

7.0 Fiscal Year End

GENERAL OUTLINE

******* ATTENTION *******

Throughout this procedure the Fiscal Year beginning date is referenced as 05/01/08 (May 1, 2008) and the Fiscal Year end date is referenced as 04/30/09 (April 30, 2009). If your Fiscal Year begins/ends on other dates you must substitute those dates. (For example, if your Fiscal year began on January 1, 2008 and ended December 31, 2008, you would enter 01/01/08 in lieu of 05/01/08 and 12/31/08 in lieu of 04/30/09) respectively.

Complete System Backup	Provides the option of retrieving information after the history is deleted from the system.
Accounts Payable	Includes Vendor Processing, Check Reconciliation, and Accounts Payable.
Payroll	Report Fiscal Earnings.
General Ledger	Prepare for the future Fiscal Period, and report on the past.
Accounts Receivable	Report on the balance of accounts.
Utility Billing	Report on the balances of accounts.
Assessment Processing	Report on the balance of accounts.

ACCOUNTS PAYABLE

NT
Aged A/P Trial
Balance

PURPOSE:

To provide a listing of all accounts payable transactions by vendor with totals of amounts unpaid.

- A) Vendor range – defaults to everyone
- B) Invoices prior to: 04/30/2009

A/P Aged Trial Balance T75 Term Date: 04/08/09 Date: 04/08/09

A/P Aged Trial Balance

Lookup Range

From: 1099 To: ZZZZZ

Date Range

Include Invoices with an invoice date prior to: 4/ 8/2014

Options

- Send to Excel as well?
- Use the Due Date instead of Invoice Date
- Include all vendors regardless of their balance?

This report will list the vendors with balances and show the aging of the balances.

Favorite?

Check Reconciliation

PURPOSE:

To provide your auditor a complete listing of all checks (cleared & outstanding) written during the current Fiscal Year.

A) CKMWIN Clear check Entry:

Process all checks that have cleared the bank

Options Help

Check Reconciliation Clear all Direct Deposit/Direct Pay Close

Select Checks to work with
Fund: 01 Starting Check: Ending Check: 99999999 Display
(Leave blank for all) (Leave blank for all) Outstanding Only?

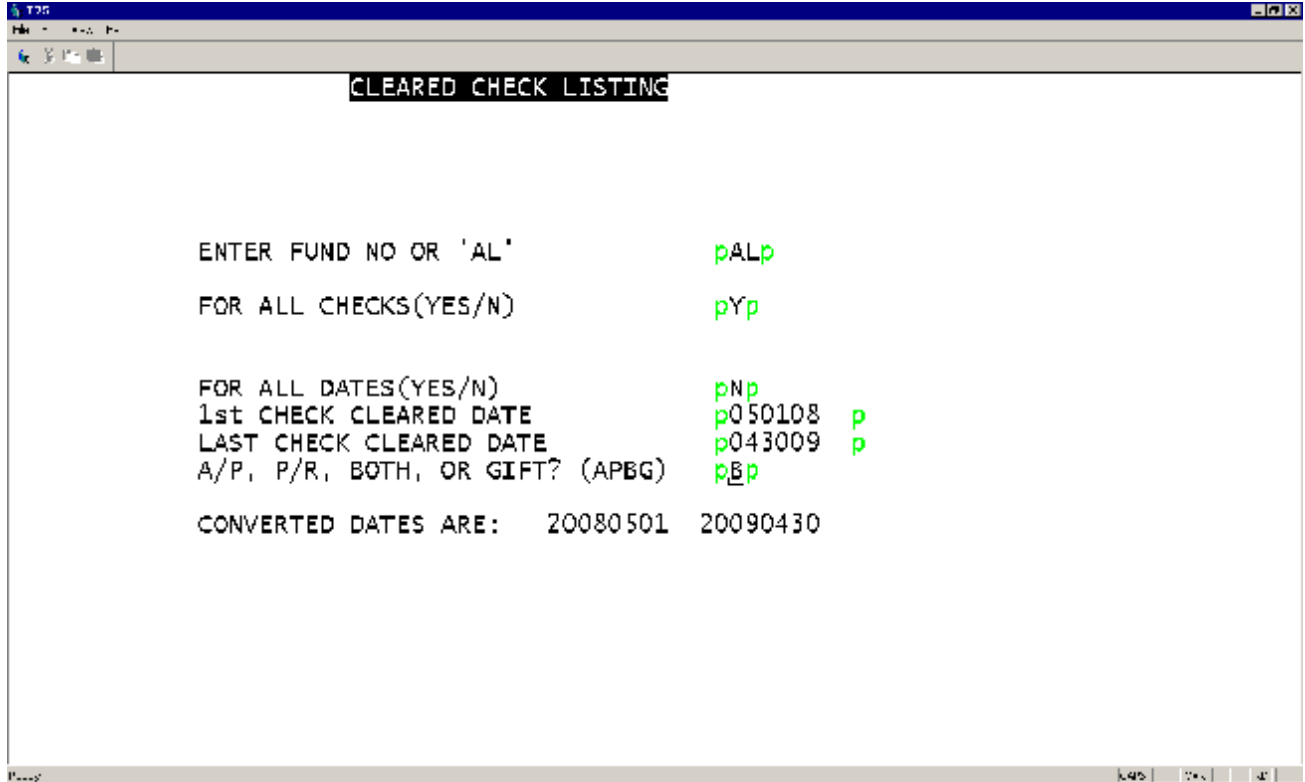
Edit Check Details
Check Number: Date: Amount of Check: Add/Save
Check Type: Cleared Amount: Delete
Payee Number: Cleared Date: Relist
Payee Name: Cleared Outstanding Voided

This program has 100% sort capability, you can just click the column headings. This is helpful for the "Group Select Mode" to your right.

Check #	Check Date	Type	Amount	Payee	Cleared ...	Status	Fund
1	2005/09/28	P	833.49	MCCOY, BEVERLY ANN		Outstandi...	01
2	2005/09/28	P	443.28	EVERETT, JAYME D.		Outstandi...	01
3	2005/09/28	P	443.28	MCCOY, JINNY M.		Outstandi...	01
4	2005/09/28	P	220.87	HILL, COSTANCE MARIE		Outstandi...	01
5	2005/09/28	P	36.87	MCCAMMACK, DENNIS LEE		Outstandi...	01
6	2005/09/28	P	205.87	RICHMOND, TERRY L.		Outstandi...	01
7	2005/09/28	P	220.87	TROST, GEOFF A.		Outstandi...	01
8	2005/09/28	P	517.16	CLINARD, JOSHUA R.		Outstandi...	01
9	2005/09/28	P	443.28	CLINARD, NATHAN S.		Outstandi...	01
10	2005/09/28	P	480.22	HERTAL, JAMES LEONARD M...		Outstandi...	01
11	2005/09/28	P	443.28	WILKINSON, JACOB A.		Outstandi...	01
12	2005/09/28	P	380.49	GOAD, ROBERT T.		Outstandi...	01
13	2005/09/28	P	380.49	JOHNSEY, ARIEL B.		Outstandi...	01
14	2005/09/28	P	391.56	JOYCE, KIRBEE L.		Outstandi...	01
15	2005/09/28	P	380.49	LANTIERO, BRIANNE M.		Outstandi...	01

Group Select
Step 1: Turn Group Mode On
Step 2: Right Click the First check in the range
Step 3: Right Click the Last check in the range
Step 4: Select the Action to Perform
Step 5: Turn Group Mode Off
Favorite?

