

Closing Pro 7.4 and above

This procedure sheet serves as a sample checklist for month-end closing and year end closing. Please modify this checklist as appropriate for your operation.

Make 12 copies of this form. Place them in the Month End binder, one for each month, and the system administrator will complete this checklist each month when the modules are closed.

The rest of this page was intentionally left blank for binding and printing purposes.

System Procedures:

Administrator: _____

Month: _____ Year: _____

Backup

We suggest you make a backup before closing. The night before backup may be adequate if you feel you can recover sufficiently from that point.

A suggestion is to close one or more modules first thing in the morning after the prior night's backup. Then if a system crashes or corrupts PRO SERIES databases during the close, the backup to be restored will be current.

Have you checked you backup logs and tested your backup by restoring to another system?

BACKUP CAUTION: I have made a current backup of **all data files** before closing any application and reviewed the backup logs. If for any reason anything were to go wrong, a backup would have to be restored.

Initials: _____.

SQL BACKUP CAUTION: If my system is running SQL, I have made a current backup of the SQL files and checked the SQL backup logs before closing any application. If for any reason anything were to go wrong, a backup would have to be restored. **Initials:** _____.

CHECK DISK SPACE: Before closing any module, be sure to check your disk space available on both the closing computer system's local hard drive and the file server's volume where PRO SERIES resides.

<input type="checkbox"/> Checked Disk Space	Required Space _____	
	Space Free: Computer _____	
	Space Free: File Server _____	Initials: _____

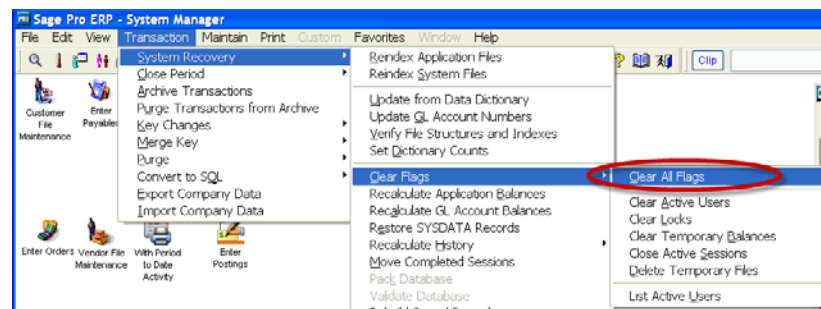
For assistance with checking how much disk space you need and finding out how much you have, there is a procedure sheet at the bottom of this document called "Disk Space Worksheet". For additional help, please contact Software Generation.

CLOSE ALL OTHER RUNNING APPLICATIONS: If you are using the Windows™ version of PRO SERIES, be sure to exit all other running applications on the workstation except Pro Series before beginning the closing process. This will maximize memory available on your computer.

It is important to use the fastest system when reindexing or closing modules in Pro Series. Both reindexing and closing are extremely memory and disk intensive operations. **If your computer runs out of memory or disk space during the closing process, you will have to restore from backup and begin again.**

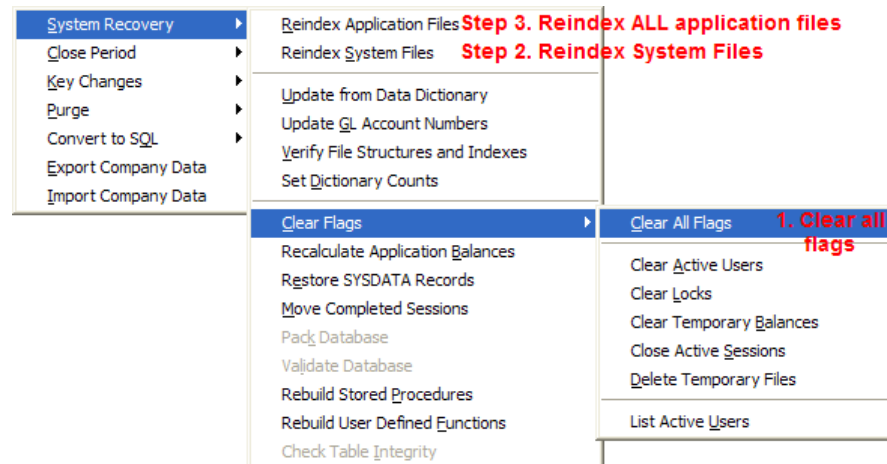
CLEAR ALL FLAGS INCLUDING CLOSE ACTIVE SESSIONS IN System Manager: Shortly before releasing from any application to the GL, it is highly recommended to go into **Transactions: System Recovery: Clear Flags: Clear All Flags** including Close Active Sessions. Close Active Sessions note: If any session number has transactions that for some unknown reason were not updated by PRO SERIES as the last session number used, this batch won't be recognized as available for release. Close Active Sessions will not void or delete any entered and saved sessions, but will only allow the program to recognize all entered and saved sessions and make them available for release to the GL.

