

9. Period Ending Procedures

The following procedures should be followed at every month end to ensure accurate system information.

Month End Steps

We strongly suggest a re-build of all data file indicies the day before month end closing operations.

NOTE: *Some of this may be run in the evening so as not to interfere with day to day transactions.*

- Re-boot your system to DOS
- At the POS menu, select "Utilities". From the utilities
- menu, select "File Maintenance" and then "All Files"

Month End Checklist

Back Up the system!!! This procedure should be done on a daily basis if possible, and is **strongly** suggested before month end procedures. *Please see page 2-2 for more details.*

Accounts Receivable

1. Balance files - A/R should balance Invoices and General Ledger figures.
2. Compute service charges
3. Save the accounting files - from the Utilities menu select "Other Functions". Highlight the module you wish to save or select "Both"

General Ledger

***These steps need only be done if you are using the POS Linker General Ledger system, or have it linked to Peachtree.*

1. Save the accounting files - if you selected "Both" in step #3 above, proceed to next step.
2. Close the POS Linker General Ledger

Note: *A password for your month-end and year-end close out process should have been provided to you by the technician installing your system. In the event of a lost or forgotten password please contact Blue Ridge POS, LLC at (540)672-1212*

Parts4Profit

Close the parts period (overnight suggested)

Reports

Select the previous accounting period after closing out the accounting modules to print the following reports.

Accounts Receivable

1. Aged Trial Balance
2. Customer Statements

General Ledger

Print these reports only if you are using the POS Linker General Ledger module.

Peachtree users will print reports from Peachtree.

1. Print POS audit by account (POS reports menu)
2. Print posting register
3. Print trial balance
4. Print detail transactions
5. Print balance sheet
6. Print standard income statement
7. Print comparative income statement

Miscellaneous

1. Parts month summary (Automatic unless you change default setting)
2. Weekly employee tracking report (optional)
3. Close employee tracking month

NOTE: Always close the Point Of Sale employee tracking on the same day of the week. Each year will include two months with five weeks. When the chosen closing day of the week falls on the last one to occur for the month, close the employee tracking month. This will yield more uniform weekly information.

Parts4Profit Detail Month End Instructions

Close the parts period. This should be done at the end of each month. Because these files can be rather large, Blue Ridge POS, LLC suggests this procedure be done in the evening. Everyone MUST be off of the system in order for this process to work.

1. Select  for Parts under Inventory Control from the main menu and the Parts4Profit menu will appear.
2. Select  for End Parts Month from the menu. The Parts Month-End Close screen appears.
 - a. Press  if the page width field matches the paper being used.
(R (regular) = 8.5x11, W(wide) = 15x11)
 - b. Press  to skip the in-out seasonal minimum re-calc procedure, or press Y to re-calc each part record in-out value that is not frozen.
***This procedure can double run time.*
 - c. A reminder that all other users must be off the system appears. Press .
 - d. A reminder to back-up all parts files appears. Press .
 - e.  will begin the closing operations.
3. Print parts month summary. Can be done the next day
 - a. . To bring up the Menu Type 
 - b. Choose Print Report Pick Year and Month of the report you want
 - c. Choose Printer
 - d. Press  to exit after all printing is complete.
 - e. The Parts4Profit menu should indicate the next month is opened.

NOTE: If the report process is interrupted or halted, the parts month will not advance.

Accounts Receivable

Detail Month End Instructions

The following procedures should be followed to close out your Accounts Receivable files, compute monthly service charges, and issue customer statements.