Cleared check list



```

T30
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CLEARED CHECK LISTING

ENTER FUND NO OR 'AL'          pALp
FOR ALL CHECKS(YES/N)         pYp

FOR ALL DATES(YES/N)          pNp
1st CHECK CLEARED DATE       p050108  p
LAST CHECK CLEARED DATE      p043009  p
A/P, P/R, BOTH, OR GIFT? (APBG) pBp

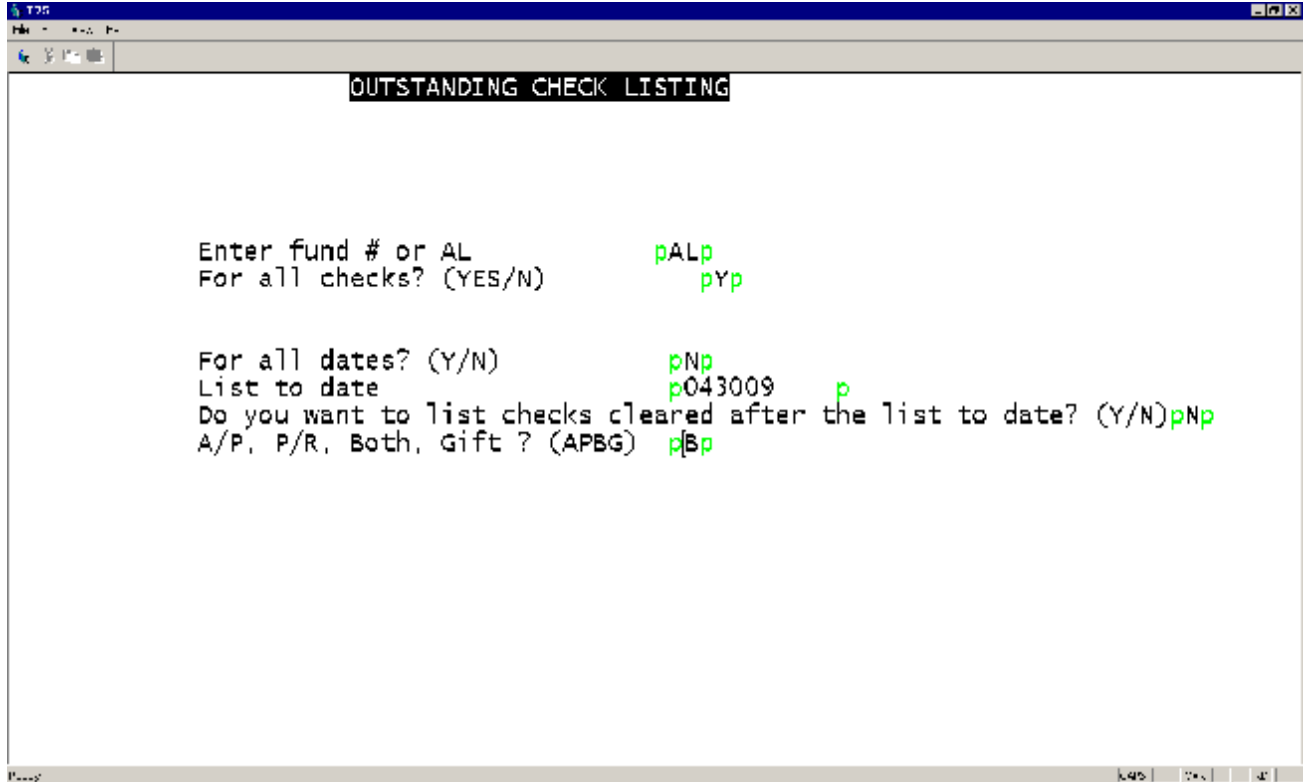
CONVERTED DATES ARE:  20080501 20090430

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B) CKC Cleared Check Listing:

Print a listing of all cleared checks (one copy for the city /village and one copy for your auditor).

Outstanding check list



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OUTSTANDING CHECK LISTING

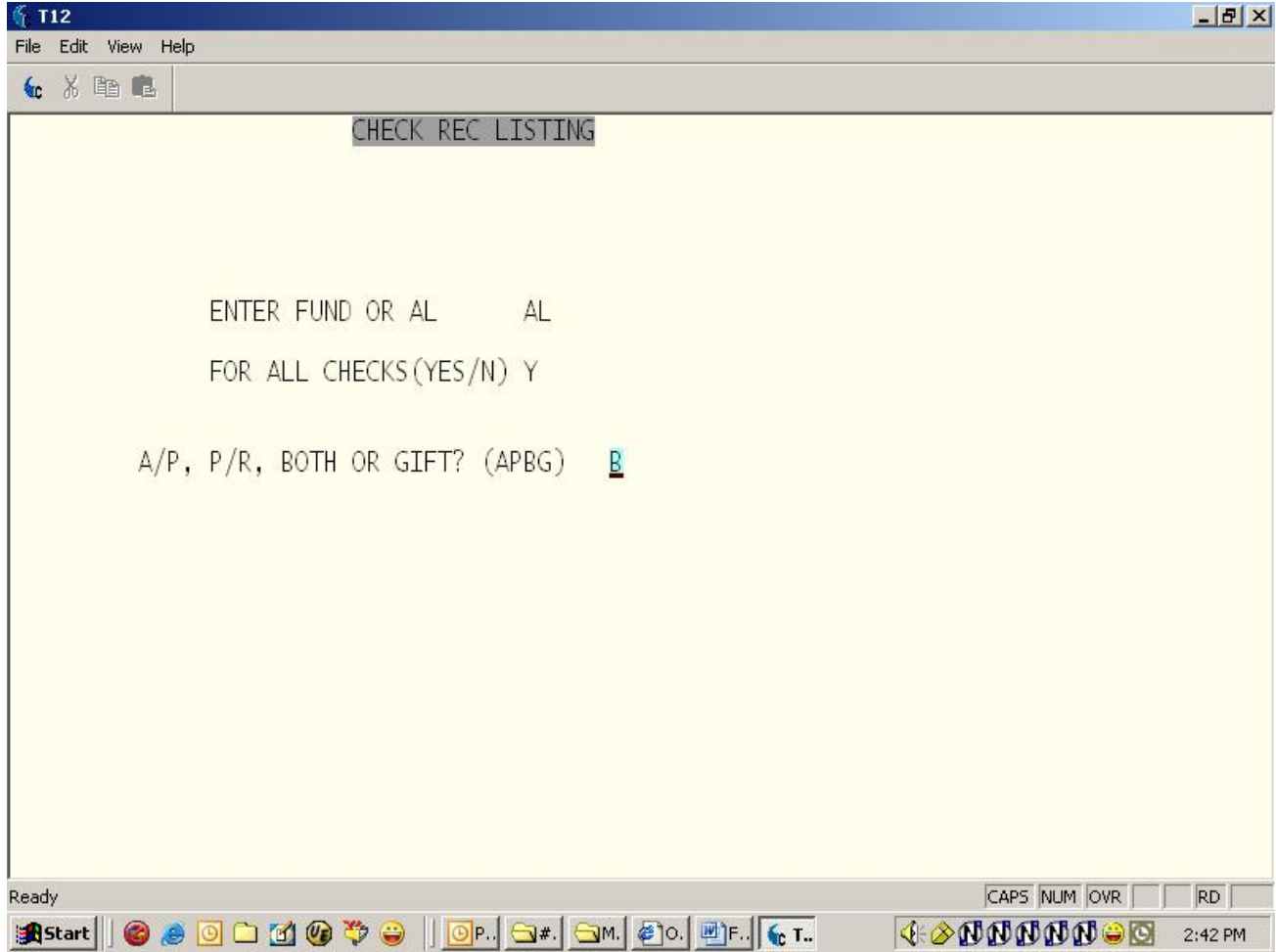
Enter fund # or AL          pALp
For all checks? (YES/N)    pYp

For all dates? (Y/N)       pNp
List to date               p043009 p
Do you want to list checks cleared after the list to date? (Y/N) pNp
A/P, P/R, Both, Gift ? (APBG) pBp

