

7.0 Fiscal Year End

GENERAL OUTLINE

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

Throughout this procedure the Fiscal Year beginning date is referenced as 05/01/10 (May 1, 2010) and the Fiscal Year end date is referenced as 04/30/11 (April 30, 2011). If your Fiscal Year begins/ends on other dates you must substitute those dates. (For example, if your Fiscal year began on January 1, 2010 and ended December 31, 2010, you would enter 01/01/10 in lieu of 05/01/10 and 12/31/10 in lieu of 04/30/11) respectively.

Complete System Backup	Provides the option of retrieving information after the history is deleted from the system.
Accounts Payable	Includes Vendor Processing, Accounts Payable, and Check Reconciliation.
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

Aged Trial Balance (NT)

A/P Aged Trial Balance

Lookup Range

From: A&ESE To: ZINGR

Date Range

Include Invoices with an invoice date prior to: 4/30/2011

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 as of 03/22/11.

This date may affect report content -- change terminal date to change 'as of' date.

Favorite?

This report will provide a listing of all accounts payable transactions by vendor with total of amounts unpaid.

Vendor range – defaults to everyone
Invoices prior to: 04/30/2011

Invoice History List Simple (NHE) - Optional

This Vendor YTD Report is in Vendor ID order with the detail of each A/P invoice, G/L distribution, and A/P check numbers for every invoice between the date range.

Enter
FYB/FYE
Dates

From: & To: Locis defaults to included all vendors
From Date: 05/01/10 **To Date:** 04/30/11

Invoice History List Advanced (NHR) - Optional

The purpose of this report shows the vendor cash distribution for the Fiscal Year.
There are four styles of reports to choice from.

Select Report Style:

From Vendor: (Locis defaults to your first vendor) To Vendor: (Locis defaults to your last vendor)

From Date: 05/01/10

To Date: 04/30/11

Enter
FYB/FYE
Dates

The rest of the fields default to include all funds, departments, and G/L numbers.

Invoice History Maintenance (NHM)-Optional

INVOICE HISTORY G/L DIST. MAINTENANCE

01-VENDOR # **EASTE** **p** **NAME:** EASTER BUNNY
02-INVOICE # **2011** **p**
03-TRANS CODE **BI** **p**
04-SEQ # **2** **p**
05-REFERENCE **EASTER BASKETS** **p**
06-TRANS AMOUNT **pr** 500.00 **p**
07-CHECK AMOUNT **pr** 500.00 **p**
08-CHECK DATE **03/24/11** **p**
09-CHECK # **123** **p**

10-ENCUMBERANCE AMOUNT LEFT **pr** .00 **p**
11-ENCUMBERANCE DIST. SUFIX **p** **p**
12-G/L NUMBER (EXPENSE) **p** 01-11-928 **p**
13-G/L NUMBER (CASH) **p** 01-00-111 **p**
14-G/L NUMBER (DISCOUNT) **p** 01-11-462 **p**

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

Ready CAPS OVR RD

To add or adjust any payments made to vendors by invoice number. Any changes made in this screen will also affect Invoice History List Reports and Vendor History (VM).

Vendor YTD Maintenance (VYM) - Optional

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

Vendor YTD Maint

Return

Vendor:	G/L Number:	Amount:	
<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input style="width: 50px;" type="text"/>	<input type="button" value="Add/Save"/> <input type="button" value="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

Send to Excel

To add or adjust any payments made to vendors by G/L number. This data is used for the Annual Publication Report.

Vendor YTD Distribution List (VPF) Optional

This report will give you current fiscal year payments by fund, department or vendor which can be used in publishing the Annual Treasures/Publication Report.

SYS DATE:03/25/11		VILLAGE OF PARADISE		SYS TIME:11:07
DATE 05/04/11		VENDOR PAYMENTS REPORT		[VPF33]
		Wednesday May 04,2011		PAGE 1
FUND/DEPT		VENDOR	NAME	PAYMENTS
01-00	CORPORATE FUND	EFTPS	EFTPS	21062.59
01-00		ILDRV	ILLINOIS DEPART OF REVENUE	4663.84
01-00		EFTPS	EFTPS	10148.11
01-00		IMRF	ILLINOIS MUNICIPAL RETIREMENT FUN	9331.83
01-00		EFTPS	EFTPS	2521.30
01-00		SDU	STATE DISBURSEMENT UNIT	2215.44
01-00		ZZZZZ	PAYROLL NO VENDOR	361.26
			DEPARTMENT TOTAL	50304.37
01-11	ADMINISTRATIVE	BCBSI	BLUE CROSS BLUE SHEILD	18111.60
01-11		HUMAN	HUMANA	1831.35
01-11		ZZZZZ	PAYROLL NO VENDOR	350.00
01-11		IDES1	ILLINOIS DEPARTMENT OF EMPLOYMENT	175.61

This is a sample of Report by Fund Summary.