EXCLUSIVE USE WARNING: Be sure to Clear All Flags in **exclusive use** when no other user is logged into PRO SERIES. If Active Sessions are closed while a user is posting any kind of transactions that directly affect General Ledger, be prepared to restore from a current backup.



REINDEXING: Reindexing should be done as part of regular maintenance at least once a month. For efficiency, you may do it during close or after business hours so as not to interfere with other folks working on the system.

After Clearing All Flags, next reindex the System Manager files and then ALL Modules. This will ensure that the system is healthy with full exclusive access to the files necessary to complete the closing successfully.



Accounts Receivable

Before closing the period, print any reports needed:

AR:	<u>INITIALS</u>	<u>DATE</u>
<input type="checkbox"/> Invoice Register	_____	_____
<input type="checkbox"/> Cash Receipts Register	_____	_____
<input type="checkbox"/> Sales Tax by Territory	_____	_____
<input type="checkbox"/> Open Receivables Aging	_____	_____
<input type="checkbox"/> Sales Analysis Report	_____	_____
<input type="checkbox"/> AR Journal	_____	_____

NOTE: It is IMPERATIVE to close AR, SO and IC on the exact same schedule to keep the data files they share from getting out of sync. Certain SO transactions, such as Sales Order Returns which reverse a shipment, work correctly only if IC and SO are in the same period.

Inventory Control

Before closing the period, print any reports needed:

IC:	<u>INITIALS</u>	<u>DATE</u>
<input type="checkbox"/> Inventory On Hand Report	_____	_____
<input type="checkbox"/> Inventory Analysis	_____	_____
<input type="checkbox"/> Consolidated Transaction Report	_____	_____
<input type="checkbox"/> Issues Report	_____	_____
<input type="checkbox"/> Receipts Report	_____	_____
<input type="checkbox"/> Adjustments Report	_____	_____
<input type="checkbox"/> Sales History Report	_____	_____
<input type="checkbox"/> IC Journal	_____	_____

Sales Orders

Before closing the period, print any reports needed:

SO:	<u>INITIALS</u>	<u>DATE</u>
<input type="checkbox"/> Open Order Report	_____	_____
<input type="checkbox"/> Operations Summary	_____	_____
<input type="checkbox"/> Orders by Salesperson Report	_____	_____
<input type="checkbox"/> Shipments Report	_____	_____
<input type="checkbox"/> Transaction Report	_____	_____

Purchase Orders

Before closing the period, print any reports needed:

PO:	<u>INITIALS</u>	<u>DATE</u>
<input type="checkbox"/> Purchase Order Status Report	_____	_____
<input type="checkbox"/> Open Order Report	_____	_____
<input type="checkbox"/> Receipts Report	_____	_____

Accounts Payable

Before closing the period, print any reports needed:

AP:	<u>INITIALS</u>	<u>DATE</u>
<input type="checkbox"/> Before you close any period in AP, you MUST first print the Master AP Journal .	_____	_____
<input type="checkbox"/> Invoice Register	_____	_____
<input type="checkbox"/> Aged Payables Report	_____	_____
<input type="checkbox"/> Cash Requirements Report	_____	_____
<input type="checkbox"/> Unbilled (PO) Receipts Report	_____	_____
<input type="checkbox"/> Check Register	_____	_____
<input type="checkbox"/> Bank Reconciliation Report	_____	_____

NOTES: Accounts Payable Calendar Year End

Vendor 1099 amounts are not reset to zero if you close the fiscal year December 31st. The 1099 amounts are reset when you **CHOOSE TO CLOSE THE 1099YEAR** in the Accounts Payable application. It is no longer true that once the 1099s are printed, they cannot be reprinted. An option for printing 1099s for this year or last year is available at any time. Remember, amounts are added to the 1099 amount field when checks are issued, not when AP invoices are saved.