A. Balance A/R to invoices & GL:

1. Select Accounts Receivable at the main menu.
 - a. Accounts receivable menu will appear.
2. Select  Balance Files at the Accounts Receivable menu.
 - a. Accounts receivable trial balance screen appears.
3. Select  (File Totals).
 - a. Customer balances will sum under “Customer” heading.
 - b. Invoice balances will sum under “Invoice” heading.
 - c. If the General Ledger module is linked the GL account number for accounts receivable and the current account balance will display at “GL Act”.
4. Customer, Invoice, and GL Act (if linked) should be equal.
 - a. If the above values are equal this step is complete.
 - b. If the above values are not equal use selection <2> (Invoice to Customer Check) or <3> (Customer to Invoice Check) to locate the customer(s) that are out of balance. Contact Blue Ridge POS,LLC support if problems persist.
 - c. Select <0> or press <Esc> to exit screen.
 - d. Bad Debt code - this is used when certain customers are written off as bad debts and their balances are not included in the General Ledger A/R total. A bad debt code entered before selecting "file totals" will cause invoice totals to remain blank.

B. Compute service charges:

1. Select Accounts Receivable at the main menu.
 - a. Accounts receivable menu will appear.
2. Select  Service Charges from the menu.
 - a. Customer Service Charges screen appears.
 - b. If the \$.50 minimum service charge is ok press  or , otherwise type the amount.
 - c. Change the Service Charge Computation Date if it is not the day following the date statements were printed for the last month-end.
 - d. If the 1.5% service charge rate is ok press  or , otherwise type the rate desired.
 - e. If general ledger is not linked go to step “f”. Enter the Service Charge Earnings account number. (If unknown check the chart of accounts.)

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- f. Press  to begin service charge computation or  to exit screen.
- g.   will halt this process.

NOTE: If <Abort> is chosen while “Applying payments . . .” appears at “Status:” this job may be re-started anytime. However, if “Computing Service Charges . . .” appears at “Status:” service charges must be removed first or some customers could have double service charges.

- h. When this job is complete the service charge assessed total will display.
This amount should be reasonable.
- i. Use  to exit or  to remove service charges.
 - This process should be followed even if you do not wish to charge your customers a service charge. This allows payments made during that month to be applied to the oldest open invoices, thus purging old invoices.
 - To process service charges without charging a fee, simply type \$0 (zero) for the "Minimum service charge" amount, and \$0 (zero) for the "S/C rate".

B. Print aged trial balance report:

1. Select Accounts Receivable at the main menu.
 - a. Accounts receivable menu will appear.
2. Select  Reports from the menu.
 - a. Customer Report Generator screen appears.
 - b. Select  (Aged Trial Balance)
 - c. Press  to start printing.
 - d. Press  to exit screen.

Review the Aged Trial Balance printout before printing statements. Make sure accounts are in order and service charges have been applied properly.

C. Print customer statements:

1. Select Accounts Receivable at the main menu.
 - a. Accounts receivable menu will appear.
2. Select  Reports from the menu.
 - a. Customer Report Generator screen appears.
3. Select  (Customer Statements).
 - a. Select type:
 - “Balance Fwd” for pre-printed forms
 - or*
 - “Open Invoice” for plain forms.
 - b. Check the previous statement date and make selections.
 - c. Print Customer Statements screen appears choose Create Archive,
 - d. Exit out and process from Archive..
4. Press the function key that corresponds to function desired.  will exit. 