```

- C) CKO Outstanding Check Listing:
Print a listing of all outstanding checks (one copy for the city /village and one copy for your auditor).
- D) Verify in balance condition

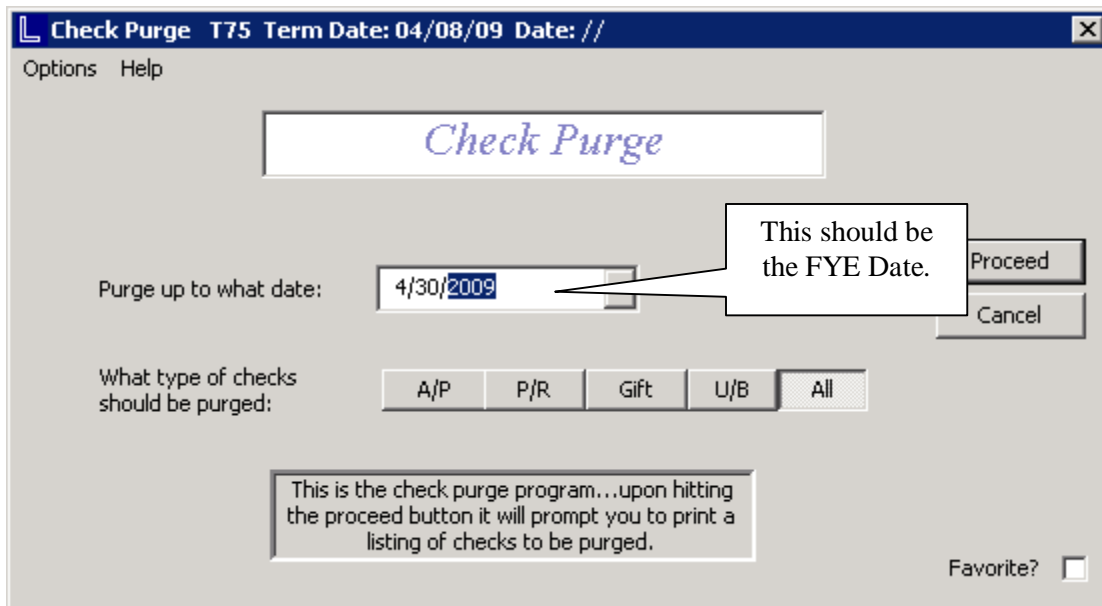
Check list



E) CKL CHECK LISTING
ENTER FUND OR AL 'AL'
FOR ALL CHECKS 'Y'
AP, PR, BOTH OR GIFT 'B'

Check purge

- F) CKPWIN Purge (optional):
Deletes from the system all checks that have cleared to an operator entered date.



NHE
INVOICE HISTORY
EDIT LIST (OPTIONAL)

PURPOSE:

Provide A/P detail by invoice number. Could be helpful to the auditor.

Enter
FYB/FYE
Dates

- A) Starting 05/01/08
Ending 04/30/09
- B) Vendor Range – defaults to everyone

Invoice History List (simple) T75 Term Date: 04/14/09 Date: 04/14/09

Options

Invoice History List (simple)

Lookup Range

From: 1099 To: ZZZZZ

Date Range

From Date: 5/ 1/2008 To Date: 4/30/2009

Options

Send to Excel as well?

By selecting Print, a report will print for the Vendors and Dates Identified

Favorite?

Proceed
Cancel
View Sample

NHR
VENDOR YTD REPORT
(OPTIONAL)

PURPOSE:
Prints a report of the Fiscal Year payments; by fund, by department,
or by vendor.

Enter
FYB/FYE
Dates

A) Starting 05/01/08
Ending 04/30/09

Invoice History List (advanced) T75 Term Date: 04/14/09 Date: 04/14/09

Invoice History List (advanced)

Select Report Style
Style 4 (By G/L Number - Detailed)

Vendor Range
From Vendor: 1099 To Vendor: ZZZZZ

Date Range
From Date: 05/01/08 To Date: 04/30/09

Fund Range
From Fund: 00 To Fund: ZZ

Department Range
From Dept: 00 To Dept: ZZ

G/L Number Range (line item only - like 111 or 241 not fund or dept)
From G/L: To G/L: ZZZZZZZZZZZZZZZZZ

Options
 Summarize vendors under 2500

By selecting Proceed, a report will print for the Vendors and Dates Identified

Proceed
Cancel

Favorite?

NHM
INVOICE HISTORY
MAINTENANCE
(OPTIONAL)

PURPOSE:

To add or adjust any payments made to vendors by invoice number.

T19

INVOICE HISTORY G/L DIST. MAINTENANCE

01-VENDOR # ABCHU NAME: A.B.C. HUMANE SOCIETY
02-INVOICE # PR080505-02-24N
03-TRANS CODE BI
04-SEQ # 2
05-REFERENCE IRA
06-TRANS AMOUNT 128.30
07-CHECK AMOUNT 533.20
08-CHECK DATE 04/30/08
09-CHECK # 42987

10-ENCUMBERANCE AMOUNT LEFT .00
11-ENCUMBERANCE DIST. SUFIX
12-G/L NUMBER (EXPENSE) 01-00-218
13-G/L NUMBER (CASH) 01-00-111
14-G/L NUMBER (DISCOUNT) 01-00-111

Field#, A)ll, C)opy, D)elete, F)mc, N)ext, R)emarks or E)nd

Ready |CAPS NUM OVR| |RD

VYM
 VENDOR YTD
 MAINTENANCE
 (OPTIONAL)



PURPOSE:

To add or adjust any payments made to vendors by General Ledger Number. This data is used for the Annual Publication Report.

Vendor YTD Maint T75 Term Date: 04/08/09 Date: 04/08/09

Vendor YTD Maint

Return

Vendor:  G/L Number:  Amount:

Add/Save
Delete

G/L Number	Description	Amount	Vendor
01-08-552.3	TELEPHONE EXP (MARINA)	50.00	1099
01-08-654	SUPPLIES	1050.00	ACE01
01-21-840	ILL FIRST MONEY EXPENSES	56.00	ACE01

These are the Fiscal YTD Transactions for this vendor. These can be viewed or manipulated for Publication Reports

Print List (By Vendor)
 Print List (By Fund)
 Print List (By Dept)

Send to Excel

VPF
YTD DISTRIBUTION
REPORT (OPTIONAL)

PURPOSE:

To print a report of the Current Fiscal Year payments by fund, or vendor which can be used in publishing the Annual Treasures Report.