Job Cost

In Job Cost, the term “period” is used differently than in the rest of your Sage Pro accounting system. In Job Cost, “period” refers to the period of time or frequency that you review job information, and is not a reference to your company's fiscal period. You may review jobs on a weekly, biweekly, monthly, or other basis. For example, if your company reviews the status of all jobs on a weekly basis, then your period is Weekly. You would close the period once a week (in System Manager), and print the Weekly Period Job Report for a view of the job activity for the week.

JC:

Before closing the period, print any reports needed:

	<u>INITIALS</u>	<u>DATE</u>
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____
<input type="checkbox"/>	_____	_____

Quarter End Closing Checklist: Payroll

This procedure sheet serves as a checklist for closing payroll quarterly.

YOU SHOULD ONLY CLOSE PAYROLL AT THE END OF THE QUARTER. NOT EVERY ACCOUNTING PERIOD. PAYROLL IS ALWAYS CLOSED ON A CALENDAR YEAR REGARDLESS OF YOUR COMPANIES FISCAL YEAR.

You may want to cut out this page and only put it in the procedure binder quarterly. That is why this is on a separate page. Make 4 copies of this form. Place them in the PR Quarter End binder and the system administrator will complete this checklist each quarter when PR is closed.

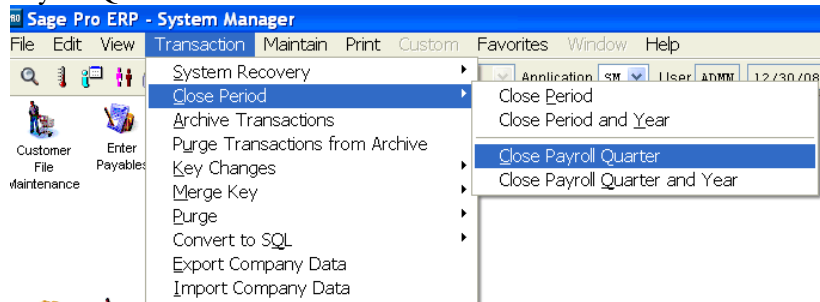
Administrator: _____

Quarter: _____

Year: _____

PR:	<u>INITIALS</u>	<u>DATE</u>
<input type="checkbox"/> Before closing the quarter or year-to-date, you should print the following reports :	_____	_____
<input type="checkbox"/> Check Register	_____	_____
<input type="checkbox"/> Deduction Report	_____	_____
<input type="checkbox"/> Payroll Register	_____	_____
<input type="checkbox"/> Project/Ledger Report, if applicable	_____	_____
<input type="checkbox"/> Tax Deposit, if used	_____	_____
<input type="checkbox"/> Tax File Report, if applicable	_____	_____
<input type="checkbox"/> State Wage and Tax Report	_____	_____
<input type="checkbox"/> Employee Wage and Tax Report	_____	_____
<input type="checkbox"/> Distribution Report, if linked	_____	_____

From SM: Transactions: Close Period: choose Close Payroll Quarter or close Payroll Quarter and Year.



A grid will be displayed to select the company number to be closed (i.e.: Company 01 PR). The following Option Grid will be displayed PR CLOSING OPTION GRID:

Delete Trans History: (based on cutoff date below):	No. <i>Never delete your history.</i>
---	---------------------------------------

General Ledger

GL:	<u>INITIALS</u>	<u>DATE</u>
<input type="checkbox"/> Generate allocation entries or recurring entries, if applicable.	_____	_____
<input type="checkbox"/> Print Posted Batch Summary	_____	_____
<input type="checkbox"/> Print General Journals	_____	_____
<input type="checkbox"/> Be certain all linked applications have been released to GL.	_____	_____
<input type="checkbox"/> Post all batches to GL for the period being closed.	_____	_____
<input type="checkbox"/> Print Trial Balance	_____	_____
<input type="checkbox"/> Back Up	_____	_____
<input type="checkbox"/> Print Financial Statements and Analysis Reports as needed.	_____	_____
<input type="checkbox"/> Close period (month) from SM from Transaction menu. If needed, obtain your Supervisor's OK to close first.	_____	_____