Maintenance/List/ Export/Purge (CKMWIN)

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

Select Fund: (Select Fund Your Checks were Written From)

Starting Check: (Leave this field blank)

Ending Check: 99999999

Starting Date: 05/01/2010 (FYB)

Ending Date: 04/30/2011 (FYE)

Display

(Click Display Button)

Check Reconciliation T67 Term Date: 03/24/11 Date: 03/24/11

Options Help

Check Reconciliation

Clear all Direct Deposit/Direct Pay Close

Select Checks to work with

Fund... Starting Check: Ending Check: Starting Date: Ending Date: Display

01 99999999 05/01/2010 04/30/2011 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	2010/09/23	P	.00	VOIDED ON REGISTER # 14	2010/09/27	Cleared	01
1	2010/10/01	A	150.00	ARAMARK		Outstandi...	01
1	2011/01/14	P	1551.24	KASHER, JEFF		Outstandi...	01
1	2011/01/22	P	241.78	MALCOM, PATRICIA		Outstandi...	01
1	2011/01/27	P	690.53	DUNNING, JAMES		Outstandi...	01
2	2010/09/29	P	.00	VOIDED ON REGISTER # 15		Cleared	01
2	2010/11/02	A	.00	VOIDED ON REGISTER # 74		Cleared	01
2	2011/01/13	P	295.48	WICKISER, KRISTINA		Outstandi...	01
2	2011/01/14	P	247.49	MALCOM, PATRICIA		Outstandi...	01
2	2011/01/18	P	.00	VOIDED ON REGISTER # 19		Cleared	01
2	2011/01/22	P	293.71	MILLARD, DOROTHY		Outstandi...	01
3	2010/11/02	A	3000.00	BLUE CROSS BLUE SHEILD		Outstandi...	01
3	2011/01/13	P	259.15	WICKISER, KRISTINA		Outstandi...	01

719 Checks found

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?

A complete listing of all checks written during the current Fiscal Year will appear in the big white box at the bottom of the screen.

Print List of Checks:

1. Click on the button "**Turn Group Mode On**"
2. Right click on the first check in big white box at the bottom of the screen.
3. Right click on the last check in the big white box at the bottom of the screen.
4. On the right side of the screen "**Select the Action to Perform**" (indicated by the star) click on the arrow and select "**Print a List**"

Cleared Check Listing (CKC)

The screenshot shows a window titled "L T67" with a menu bar (File, Edit, View, Help) and a toolbar. The main content area is titled "CLEARED CHECK LISTING" and contains the following text:

```
ENTER FUND NO OR 'AL'           pALp
FOR ALL CHECKS(YES/N)           pYp
FOR ALL DATES(YES/N)           pNp
1st CHECK CLEARED DATE         p050110 p
LAST CHECK CLEARED DATE       p043011 p
A/P, P/R, BOTH, OR GIFT? (APBG) pBp
CONVERTED DATES ARE:  20100501 20110430
```

At the bottom of the window, the status bar shows "Ready" on the left and "CAPS", "DVR", and "RD" on the right.

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

Outstanding Check List (CKO)

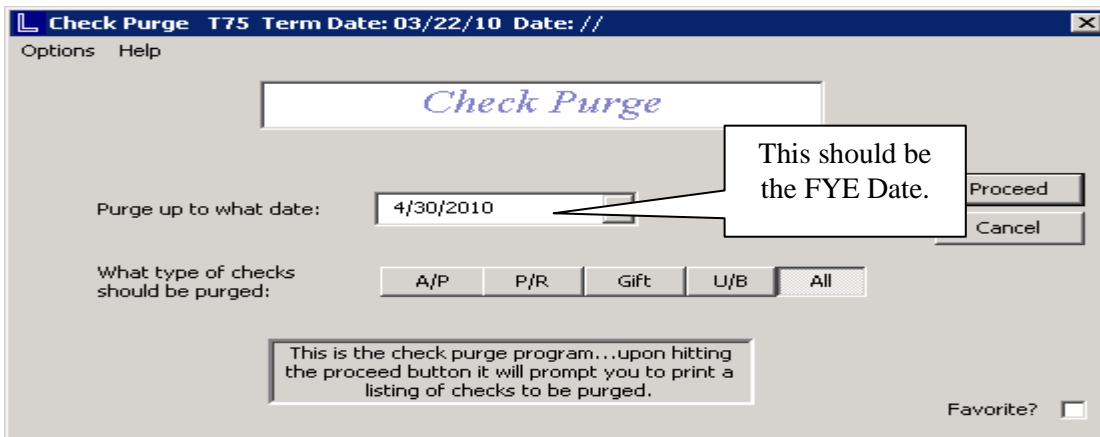
OUTSTANDING CHECK LISTING

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

For all dates? (Y/N) pNp
List to date p043010 p
Do you want to list checks cleared after the list to date? (Y/N) pNp
A/P, P/R, Both, Gift? (APBG) pBp

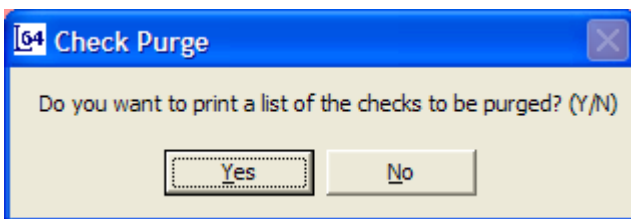
Print a listing of all outstanding checks (one copy for the city /village and one copy for your auditor).