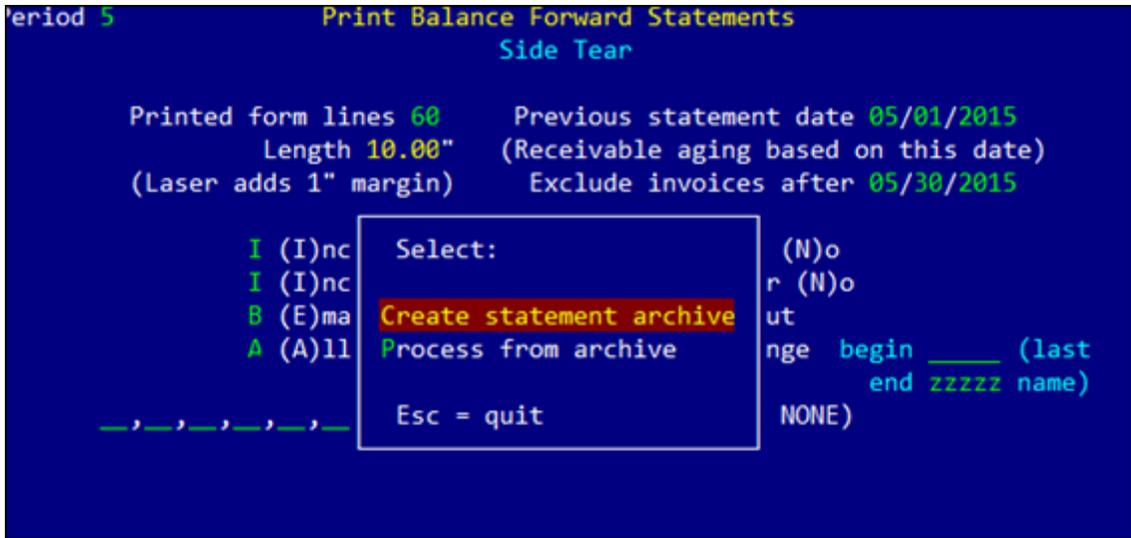
will help align preprinted forms in the printer, and  will begin the print process.

Running Archived Statements

Prior to emailing statements you must set up the customer email and put a Y in the email statement space in the customer file

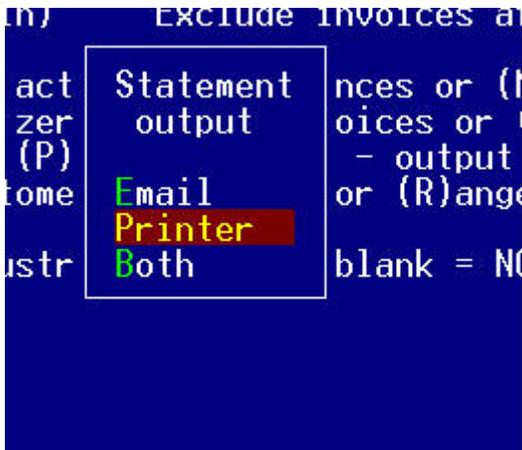
Follow your Normal procedure then press F5 to Archive statements

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Choose the Archive you wish to print

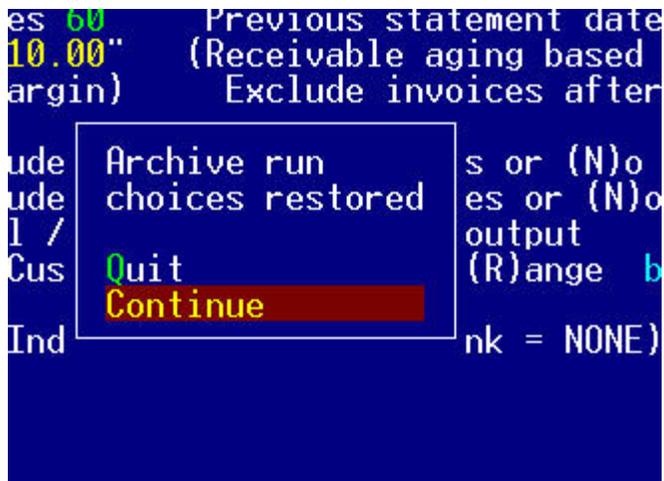
Choose Output: Email will start if set up



Choose printer if you wish to print them

Choose continue and then choose printer

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Statements will print

5.

****Reminder: Do you wish to change your statement message before printing? For more detail, see bottom of pg. 3-8.**

- D.** At this point you should run the monthly accounting save, by pressing U,O,M from the black screen. If asked to archive choose yes
- E..** Although optional it is highly suggested that you update the “Area for Training” By pressing U,A,U form the black screen, this gives you a excellent record if you need to trace a transaction.