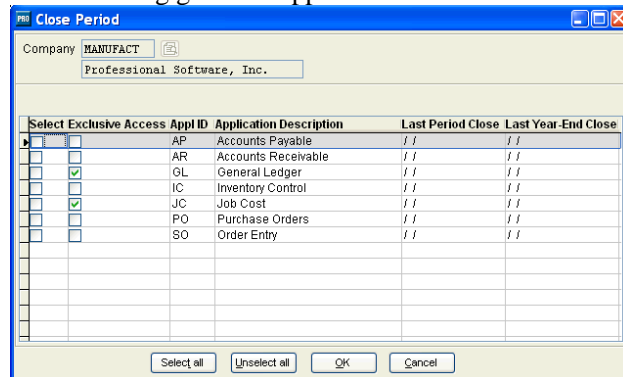
Note: GL is always the last application to be closed.

Closing in 7.4 and above

NOTE: It is IMPERATIVE to close AR, SO and IC on the exact same schedule to keep the data files they share from getting out of sync. Certain SO transactions, such as Sales Order Returns which reverse a shipment, work correctly only if IC and SO are in the same period.

In Pro 7.4 you can close all modules at once from a closing grid. So you can skip the closing procedure above for each individual module and do them all at once.

Go to system manager , transaction , close period or close period and year. The following grid will appear:



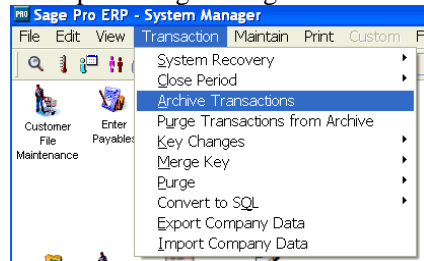
Select the application you want to close and close them.

Archiving in 7.4 and above.

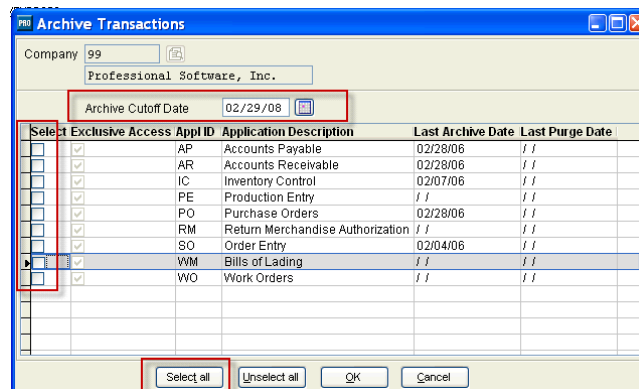
Archiving is a separate function in 7.4 and above. This is why exclusive access to the system is not imperative in version 7.4 and above while closing. BUT exclusive access is imperative while archiving. Archiving can be done separately after hours.

We suggest that you archive quarterly with a cutoff at the end of the LAST quarter.

Go to System Manager: Transaction: Archive Transactions. You will see a backup warning and a grid to select a company.



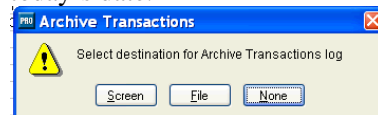
You will see a backup warning and a grid to select a company. Then following grid will appear.



We suggest that you set the archive cutoff date to the end of the last quarter. Select the modules you wish to archive or press select all.

You will be asked some module specific question about retaining data and notes. You should choose to retain this data.

You will be asked to select a destination for the archive log. We suggest you save it to a temporary file with the name ArchiveDATE where DATE is today's date.



Month End Closing: Disk Space Worksheet

Overview:

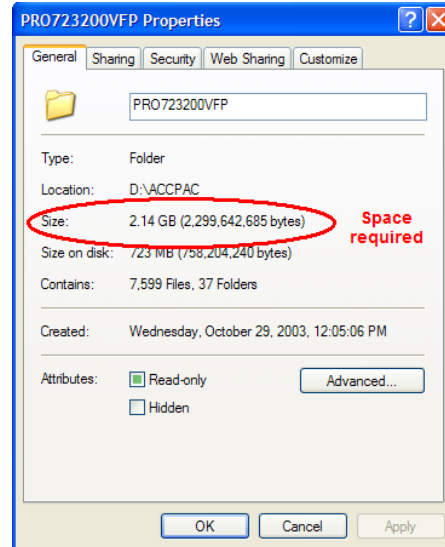
This procedure sheet serves as a worksheet to assist you in calculating the disk space needed before closing an application.

