



ACCPAC Plus Month End Procedures

Following are samples of month end procedures for ACCPAC Plus Accounts Payable, Accounts Receivable, and Softrak Cashbook.

Accounts Payable

1. Enter all invoices and checks paid for the current month. Post all batches, print and clear posting journals.
2. Print a Detailed Open Payables report.
3. Prepare data for transfer to the general ledger:
 - a. #4 Reports Menu
 - b. Print/Consolidate G/L Transactions. This process sorts all General Ledger transactions for the current month, preparing for transfer. After the report is completed, you may choose to consolidate the transactions or leave them in detail.
4. Clear Paid Accounts and month-to-date statistics fields. This function will transfer all paid, or zero balance invoice to the Vendor History file, eliminating excessive detail in your current data file. This also shortens the Open Payables reports. You may also choose to clear vendor history in excess of X number of days old, depending on you company profile options. Clearing history will reduce the amount of disk space on your hard disk, but you will have to use hard copies of data for looking up older transactions.
 - a. Period End Processing Menu
 - b. Period End
5. Transfer AP data to the General Ledger. Open the GL program:
 - a. #3 Transaction Processing
 - b. #1 Batch processing
 - c. Retrieve subledger batches

Accounts Receivable

1. Enter all invoices, adjustments and cash receipts for the current month. Post all batches, print and clear posting journals. Remember that cash receipts are posted in Cashbook. Cashbook creates a cash batch Accounts Receivable, which must be posted before your customer accounts are updated.
2. Print a Aged Trial Balance report.
3. Prepare data for transfer to the general ledger:
 - a. #4 Reports Menu
 - b. Print/Consolidate G/L Transactions. This process sorts all General Ledger transactions for the current month, preparing for transfer. After the report is completed, you may choose to consolidate the transactions or leave them in detail.
4. Period End Processing:



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Clears Paid Transactions and clears month-to-date statistics fields. This function will transfer all paid, or zero balance transactions to the Customer History file, eliminating excessive detail in your current data file. This also shortens the Aged Trial Balance report. You may also choose to clear customer history in excess of X number of days old, depending on you company profile options. Clearing history will reduce the amount of disk space on your hard disk, but you will have to use hard copies of data for looking up older transactions.

- a. Period End Processing Menu
 - b. Period End
5. Transfer AR data to the General Ledger. Open the GL program:
- a. #3 Transaction Processing
 - b. #1 Batch processing
 - c. Retrieve subledger batches