** run this report first by Fund then by Vendor.

The screenshot shows a software window titled "Vendor Distribution Report T75 Term Date: 04/08/09 Date: 04/08/09". The window contains the following elements:

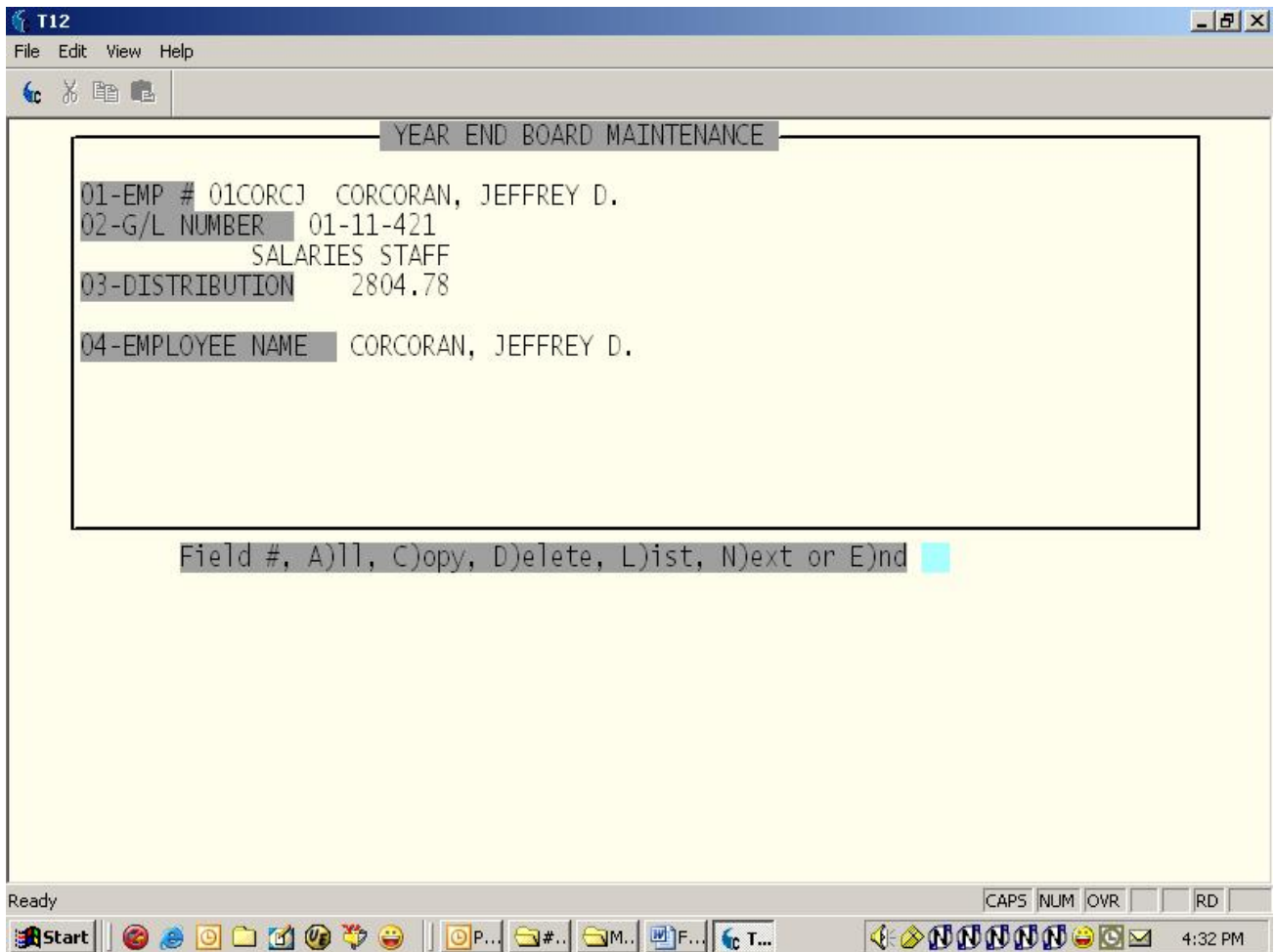
- Options** section with a large title box containing the text *Vendor Distribution Report*.
- Select Fiscal Year**: A dropdown menu showing "09".
- Select Vendor Range**: Two input fields labeled "From:" and "To:". The "From:" field contains "1099" and the "To:" field contains "[***]".
- Select Report Type**: Three radio buttons labeled "Fund Summary" (selected), "Department Summary", and "Vendor".
- A checkbox labeled "Send Report to Excel as well" which is currently unchecked.
- Text at the bottom: "This program will print reports on distribution history by Fund, Department or Vendor."
- Buttons: "Proceed" and "Cancel" are located to the right of the Fiscal Year and Vendor Range sections.
- A "Favorite?" checkbox is located at the bottom right.

PAYROLL

*** NOTE ***

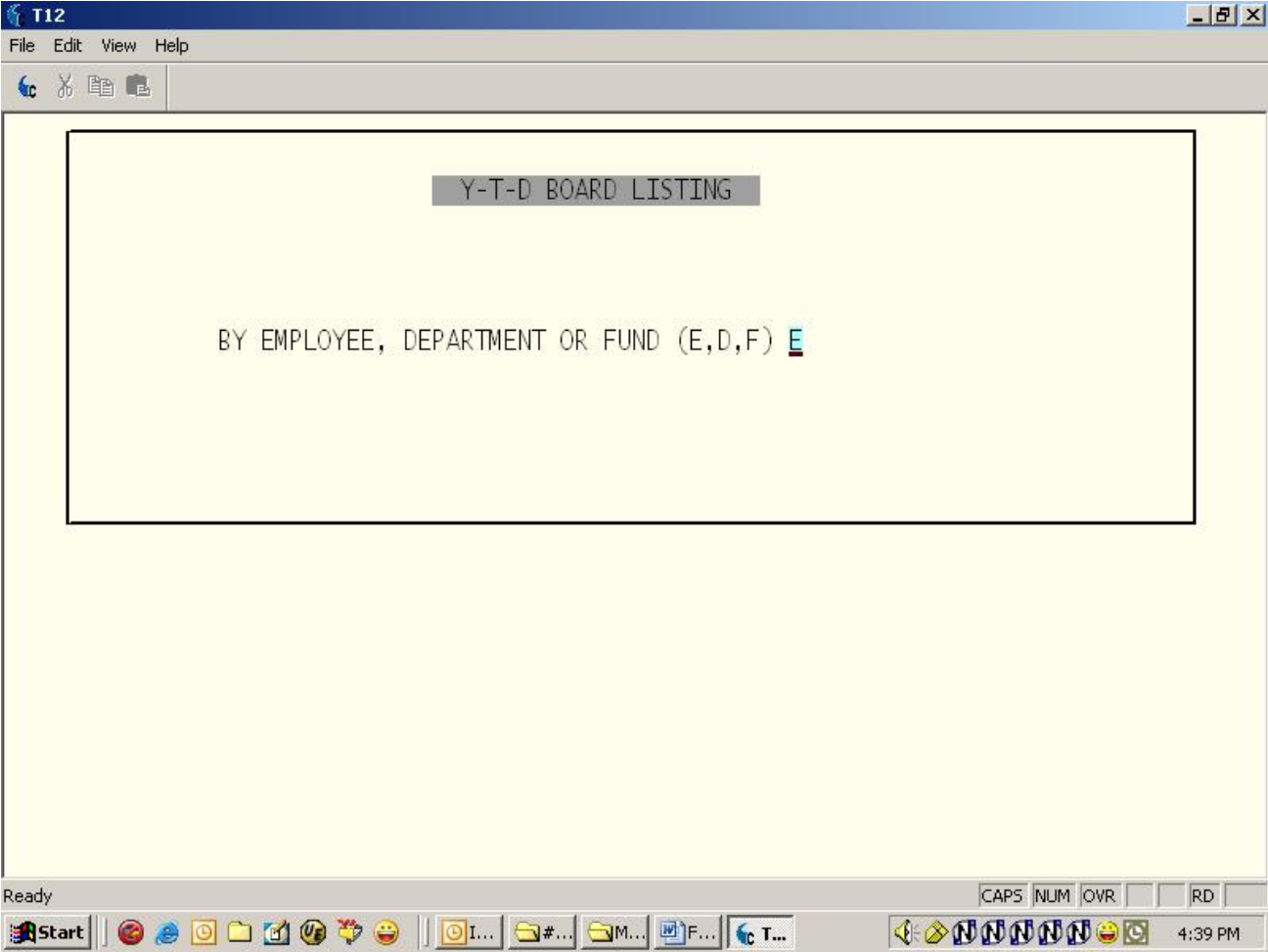
Proceed with your normal Payroll Month End procedures, i.e. run all your reports (monthly I.M.R.F. Report etc.).