It is difficult to create a formula to calculate required disk space. For example, one company may have hundreds of thousands of customers who only order one item each. Another company may have a few hundred customers, each with thousands of detailed orders. In this case, it would be impossible to predict disk volume necessary by either the number of customer or the number of orders. Because of this ambiguity, we have created a rule of thumb based on the number of system users. This formula is provided as a guideline only, and can be modified using any better information available with specific client accounts.

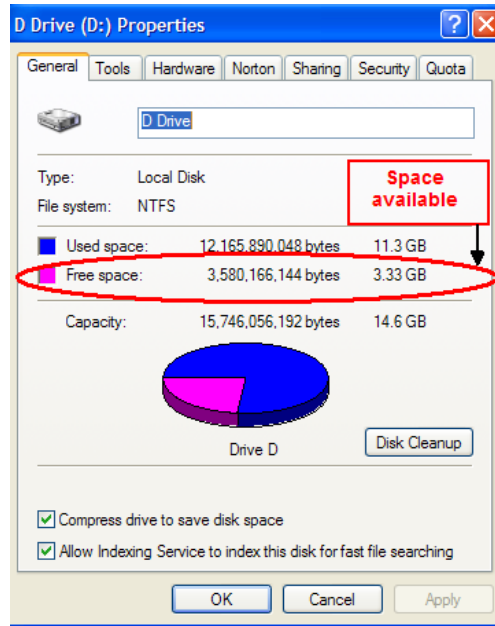
To check server space you can log into the server and check the drive where the files are stored, such as the server D: drive.

First select the directory where the Pro Series data is stored (e.g. D:\SQLDATA\ACCPAC\) and right click on it. Then click properties. This will tell you how much space is needed. A safe margin is TWICE this space.

This is a sample of the properties screen:



Bring up windows explorer and right click on the D: drive on the server. Then click properties. It will produce a graph of available space and tell you how much is available.



CRITICALLY IMPORTANT NOTE: There must be at least as much free space available on the Pro Series volume as space occupied by Pro Series. That is, the volume must never be more than 50% full. This is because when Pro Series closes an accounting period, it makes temporary copies of all of the data files.

Two commonly overlooked disk space requirements are:

1. Temporary files volume. The volume where PRO SERIES stores its temporary files (*.tmp) which is set in System Manager, must have sufficient space to handle some large files being created during closing or when large queries are run (for reports).
2. Development volume. If the consultant is performing modifications to the Pro Series system, there should be a development volume where a mirror copy of Pro Series and all current data files exists. This effectively doubles the overall estimation of space required.

Month End Closing: Performance Statistics

Overview:

This procedure sheet serves as a checklist for tracking month-end closing performance statistics.

DATE	MODULE	TIME REQUIRED	NOTES:
	AR		
	SO		
	IC		
	AP		
	PO		
	GL		
	AR		
	SO		
	IC		
	AP		
	PO		
	GL		
	AR		
	SO		
	IC		
	AP		
	PO		
	GL		
	AR		
	SO		
	IC		
	AP		
	PO		
	GL		
	AR		
	SO		
	IC		
	AP		
	PO		
	GL		

During each month end closing, please record today's date, the amount of time required to process that module's closing and any notes that might help with future closings. This will provide data that will allow you to determine the estimated amount of time required to process month end closings and will help determine if there are any challenges with the current closings.

Deletion Rules: Vendors / Customers / Items / Employees

Note: In version 7.4 and above you can mark items as inactive which will leave them present, but excluded from most day to day activities, but not delete them.

Overview:

This procedure sheet will provide an overview of the applied rules for data deletions.

VENDORS:

A vendor cannot be deleted unless the values in the current balance, open debit or open POs fields are zero. Once deleted, a vendor can be recalled until the deleted records are removed during a period closing reindex.

CUSTOMERS:

If a customer has a current balance, an open credit or an on order not equal to zero, it cannot be deleted. Once deleted, a customer can be recalled until the deleted records are removed during a period closing reindex.