Check Purge (CKP) - Optional

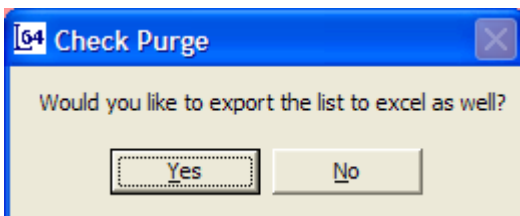


Deletes from the system all checks that have cleared to an operator entered date.

Click **PROCEED**

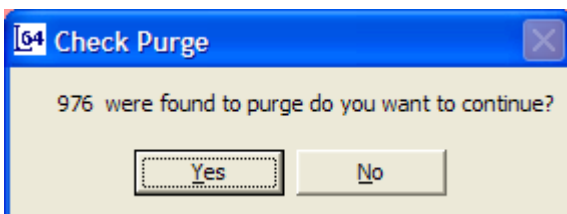


Click **YES**



Click **YES** or **NO**

After your list has printed or exported to excel Locis will ask if you want to continue with the purge.



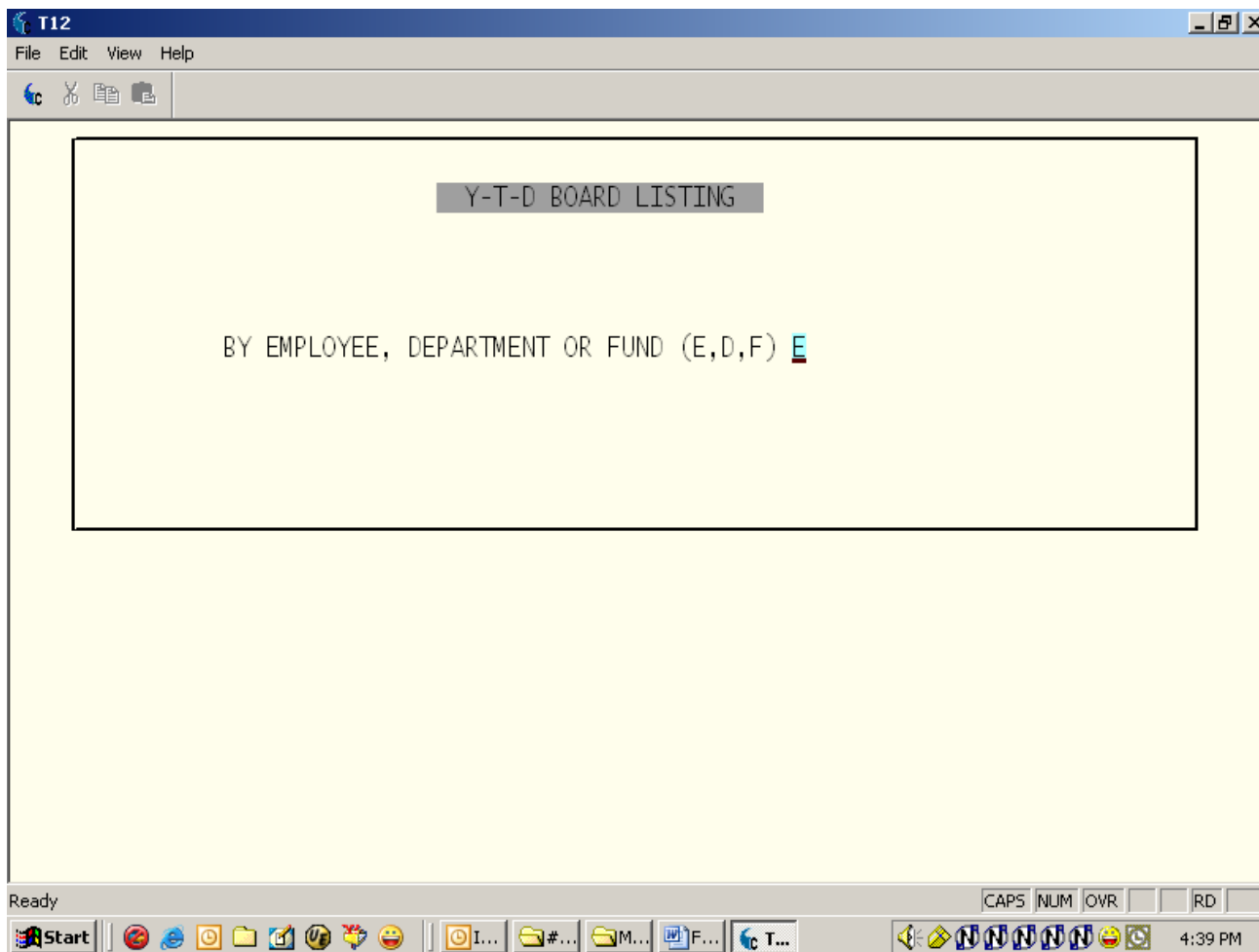
If you click **YES** Locis will begin purging your checks.

PAYROLL

*** NOTE ***

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

Employee Distribution List (PYL) - Optional



This report lists each employee's wages and the distribution to each fund/dept.

Enter Fiscal Year to be Listed 11(fiscal year)
Select printer to be used Compressed or Standard
By Employee, Department or Fund? "E"

Emp YTD Report (PYR) - Optional

Options

P/R Year to Date List

Ending Month

April, 2011

Proceed

Cancel

Employee Range

From: To: zzzzzzz

Department Range

From: To: zzzz

Send to Excel?