<p>PYM EMPLOYEE DISTRIBUTION MAINTENANCE (OPTIONAL)</p>	<p>PURPOSE: To add or adjust any payments made to employees by General Ledger number. This data is used for the Annual Publication Report.</p>
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PYL EMPLOYEE DISTRIBUTION LIST (OPTIONAL)	PURPOSE: To print a report of payments to employees by employee or fund.
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- A. Enter Fiscal Year to be Listed “09”
 Where YY us the current CALENDAR year
- B. Select printer to be used “LPX”
- C. By Employee, Department or Fund? “E”



PYR EMP YTD REPORT (OPTIONAL)	PURPOSE: To print a list of Earnings, W/H and fringe data by employee.
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⌂ P/R Year to Date List T75 Term Date: 12/31/08 Date: 04/08/09
✕

Options

P/R Year to Date List

Ending Month

◀
April, 2009
▶

Proceed

Cancel

Employee Range

From: To:

Department Range

From: To:

Send to Excel?

Favorite?

**PFC
FRINGE COST REPORT
(OPTIONAL)**

PURPOSE:

To print a list of Employee accrued fringes with a current dollar value by employee and department for journalizing expected future costs.

This report must be run prior to processing any Payroll activity in the new fiscal year

Fringe Cost Listing

Options

Which year: 2009

All Employees?

From Employee: To Employee: zzzzzzz

All Departments?

From Department: To Department: zzzz

Proceed

Cancel

This program prints a report of Fringe Balances and the costs associated with the balances.

Favorite?

GENERAL LEDGER

*** NOTE ***

Perform all monthly check list activities except GMEWIN.

Month end processing

The **Month Year End Closing** (GME) program is run to:

- (1) Insure the period is in balance.
- (2) Restrict any more adjustments to the period.
- (3) Erase past years.

Before the **Month Year End Closing** (GME) period closing program is run, all journal entries for the month and all automatic entries for the month from other applications must be completely processed through the updating of the General Ledger. At this point, balance sheets, revenue analysis, and budget analysis reports can be printed.

Optionally the current Gain/Loss may be automatically generated & posted to the [PROFIT] account for each fund by running the **Balance Sheet Print** (GBS) program; or a final journal entry may be made at the end of each month to post the fund gain/loss for the month (the difference between total revenue and total expense) to the [PROFIT] account for each fund. The balancing journal entry should be posted to a fund condition (capital) account. Total revenue, total expense, and "fund balance" can be calculated and printed by the **Monthly Activity Report** (GARWIN) program in either summary or detailed form.

The fund balance amount for each fund can be obtained from the appropriate "fund totals" summary page of the **Monthly Activity Report** (GAR) and must be posted to the special [PROFIT] account for that fund.

After the journal entries for the "fund balance" adjustments have been completely processed through general ledger updating, the **Month Year End Closing** (GME) program can be run. While the **Month Year End Closing** (GME) program is in progress, none of the journal processing programs nor the

automatic entry processing programs can be run. The **Month Year End Closing** (GME) program will stop and display an appropriate message if it discovers that "fund balance" adjustments have not been made correctly. At this point the journal entry processing programs will be made available again to allow corrections to be made.

Holding the Month "Open". The **Month Year End Closing** (GME) program should be started as soon as all routine processing for the month has been completed in other applications, and after the summary data from the other applications in the general ledger interface file has been processed completely through the updating of general ledger accounts. If the municipality deems it necessary, months can be held "open" from one period to the next by not running the **Month Year End Closing** (GME) program. This however will also force all following Months to also stay open. Although this option is available and allows the audit adjustments to be entered in their proper month, several periods after the end of their respective month, it is suggested that all users keep as few months open as possible.

MONTH END CHECK LIST

- ACTION PREPARE AND POST, VIA **Journal Entry**
(GIP)-**Journal List** (GPL)-**Journal Update** (GUP),
A JOURNAL FOR ALL CHECKS MANUALLY WRITTEN AND
NOT RECORDED VIA OTHER LOCIS APPLICATIONS.
- ACTION PREPARE AND POST, VIA **Journal Entry**
(GIP)-**Journal List** (GPL)-**Journal Update** (GUP),
A JOURNAL FOR ALL RECEIPTS NOT RECORDED VIA
OTHER LOCIS APPLICATIONS.
- ACTION RUN THE **Monthly Activity Report** (GAR) PROGRAM.
RUN THIS PROGRAM SO THAT ALL FUNDS ARE PRINTED
IN DETAIL AND INACTIVE ACCOUNTS ARE SUPPRESSED.
- ACTION RECONCILE ALL CASH AND INVESTMENT BANK ACCOUNT
BALANCES, FROM BANK STATEMENTS, TO THE **Monthly**
Activity Report (GAR) LISTING.
- ACTION VERIFY THAT ALL RECEIPTS AND DISBURSEMENTS HAVE

BEEN POSTED.