INVENTORY ITEMS:

You cannot delete an inventory item if the on-hand, allocated or on-order quantities are not zero, or if the item has been sold within the last year (in case it is returned). If there are no prior sales or outstanding (unreceived) purchase orders, then an item can be deleted. Once deleted, an item cannot be recalled.

EMPLOYEES:

You cannot delete an employee if postings exist. Terminated employees can be deleted after the close of the year. Once deleted, an employee can be recalled until the deleted records are removed during a period closing reindex.

Closing for Pro 5.0 to 7.3

This procedure sheet serves as a sample checklist for month-end closing and year end closing. Please modify this checklist as appropriate for your operation.

Make 12 copies of this form. Place them in the Month End binder, one for each month, and the system administrator will complete this checklist each month when the modules are closed.

System Procedures:

Administrator: _____

Month: _____ Year: _____

Backup

We suggest you make a backup before closing. The night before backup may be adequate if you feel you can recover sufficiently from that point.

A suggestion is to close one or more modules first thing in the morning after the prior night's backup. Then if a system crashes or corrupts PRO SERIES databases during the close, the backup to be restored will be current.

Have you checked you backup logs and tested your backup by restoring to another system?

BACKUP CAUTION: I have made a current backup of **all data files** before closing any application and reviewed the backup logs. If for any reason anything were to go wrong, a backup would have to be restored.

Initials: _____.

SQL BACKUP CAUTION: If my system is running SQL, I have made a current backup of the SQL files and checked the SQL backup logs before closing any application. If for any reason anything were to go wrong, a backup would have to be restored. **Initials:** _____.

CHECK DISK SPACE: Before closing any module, be sure to check your disk space available on both the closing computer system's local hard drive and the file server's volume where PRO SERIES resides.

<input type="checkbox"/> Checked Disk Space	Required Space _____	
	Space Free: Computer _____	
	Space Free: File Server _____	Initials: _____

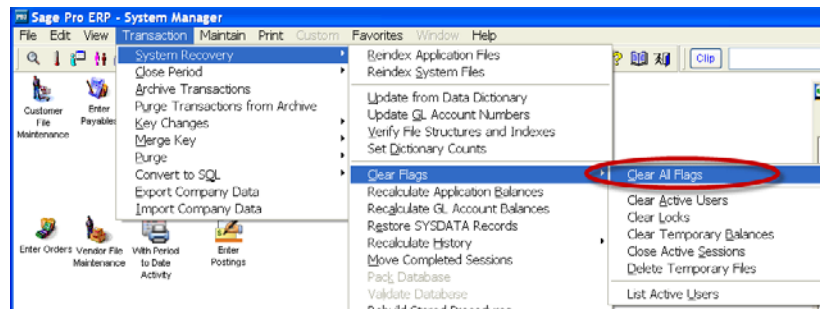
For assistance with checking how much disk space you need and finding out how much you have, there is a procedure sheet at the bottom of this document called "Disk Space Worksheet". For additional help, please contact Software Generation.

CLOSE ALL OTHER RUNNING APPLICATIONS: If you are using the Windows™ version of PRO SERIES, be sure to exit all other running applications except Pro Series before beginning the closing process. This will maximize memory available on your computer.

It is important to use the fastest system when reindexing or closing modules in Pro Series. Both reindexing and closing are extremely memory and disk intensive operations. **If your computer runs out of memory or disk space during the closing process, you will have to restore from backup and begin again.**

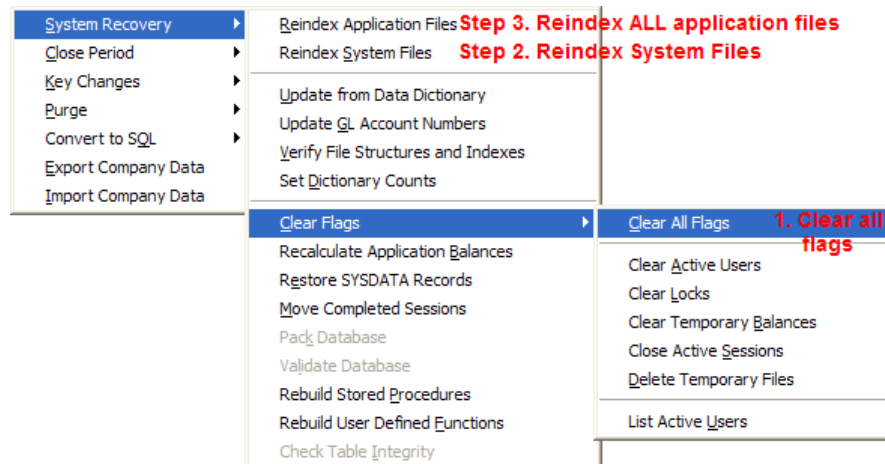
CLEAR ALL FLAGS INCLUDING CLOSE ACTIVE SESSIONS IN System Manager: Shortly before releasing from any application to the GL, it is highly recommended to go into **Transactions: System Recovery: Clear Flags: Clear All Flags** including Close Active Sessions. Close Active Sessions note: If any session number has transactions that for some unknown reason was not updated by PRO SERIES as the last session number used, this batch won't be recognized as available for release. Close Active Sessions will not void or delete any entered and saved sessions, but will only allow the program to recognize all entered and saved sessions and make them available for release to the GL.