Favorite?

This report will list the Earnings, W/H and Fringe data by employee.

Fringe Cost Report (PFC) - Optional

Options

Fringe Cost Listing

Which year: 2011

All Employees?

From Employee: To Employee: zzzzzzz

All Departments?

From Department: To Department: zzzz

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

Proceed

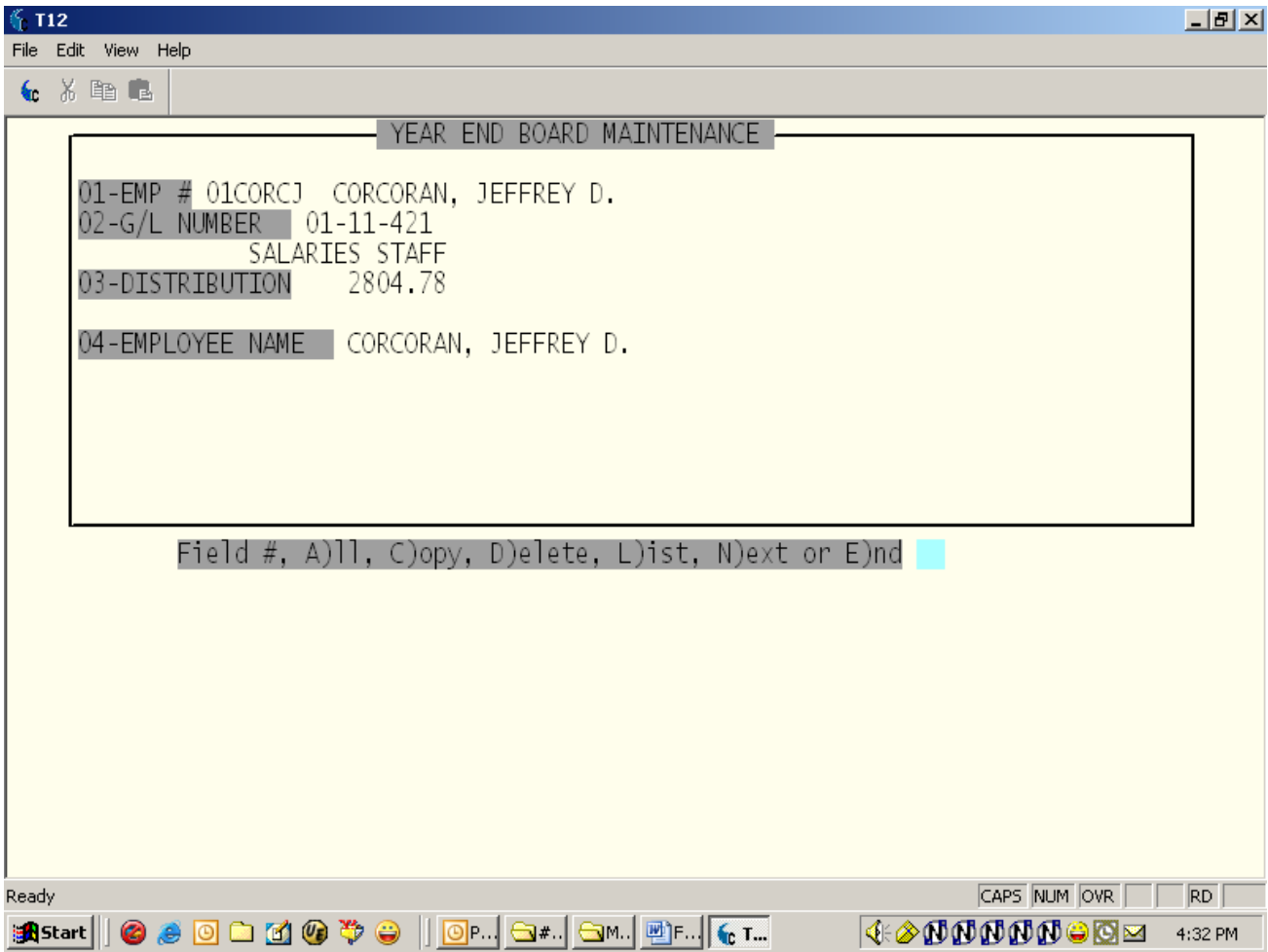
Cancel

Favorite?

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

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

Employee Distribution Maintenance (PYM)



The purpose of this screen is to add or adjust any payments made to employees by General Ledger number.

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.

**** NOTE ****

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 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.