- ACTION REVIEW ALL DUE-TO & DUE-FROM ACCOUNTS. PREPARE INTER FUND TRANSFERS OF CASH AND POST A JOURNAL OF THOSE TRANSFERS VIA **Journal Entry** (GIP)-**Journal List** (GPL)-**Journal Update** (GUP).
- ACTION REVIEW ALL PAYROLL LIABILITY ACCOUNTS, FICA WITHHELD PAYABLE, FIT WITHHELD PAYABLE, SIT WITHHELD PAYABLE, IMRF WITHHELD PAYABLE, AND EMPLOYEE DEDUCTIONS WITHHELD PAYABLE, TO VERIFY THAT PAYMENTS HAVE BEEN ISSUED.
- ACTION AFTER ALL POSTINGS HAVE BEEN UPDATED, RUN THE **Monthly Activity Report** (GAR) PROGRAM (SUMMARY) AND VERIFY THAT TOTAL DEBITS EQUAL TOTAL CREDITS FOR EACH FUND.
- ACTION OPTIONALLY RUN THE **Balance Sheet Print** (GBS) PROGRAM TO ALLOW THE SYSTEM TO AUTOMATICALLY POST MONTHLY GAIN/LOSS OR PREPARE A JOURNAL (M/E GAIN/LOSS) TO POST CURRENT GAIN LOSS.

**** NOTE ****

IF THE 'CURRENT MONTH GAIN/LOSS' AMOUNT ON THE LAST PAGE OF THE **Monthly Activity Report** (GAR) PROGRAM LISTING FOR EACH FUND IS PRINTED WITH A MINUS SIGN POST A DEBIT TO THE FUND BALANCE ACCOUNT AND A CREDIT TO THE [PROFIT] ACCOUNT FOR THAT FUND.

IF THE 'CURRENT MONTH GAIN/LOSS' AMOUNT ON THE LAST PAGE OF THE **Monthly Activity Report** (GAR) PROGRAM LISTING FOR EACH FUND IS PRINTED AS A POSITIVE AMOUNT POST A CREDIT TO THE FUND BALANCE ACCOUNT AND A DEBIT TO THE [PROFIT] ACCOUNT FOR THAT FUND.

- ACTION RUN THE **Balance Sheet Print** (GBS) PROGRAM FOR ALL FUNDS REVIEW EACH FUND AND VERIFY THAT TOTAL ASSETS EQUAL TOTAL LIABILITY & FUND

CONDITION.

- ACTION RUN THE **Treasurer's Report** (GCT) PROGRAM FOR ALL FUNDS (CURRENT MONTH).
- ACTION RUN ALL OTHER GENERAL LEDGER REQUIRED REPORTS.
- ACTION RUN A FULL SYSTEM BACKUP. LABEL IT 'G/L BACKUP MONTH XX YEAR XX' AND STORE IT IN A SAFE PLACE.

****** N O T E ******

IF YOU ARE CLOSING THE LAST MONTH IN THE FISCAL YEAR REFER TO THE 'YEAR END CHECK LIST'.

- ACTION RUN THE **Month Year End Closing** (GME) PROGRAM. (SUGGESTED BUT NOT REQUIRED). THIS PROGRAM WILL VERIFY THAT EACH FUND IS IN BALANCE BEFORE CLOSING THE MONTH.

YEAR END CHECK LIST

- ACTION PERFORM ALL OF THE MONTH END CHECK LIST ACTIVITIES EXCEPT RUNNING THE **Month Year End Closing** (GME) PROGRAM.
- ACTION RUN THE **YTD Activity Report** (GYL) PROGRAM.
PURPOSE PROVIDES A LISTING OF ALL POSTINGS TO ALL ACCOUNTS, FOR ALL FUNDS. TO BE GIVEN TO THE AUDITOR.
- ACTION RUN THE **Trial Balance Report** (GTB) PROGRAM.
PURPOSE PROVIDES A LIST OF EACH ACCOUNT, ITS BEGINNING BALANCE, TOTAL POSTINGS, AND ENDING BALANCE. TO BE GIVEN TO THE AUDITOR.
- ACTION RUN THE **Treasurer's Report** (GCT) PROGRAM (CURRENT Y-T-D OPTION).
PURPOSE PRINTS AN ANNUAL REPORT OF REVENUES AND DISBURSEMENTS. FOR USE IN PUBLISHING THE ANNUAL

TREASURERS REPORT.

ACTION RUN THE **Annual Publication Report** (GDC) PROGRAM.

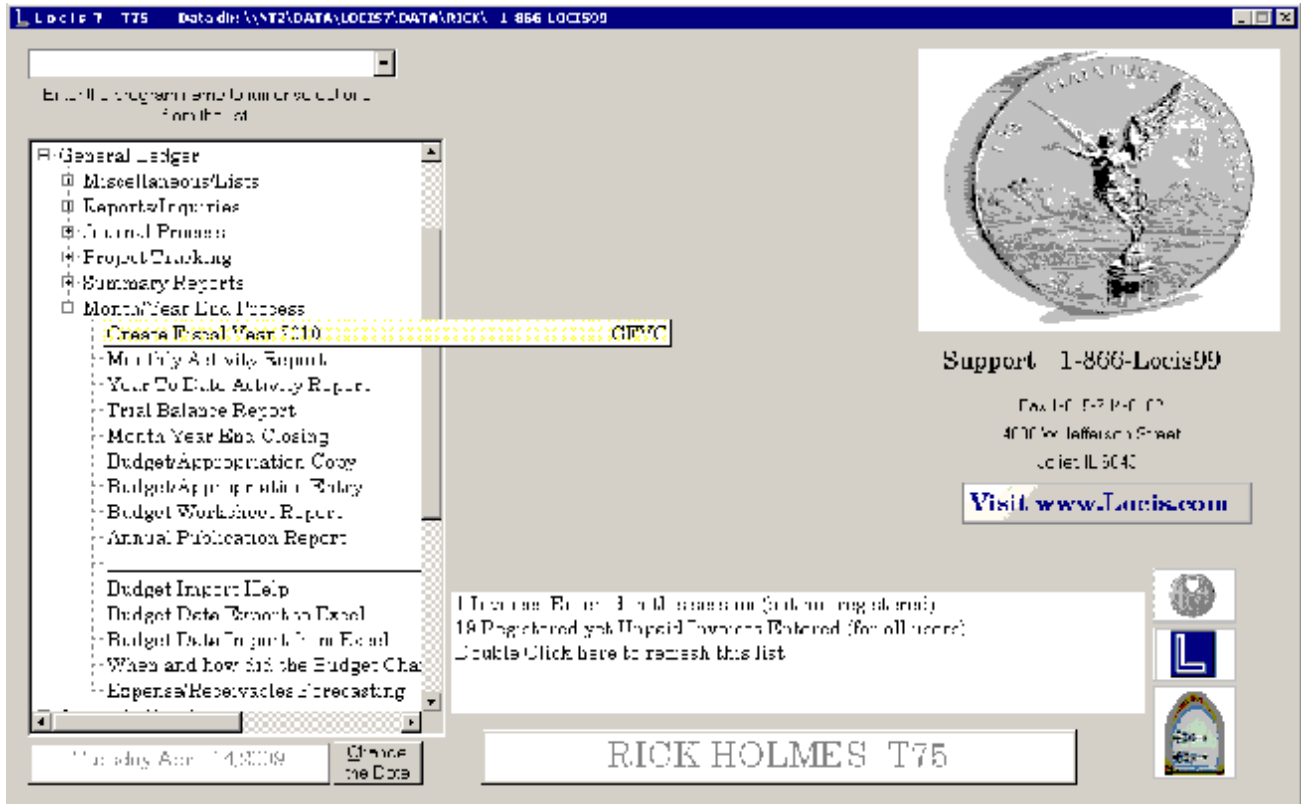
PURPOSE PRINTS AN ANNUAL PUBLICATION REPORT AS DESCRIBED BY DECCA.