EXCLUSIVE USE WARNING: Be sure to Clear All Flags in **exclusive use** when no other user is logged into PRO SERIES. If Active Sessions are closed while a user is posting any kind of transactions, be prepared to restore from a current backup.



REINDEXING: Reindexing should be done as part of regular maintenance at least once a month. You may do it during close or after business hours so as not to interfere with other folk work on the computer.

After Clearing All Flags, next reindex the System Manager files and then ALL Modules. This will ensure that the system is healthy with full exclusive access to the files necessary to complete the closing successfully.



When closing any of the modules, you *MAY* see the following message: **You have unposted or ungenerated entries in the current period. You may proceed with period close, print or display unposted or ungenerated transactions, or cancel period close (Proceed-Print-Display-Cancel).**

If you proceed, all batches not released will still be available for release at a later time. However, you may not have all batches posted into your General Ledger until this release and posting is done. It is highly recommended you not proceed, but return to the application and print and release all batches.

Accounts Receivable

AR:	<u>INITIALS</u>	<u>DATE</u>
<input type="checkbox"/> Release AR to GL if linked.	_____	_____
<input type="checkbox"/> Before closing the period, print any reports needed:	_____	_____
<input type="checkbox"/> Invoice Register	_____	_____
<input type="checkbox"/> Cash Receipts Register	_____	_____
<input type="checkbox"/> Sales Tax by Territory	_____	_____
<input type="checkbox"/> Open Receivables Aging	_____	_____
<input type="checkbox"/> Sales Analysis Report	_____	_____
<input type="checkbox"/> AR Journal	_____	_____

From SM: Transactions: Period Close: Period Close, arrow down to highlight the company number and application to be closed (i.e.: Company 01 AR). The following Option Grid will be displayed:

AR CLOSING OPTION GRID:

Last Sale Date (end date for sales history update):	<i>Use the last day of the month for this date. Be aware if you are closing January on February 10th, even if you enter 01/31/9x as the date, all transactions in AR through February 10th will now be "closed" into history. This date is used as an identifier, not as a cutoff date.</i>
Save Memos/Notes:	Yes.
Print Reports:	No. <i>It is better to print the reports from AR as detailed above.</i>
Delete Trans History: (based on cutoff date below):	No. <i>Never delete your history.</i>

Select destination for period close log: Screen - File - None. Choose Screen or None.

NOTE: It is IMPERATIVE to close AR, SO and IC on the exact same schedule to keep the data files they share from getting out of sync. Certain SO transactions, such as Sales Order Returns which reverse a shipment, work correctly only if IC and SO are in the same period.

Inventory Control

IC:	<u>INITIALS</u>	<u>DATE</u>
<input type="checkbox"/> Release IC to GL if linked.	_____	_____
<input type="checkbox"/> Before closing the period, print any reports needed:	_____	_____
<input type="checkbox"/> Inventory On Hand Report	_____	_____
<input type="checkbox"/> Inventory Analysis	_____	_____
<input type="checkbox"/> Consolidated Transaction Report	_____	_____
<input type="checkbox"/> Issues Report	_____	_____
<input type="checkbox"/> Receipts Report	_____	_____
<input type="checkbox"/> Adjustments Report	_____	_____
<input type="checkbox"/> Sales History Report	_____	_____
<input type="checkbox"/> IC Journal	_____	_____

