



Schedules and List accompanying – “PBS Maintenance –PBS Month End”

- I) Lists of Month End Reports and Operations by Application/Module
 - a. Accounts Payable
 - 1. *Print Open Payables by Date Report*
 - 2. *Print Check register*
 - 3. *Print Distributions to GL Report (no GL)*
 - 4. *Interface to GL and Post (with GL)*
 - 5. *Print Purchases/Discount Report*
 - 6. *Print ME Closing Liabilities (AP Aging Report)*
 - 7. *Purge fully paid Open Items*
 - 8. *Purge Vendor History (normally part of YE Close)*
 - 9. *Close a Period*
 - i *Vendor summaries*
 - ii *Date control*
 - 10. *Recon:*
 - i *OPbD – GL AP Account – Liabilities*
 - ii *Cash/Checks – AP portion of Credits to Cash Account*

b. Accounts Receivable

1. Compute and post periodic finance charges using [Finance Charges](#).
2. Print an [Aging Report](#) using *Aging*.
3. Print a [Collections Report](#) using *Collections*. This report can be used by your Collections Department to follow up on delinquent accounts.
4. Print a [Cash Projection Report](#) using *Cash projection*. This report can assist you to estimate incoming cash based upon receivables that are coming due in future weeks.
5. Print customer statements using [Statements](#).
6. Commissions: If commissions are due upon payment, then run *Fully paid open items*. Answer *No* to Purge and answer *Yes* to "Log commissions". Then run the Commissions Due Report to determine commissions due to each sales representative. (Refer to the [Fully Paid Open Items](#) chapter for the procedure to use if commissions are paid to sales representatives more frequently than once a period.)

If commissions are not used, or not paid on payment, then run *Fully paid open items* to purge fully paid open items up through the statement ending date.

7. Print a tax code report using [Tax Codes](#). This report contains the final period-to-date figures for each tax code.
8. Print a sales tax summary using *Sales tax summary*
9. a) Print a customer list using *Customers by customer name* (Print by Customer Name) or *Customers by customer #* (Print by Customer Number). These reports contain the final period-to-date figures for each customer.
9. b) Print a [Sales Journal](#) (Reports General/Sales Journal). Results can be exported to Spread Sheet for further analysis.

10. Print a sales representative list using [Sales Reps](#). This report contains the final period-to-date figures for each sales representative.
11. If using Sales Analysis, print sales analysis reports such as Customer, Customer Sales Volume, Customer Type, Sales Representative (Actual), Sales Representative (Responsible), State, and Postal Code.
12. Print a [Cash History](#) (Reports General/Cash History).
13. Distributions to G/L: If you are not using G/L, Print the AR Distributions to G/L Report (from Earliest to the last date of the accounting period), using [Distributions to G/L](#) then after printing, back up your data files and the distributions.

If you *are* using General Ledger then *do not* purge the distributions at this time. If you are using General Ledger and if you are ready, pull your distribution data into General Ledger using Get distributions, post the distributions and run financial statements.

14. Close the sales period using [Close a Period](#), if your sales period corresponds to your accounting period. If this period is also your year end, then answer Y to the question regarding this in the *Close a period* selection.
 - i Customer summaries
 - ii Date control
15. Recon:
 - i Sales Journal (AR Value) – GL AR Account
 - ii Cash/Checks – AR portion of Credits to Cash Account

c. General Ledger

1. Interface from Sub-ledgers & Post
 - i Show flow & explain
2. ME Adjustments
 - i (Fixed Assets, Loans etc.)
3. Trial Balance and Financial Statements
 - i TB – zero balance
 - ii Account or account groups of ob balance – use TB Sub-Total level in Chart
 - iii Most common (by far) problem with F/S being different from TB is missing ACCT's from the F/S Layout
4. GL Date Control
 - i Floating Window concept
 - ii Reporting period versus Entry period
 - iii Fiscal buckets

d. Sales Analysis

1. ME Interface required if SA turned on
2. Can develop Sales by Customer by Item or Item by Customer
3. Exportable files
4. Can produce comparatives

e. Payroll

1. Print *Check register history* to determine Net Checks (Cash) for period
2. Print *Distributions to GL Report* (no GL)
3. Interface to GL and Post (with GL)
4. Print *PDeductions/Earnings*
5. Print *Employee Gross Hours & Wages, Payroll History, Payroll expense* as necessary
6. Recon:
 - i ? Wages from History – sum of GL accounts for Wages
 - ii Cash/Checks – PR portion of Credits to Cash Account
7. No Close a Period

f. Check Reconciliation

1. Interfaces from AR, AP, PR
2. Bank balance – easier than GL
3. Monthly recon to “cash” apps and to bank

g. System Manager

1. Maintenance functions concerning reports

h. OE, IC, PO

1. Reporting – Open Orders, Open PO's, IC below cut-offs
2. For IC – Close a Period

i. Manufacturing

1. IM, Period & Year End
2. PP, Period & Year End
There's a "2a" here in as much as under Item Sources, there's a tool to "Clear Performance Stats" that should be run periodically. When is up to the user. For some this is quarterly, some annually and others never.
3. SF, Period & Year End (only necessary when using this module)
4. Like closings above – issue of date boundaries