ACTION RUN THE **Month Year End Closing** (GME) PROGRAM (SUGGESTED BUT NOT REQUIRED).

PURPOSE THIS PROGRAM WILL VERIFY THAT EACH FUND IS IN BALANCE BEFORE CLOSING THE YEAR.

**GFYC
FISCAL YEAR CREATE**

PURPOSE:
To create the necessary files for the next Fiscal Year.



This process may have been preformed previously.

GYL
GENERAL LEDGER
YEAR TO DATE
LISTING

PURPOSE:
Provides a list of all postings to all accounts. To be given to the auditor.

- A) Fiscal year to be reported. Select 2009.
- B) All funds. Enter check mark.
- C) Suppress inactive accounts. Enter check mark.

Year to date transaction list T75 Term Date: 12/31/08 Date: 04/08/09

Options Help

Year to date transaction list

Fiscal Year to be reported 2009

Select the fund to be reported

All Funds

List all accounts

From Account

To Account

Suppress Inactive Accounts

Favorite?

Proceed

Close

GTB GENERAL LEDGER TRIAL BALANCE LISTING	PURPOSE: Provides a list of each account, its beginning balance, total posting, ending balance and a space for any audit adjustments. This data may also be exported to an Excel file.
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- A) Report month. Select 04.
- B) Report year. Select 2009.
- C) All funds. Enter check mark.
- D) Print report. Enter check mark.
- E) Export report (Optional). If you want to export to Excel, enter check mark.



GCT CITY TREASURER'S REPORT	PURPOSE: Prints an annual report of revenues, disbursements, and other source and use of funds.
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- A) Report month. Select 04.
- B) Report year. Select 2009.
- C) Print detail report. Enter check mark.
- D) Print yearly amounts. Enter check mark.
- E) All funds. Enter check mark.
- F) Auto entry. Enter check mark.

Treasurer's Report T75 Term Date: 12/31/08 Date: 04/08/09

Options Help

Treasurer's Report

Select the Reporting Period

Report Month Report Year

Proceed

Close

Select the Report Options

Print monthly amounts or Print yearly amounts

Print detailed report?

Excel as well?

Select which Funds

All Funds or Select the fund to be reported

Select which G/L Accounts (line items) to use...

Auto Entry (Those entered via GCTM - Cash/Investment Setup)

- OR -

Enter cash G/L numbers

- OR -

Select various General Ledger line items via lookup

Favorite?

GDC
PUBLICATION REPORT

PURPOSE:

Provides a condensed report for publication Similar to the report suggested by Illinois Department of Commerce and Community Affairs.

- A. Print report. Enter check mark.
- B. Year to date. Enter check mark.
- C. As of month. Select 04.
- D. As of year. Select 2009.
- E. All funds. Enter check mark.

Options Help

Publication Report

Select the Report Duration

Current month or Year to date

Select the Report Period

Month Year

Select the Fund

All funds or select a fund

Select Options

Alternate Format

Report Earnings in Ranges rather than exact figures

Proceed

Cancel

Favorite?

GBCR
BUDGET CHANGE
REPORT (OPTIONAL)

PURPOSE:
Provide a list of budget revisions to the auditor.

Budget Change Report T75 Term Date: 12/31/08 Date: 04/08/09

Options Help

Budget Change Report

All accounts?

From Account: To Account:

All Years?

Select Fiscal Year:

Proceed

Cancel

Favorite?

GSP SOURCE AND PURPOSE OF FUNDS REPORT (OPTIONAL)	PURPOSE: Provide a list of revenues by type for all funds to the auditor.
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- A) Report month. Select 04.
- B) Report year. Select 2009.
- C) Print yearly amounts. Enter check mark.

Source of Funds Report T75 Term Date: 12/31/08 Date: 04/08/09

Options Help

Source of Funds Report

Select the Reporting Period

Report Month Report Year

Proceed

Close

Select the Report Options

Print monthly amounts or Print yearly amounts

Select which Funds

Select which G/L Accounts (line items) to use...

- OR -

Select various General Ledger line items via lookup

Click 'Close' to exit this program or select the month and year, month to date or year to date amounts and click 'Proceed' to print the report

Favorite?

GBC BUDGET COMPARISON NUMBER 3 REDUCED FORMAT	PURPOSE: Provide a report of revenue and expense activity to the auditor
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- A) Report month. Select 04.
- B) Report year. Select 2009.
- C) Print revenue accts? Enter check mark.
- D) Print expense accts? Enter check mark.
- E) Suppress inactive accounts? Enter check mark.
- F) All funds. Enter check mark.
- G) Reduced format. Enter check mark.

GBC
 BUDGET COMPARISON
 NUMBER 4
 GASB-34 Year End Report
 (OPTIONAL)

PURPOSE:

Provide a report of original budget, current budget and actual revenue and expense activity to the auditor.

- A) Report month. Select 04.
- B) Report year. Select 2009.
- C) Print revenue accts? Enter check mark.
- D) Print expense accts? Enter check mark.
- E) Suppress inactive accounts? Enter check mark.
- F) All funds. Enter check mark.
- G) GASB 34 Y/E report. Enter check mark.

Budget Comparison Report T75 Term Date: 04/14/09 Date: 04/14/09

Options Help

Budget Comparison Report

Select the Period to Report

Report Month: 04 Report Year: 2009

Proceed Close

Report to print

Print Revenue Accts? Display results on the Screen?

Print Expense Accts? Suppress Inactive Accounts?

Report to print

Sample Percent used, Estimated Actuals (Ver 1) Sample Last year M-T-D/Y-T-D

Sample Percent used, Estimated Actuals (Ver 2)(Exportable) Sample GASB 34 Y/E Report (Exportable)

Sample Reduced format(Exportable)

Report to print

All Funds or Choose [dropdown]

All Departments or [input]

All Accounts or those with the word(s) [input] somewhere in the title.

Favorite?

<p>GME MONTH YEAR END CLOSING (OPTIONAL)</p>	<p>PURPOSE: Checks the General Ledger for an out of balance condition. If the General Ledger is in balance prevents any further posting to the month closed and all prior months.</p>
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G/L Period Close T75 Term Date: 12/31/08 Date: 04/08/09

Options Help

G/L Period Close

Select an option: 1-Close a month The last month closed was 12/05

Month to close: 01 Close Month

Year to close: 06 Cancel

Year to erase:

Enter the month to be processed and depress Tab

Favorite?

ACCOUNTS RECEIVABLE

This report must be printed prior to any processing being done for the new fiscal year. Adjustments - Cash Receipts - Billings

ART TRIAL BALANCE	PURPOSE: Prints a report of the A/R detail, could be helpful to the auditor.
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The screenshot shows a software dialog box titled "A/R Trial Balance T75 Term Date: 12/31/08 Date: 04/08/09". The dialog box contains the following elements:

- A title bar with the text "A/R Trial Balance T75 Term Date: 12/31/08 Date: 04/08/09" and a close button (X).
- An "Options" section with a large text box containing the text "A/R Trial Balance".
- Input fields for "From Customer:" (empty) and "To Customer:" (9999999999).
- A "Report only the charges incurred prior to:" dropdown menu set to "5/ 1/2009".
- A checkbox labeled "Total transactions later than this date?" which is unchecked.
- A "Report only the customers whose balance is" section with a dropdown menu set to "Not Equal to" and a text box containing ".00".
- Four unchecked checkboxes:
 - Send to Excel as well?
 - Customer Balance Order?
 - Summary style? (just prints customer totals)
 - General Ledger Summary as well?
- A text box containing the instruction: "Fill out all parameters and click proceed for a trial balance."
- Two buttons: "Proceed" and "Cancel".
- A "Favorite?" checkbox which is unchecked.