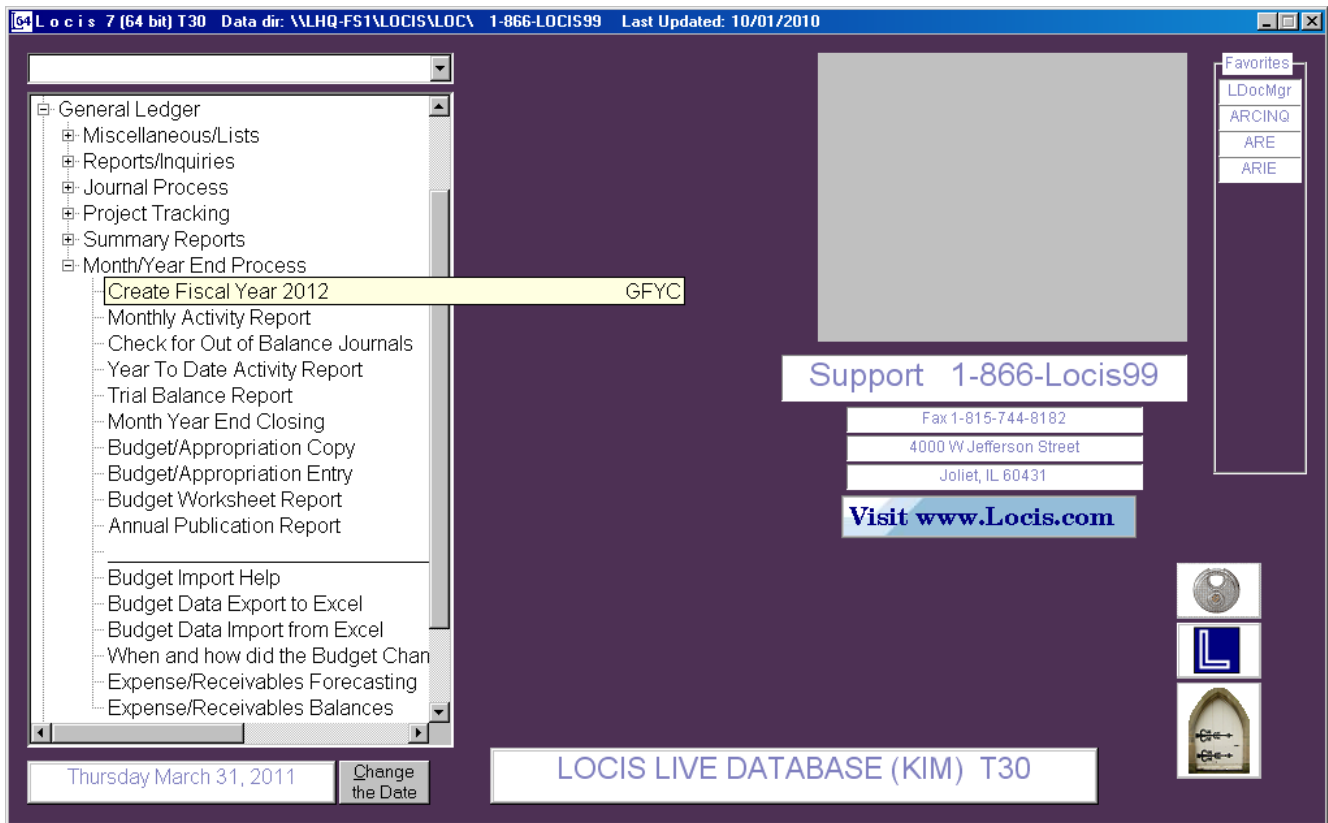
ACTION RUN THE **YTD Activity Report** (GYL) PROGRAM.
PURPOSE PROVIDES A LISTING OF ALL POSTINGS TO ALL ACCOUNTS, FOR ALL FUNDS. TO BE GIVEN TO THE AUDITOR.

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 **Annual Publication Report** (GDC) PROGRAM.
PURPOSE PRINTS AN ANNUAL PUBLICATION REPORT AS DESCRIBED BY DECCA.

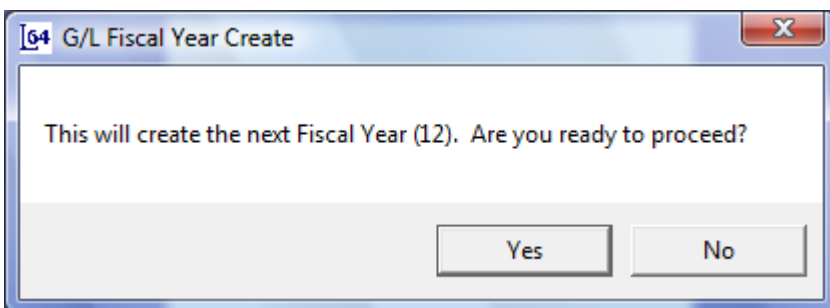
ACTION RUN THE **Month Year End Closing** (GME) PROGRAM (SUGGESTED BUT NOT REQUIRED).
PURPOSE THIS PROGRAM WILL VERIFY THAT EACH FUND IS IN BALANCE BEFORE CLOSING THE YEAR.

Fiscal Year Create (GFYC)



This process should be performed prior to year end. The new fiscal year has to be created before any transaction for fiscal 2012 can be posted.

If you use Budget programs in Locis the 2012 fiscal year may have already been created.



Click **YES** to continue creating the new fiscal year.

Treasurer Report (GCT)

Treasurer's Report

Select the Reporting Period
Report Month: 04 Report Year: 2011

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

Check this option to get cash General Ledger no's from Cash Investment G/L no. setup. If this selection is not checked you will have to enter each cash account to be

Favorite?

Treasurer Report states the beginning cash balance, revenues, disbursements, other source and use, and ending cash balance of each fund.

