. Enter the date you wish to serve as the report period start date, and press <ENTER>. The current year start date should be used as specified in the System Information File (Section 6.6). Remember to follow the MMDDYY format when entering dates. Do not enter any separating punctuation. The program formats the date upon entry.
(2) REPORTING PERIOD END DATE	Enter MMDDYY. Enter the date you wish to serve as the report period end date, and press <ENTER>. The current year end date should be used as specified in the System Information File (Section 6.6). Remember to follow the MMDDYY format when entering dates. Do not enter any separating punctuation. The program formats the date upon entry.
(3) PROFIT CENTER TO BE REPORTED OR ALL ENTER PROFIT CENTER (1-99) OR "ALL"	Type <ALL>. Type <ALL>, and press <ENTER> to include all profit centers in the year-end trial balance report.
(4) DO YOU WANT ACCOUNT DETAIL?	Type <Y> or <N>. Type <Y>(YES), and press <ENTER> if you wish to include detail in the year-end trial balance report. Type <N>(NO), and press <ENTER> if you wish the report to include only account balances.
(5) DO YOU WANT TO SUPPRESS ZERO BALANCES?	Type <Y> or <N>. Type <Y>(YES), and press <ENTER> if you wish to exclude accounts with zero balances from the report. Type <N>(NO), and press <ENTER> if you wish to include accounts with zero balances in the report.

STEP 13: When these entries are complete, the program prompts: "IS EVERYTHING OK?". Type <N>(NO), and press <ENTER> if you wish to change any information just entered. The "SELECT:" prompt appears. Type the line number of the information you wish to change, and press <ENTER>. Then type the new information, and press <ENTER>. Type <M>, and press <ENTER> to return to the Main Menu. Type <E>, and press <ENTER> to exit to the Monitor. Type <Y>(YES), and press <ENTER> if you wish to continue.

- STEP 14:** When <Y>(YES) is typed in STEP 13, and the <ENTER> key is pressed, the print function is activated.
While printing, the screen displays the message: "GENERAL LEDGER TRIAL BALANCE PRINTING".
Type the <CMD> key, and then the <E> key if you wish to stop the listing.
When printing of the trial balance report is complete, the program automatically prints the opening trial balance report, which is identified as the "POST CLOSING TRIAL BALANCE" in the printout.
- STEP 15:** When printing of the opening trial balance is complete, the program returns to the Miscellaneous Functions Menu.
Type <M>, and press <ENTER> to return to the Main Menu. Type <E>, and press <ENTER> to exit to the Monitor.