UTILITY BILLING

**These reports must be printed prior to any processing being done for the new fiscal year:
Adjustments - Cash Receipts - Final Bills – Penalty Bills - Normal Billing**

***** NOTE *****

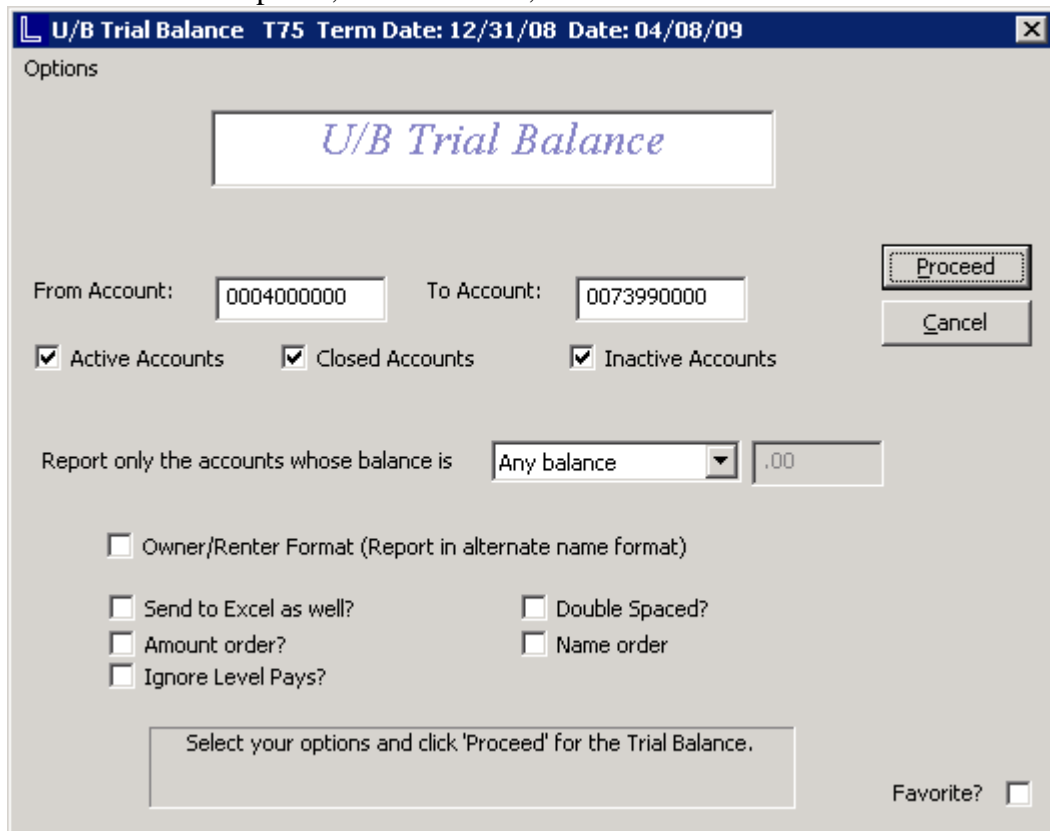
The program Unapplied Cash (UUCP) should be run before any of the following reports are run.

UBTB
TRIAL BALANCE

PURPOSE:

To provide information required by your auditor.

- A. Select Account Range
- B. Select Active, Closed or Inactive
- C. Select Balance to List
- D. Select Owner/Renter format
- E. Select Double Spaced, Amount order, Name Order



U/B Trial Balance T75 Term Date: 12/31/08 Date: 04/08/09

Options

U/B Trial Balance

From Account: 0004000000 To Account: 0073990000

Active Accounts Closed Accounts Inactive Accounts

Report only the accounts whose balance is Any balance .00

Owner/Renter Format (Report in alternate name format)

Send to Excel as well? Double Spaced?

Amount order? Name order

Ignore Level Pays?

Select your options and click 'Proceed' for the Trial Balance.

Proceed Cancel

Favorite?

UATB
AGED TRIAL BALANCE

PURPOSE:

To provide information required by your auditor.

- A. Select Account Range
- B. Select Aging Date.
- C. Select Balance Preferences
- D. Select Other Desired Options

Options

U/B Aged Trial Balance

From Account: To Account:

Aging Date:

Period 1	Period 2	Period 3	Period 4	Period 5
<input type="text" value="30"/>	<input type="text" value="60"/>	<input type="text" value="90"/>	<input type="text" value="120"/>	<input type="text" value="150"/>
<input type="checkbox"/> Excel?	<input type="checkbox"/> Excel?	<input type="checkbox"/> Excel?	<input type="checkbox"/> Excel?	<input type="checkbox"/> Excel?

Report only the customers whose balance is

Total Page Only? User-Defined Fields?
 Ignore Customers who owe less than their last bill? Phone Numbers?
 Summary (less detail)?

Select your options and click Proceed to get U/B Aging Detail

Favorite?

UDL
DEPOSIT LISTING

PURPOSE:
To provide information required by your auditor.

- A) Select Outstanding.
- B) Select Account Range.
- C) From date. Enter 1/ 1/1900.
- D) To date. Enter 4/30/2009.

Deposit Listing T75 Term Date: 04/14/09 Date: 04/14/09

Options Help

Deposit Listing

Outstanding Refunded Both

Print Cancel

Which Accounts:

9999999999

From Date: 1/ 1/1900 To Date: 4/30/2009

Print even if the date is blank?

Favorite?

By selecting Print, a report of U/B Deposits will print

UPDL
Open Detail Listing

PURPOSE:
To provide information required by your auditor.

U/B Open Detail Report T75 Term Date: 04/14/09 Date: 04/14/09

Options

U/B Open Detail Report

From Account: [!!!!!!] To Account: [999999999]

Active Accounts Inactive Accounts Closed Accounts

Include charges that were incurred prior to: [4/30/2009]

Report only the customers whose balance is [Any balance] [.00]

Proceed
Cancel

	Service to Report?	Column Heading for Selected Service?	
1	W-WATER SERVICES	WATER SE	<input type="checkbox"/> Summarize Penalties?
2	S-SEWER SERVICES	SEWER SE	<input type="checkbox"/> Total Page Only?
3			<input type="checkbox"/> Send to Excel?
4			
5			
6			
7			
8			
9			
10			
11 (Excel only)			
12 (Excel only)			

Select your options and click 'Proceed' for the Open Detail Report.

Favorite?

ASSESSMENTS

**This report must be printed prior to any processing being done for the new fiscal year.
Adjustments - Cash Receipts - Billings**

APT B T R I A L B A L A N C E
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PURPOSE:
To provide information required by your Auditor

- A. Enter Printer
- B. All Customers? "Y"
- C. Assessment code or ALL "ALL"