Report Month: 04

Report Year: 2011

✓ Print Yearly Amounts

✓ Print Detailed Report

✓ All Funds

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

Budget Related Reports (GBC)

Budget Related Reports

Select the Period to Report

Report Month: 04 Report Year: 2011

Report Options

- Print Revenue Accts?
- Print Expense Accts?
- Send Results to Excel as well?
- Suppress Inactive Accounts?

Report to print

- Percent used, Estimated Actuals (Ver 1)
- Percent used, Estimated Actuals (Ver 2)
- Reduced format**
- View Manager
- Basic Budget Report (GGR)
- Basic Budget List (GBL)
- Last year M-T-D/Y-T-D
- GASB 34 Y/E Report
- Revenue Analysis (GRA)
- Expense Analysis (GEA)
- Management Report(GBR)
- Appropriation Format(GBA)

Which Accounts

- All Funds or Choose
- All Departments or
- All Accounts or those with the word(s) somewhere in the title.
- All Accounts or those which Contain somewhere in the number.

Favorite?

Reduced Format Budget Report states fiscal budget, month to date actual, year to date actual, unexpended budget and % used.

Appropriation Format (GBA) states month to date, year to date actual, Appropriation, fiscal budget, unecumb balance, % used, and estimated actual. If your Budget figures are different from Appropriation figures we would recommend running this report for your auditor.

Year to Date Activity Report (GYL)

Year to date transaction list T03 Term Date: 03/30/11 Date: 03/30/11

Options Help

Year to date transaction list

Fiscal Year to be reported: 2011

All Funds

Select the fund to be reported: [Dropdown]

List all accounts

From Account: [Input]

To Account: [Input]

Suppress Inactive Accounts

Proceed

Close

Favorite?

This report is your General Ledger activity for the fiscal year. This report lists all active g/l account with every transaction that affects that account. Your auditor will want this report.

Fiscal Year to be Reported: 2011

All Funds

Click **PROCEED**

Year to date transactio...

Send the output to Excel as well?

Yes No

Yes or No.

Year to date transaction list

Include detailed A/P transactions like Invoice descriptions and check numbers?

Yes No

Click **YES**.

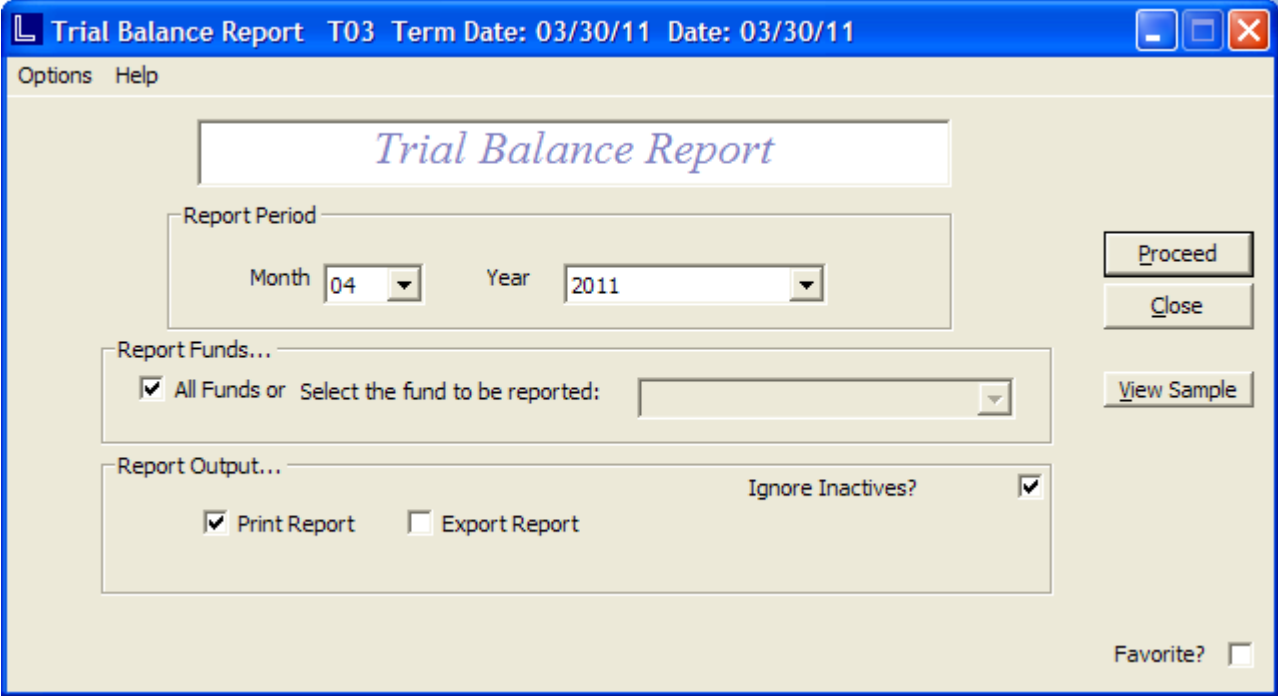
Year to date transaction list

Would you like to list only the manual journals?

Yes No

Click **NO**.

Trial Balance Report (GTB)



Trail Balance Report lists each account, is beginning balance, total posting, ending balance and space for any audit adjustments. This data may also be exported to an Excel File.

Annual Publication Report (GDC)

Publication Report T03 Term Date: 03/30/11 Date: 03/30/11

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

Check this box to report the year to date activity

Proceed
Cancel

Favorite?

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

✓ Year to Date

Month: 04 Year: 2011

✓ All Funds

Click **PROCEED**

G/L Fund Balance Check (GARQ) - Optional

Options

G/L Fund Check

Select Period to report: **April, 2011**

Ignore Inactive Funds?
 Only funds w/conditions?

Proceed

Fund	Debits	Credits	Change	Balance
------	--------	---------	--------	---------

Print

Favorite?

Checks the General Ledger for an out of balance condition. If the General ledger is out of balance this shows you which fund and amount.

Balance Sheet Print (GBS) - Optional

Balance Sheet Report T67 Term Date: 03/31/11 Date: 03/31/11

Options Help

Balance Sheet Report

Proceed

Cancel

Select the Reporting Period

Report Month 04 Report Year 2011

Select the Report Style

Standard Format or Net Change Format

Select the Fund to Report

All funds or select a fund

Suppress Inactive Funds

Consolidated Balance Sheet

Consolidated Balance Sheet

Select the funds to be consolidated

Funds to be consolidated:

Informational Messages

Last Month Closed is April of 10 and Gain/Loss last Calc'd: 04/30/10

April is the last month of the Fiscal Year

Favorite?

Balance Sheet report states total assets equal total liability and total capital.

This program generates and posts monthly gain/loss to the general ledger. Balance Sheet Print has to be run before you close the month.

Month Year End Closing (GME)

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

Year to close: 06

Year to erase:

Close Month

Cancel

Enter the month to be processed and depress Tab

Favorite?

If the General Ledger is in balance closing the month will prevent any further posting to the month or prior closed months.

ACCOUNTS RECEIVABLE

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

A/R Trail Balance Report (ART)

The screenshot shows a software window titled "A/R Trial Balance T03 Term Date: 05/01/11 Date: 04/04/11". The window contains the following options:

- Options
- A/R Trial Balance*
- From Customer: 0000000000 To Customer: 9999999999
- Report only the charges incurred prior to or on: 5/ 1/2011
- Total transactions later than this date?
- Report only the customers whose balance is: Not Equal to .00
- Send to Excel as well?
- Customer Balance Order?
- Summary style? (just prints customer totals)
- General Ledger Summary as well?
- This will report customers with balances and show the aging of the balances as of 05/01/11.
- This date may affect report content -- change terminal date to
- Proceed
- Cancel
- Favorite?

Prints a report of the A/R detail, could be helpful to the auditor.

From Customer: Leave Blank or all zero **To Customer:** 99999999999

Report only the charges incurred prior to or on: 05/01/2011 (FYE)

Report Only the customers whose balance is: Not Equal to 0.00

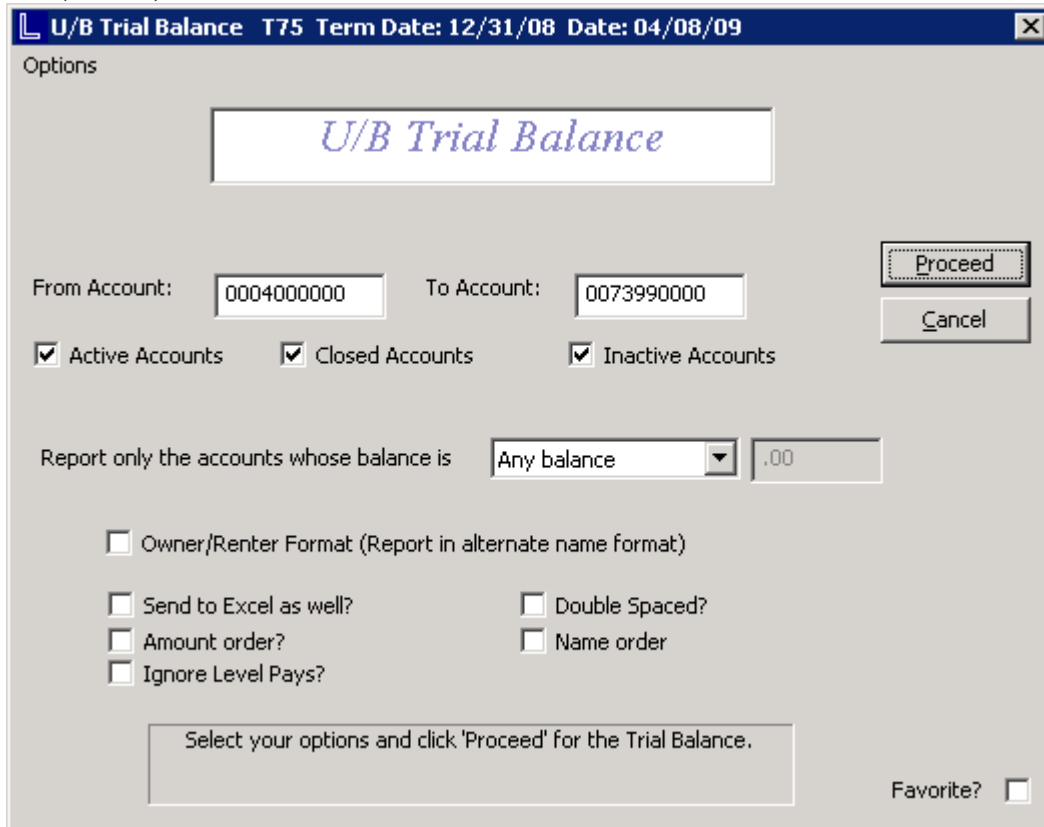
UTILITY BILLING

**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 ran.

Trial Balance (UBTB)



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.

Favorite?

To provide information required by your auditor.

From Account: (Locis defaults to first acct #) **To Account:**(Locis defaults to last acct#)

Locis defaults the rest of the fields.

Aged Trial Balance (UATB)

U/B Aged Trial Balance

Options

From Account: 0011002000 To Account: 0033052000

Aging Date: 4/30/2011

Period 1: 30 Period 2: 60 Period 3: 90 Period 4: 120 Period 5: 150

Excel? Excel? Excel? Excel? Excel? Excel?

Report only the customers whose balance is: Any balance .00

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?

To provide information required by your auditor.

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

Deposit Listing (UDL)

64 Deposit Listing T67 Term Date: 04/04/11 Date: 04/0...

Options Help

Deposit Listing

Outstanding Refunded Both

Print

Cancel

Which Accounts:

9999999999

From Date: To Date:

1/ 1/1900 4/30/2011

Print even if the date is blank?

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

Favorite?

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 4/30/2011.

Open Detail Listing (UPDL)

U/B Open Detail Report T67 Term Date: 04/04/11 Date: 04/04/11

Options

U/B Open Detail Report

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

Active Accounts Inactive Accounts Closed Accounts

Include charges that were incurred prior to: [4/30/2011]

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	[]	[]	<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.

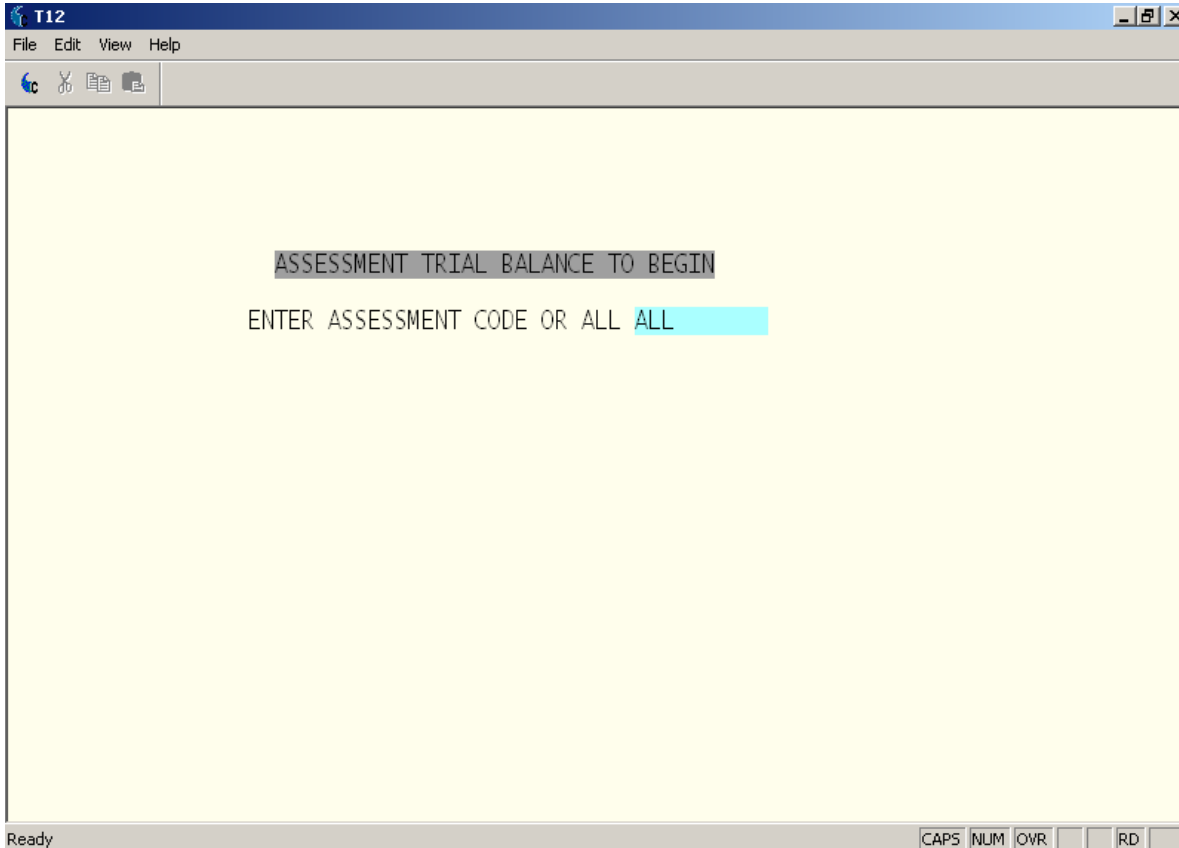
Favorite?

To provide information required by your auditor.

ASSESSMENTS

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

Trial Balance (APTB)



To provide information required by your Auditor

- | | |
|---------------------------|-------|
| A. Enter Printer | |
| B. All Customers? | “Y” |
| C. Assessment code or ALL | “ALL” |