From SM: Transactions: Period Close: Period Close, arrow down to highlight the company number and application to be closed (i.e.: Company 01 IC). The following Option Grid will be displayed:

IC CLOSING OPTION GRID:

Last Sale Date (end date for item history update):	<i>Use the last day of the month for this date. Be aware if you are closing January on February 10th, even if you enter 01/31/9x as the date, all transactions in IC through February 10th will now be "closed" into history. This date is used as an identifier, not as a cutoff date.</i>
Pack & Rebuild (rebuild inventory files):	Yes.
Delete Trans History: (based on cutoff date below):	No. <i>Never delete your history.</i>

Select destination for period close log: Screen - File - None. Choose Screen or None.

NOTE: It is IMPERATIVE to close AR, SO and IC on the exact same schedule to keep the data files they share from getting out of sync. Certain SO transactions, such as Sales Order Returns which reverse a shipment, work correctly only if IC and SO are in the same period.

Sales Orders

SO:	INITIALS	DATE
<input type="checkbox"/> Before closing the period, print any reports needed:	_____	_____
<input type="checkbox"/> Open Order Report	_____	_____
<input type="checkbox"/> Operations Summary	_____	_____
<input type="checkbox"/> Orders by Salesperson Report	_____	_____
<input type="checkbox"/> Shipments Report	_____	_____
<input type="checkbox"/> Transaction Report	_____	_____

From SM: Transactions: Period Close: Period Close, arrow down to highlight the company number and application you want to close (i.e.: Company 01 SO). The following Option Grid will be displayed:

SO CLOSING OPTION GRID:

Save Memos/Notes:	Yes.
Delete Trans History: (based on cutoff date below):	No. <i>Never delete your history.</i>

Select destination for period close log: Screen - File - None. Choose Screen or None.

Note: It is IMPERATIVE to close AR, SO and IC on the exact same schedule to keep the data files they share from getting out of sync. Certain SO transactions, such as reversing a shipment, work correctly only if IC and SO are in the same period.

Purchase Orders

PO:	<u>INITIALS</u>	<u>DATE</u>
<input type="checkbox"/> Before closing the period, print any reports needed:	_____	_____
<input type="checkbox"/> Purchase Order Status Report	_____	_____
<input type="checkbox"/> Open Order Report	_____	_____
<input type="checkbox"/> Receipts Report	_____	_____

From SM: Transactions: Period Close: Period Close, arrow down to highlight the company number and application you want to close (i.e. Company 01 PO). The following Option Grid will be displayed:

PO CLOSING OPTION GRID:

Save Memos/Notes:	Yes.
Delete Trans History: (based on cutoff date below):	No. <i>Never delete your history.</i>

Select destination for period close log: Screen - File - None. Choose Screen or None.

Accounts Payable

AP:	<u>INITIALS</u>	<u>DATE</u>
<input type="checkbox"/> Release AP to GL if linked.	_____	_____
<input type="checkbox"/> Before you close any period in AP, you MUST first print the Master AP Journal .	_____	_____
<input type="checkbox"/> Before closing the period, print any reports needed:	_____	_____

- Invoice Register _____
- Aged Payables Report _____
- Cash Requirements Report _____
- Unbilled (PO) Receipts Report _____
- Check Register _____
- Bank Reconciliation Report _____

From SM: Transactions: Period Close: Period Close, arrow down to highlight the company number and application to be closed (i.e.: Company 01 AP). The following Option Grid will be displayed:

AP CLOSING OPTION GRID:

Last Purch Date (end date for vendor history update):	<i>Use the last day of the month for this date. Be aware if you are closing January on February 10th, even if you enter 01/31/0x as the date, all transactions in AP through February 10th will now be "closed" into history. This date is used as an identifier, not as a cutoff date.</i>
Delete Trans History: (based on cutoff date below):	No. <i>Never delete your history.</i>

Select destination for period close log: (Screen - File – None) Choose Screen or None.

NOTES: Accounts Payable Calendar Year End

Vendor 1099 amounts are not reset to zero if you close the fiscal year December 31st. The 1099 amounts are reset when you CHOOSE TO CLOSE THE 1099YEAR in the Accounts Payable application. It is no longer true that once the 1099s are printed, they cannot be reprinted. An option for printing 1099s for this year or last year is available at any time. Remember, amounts are added to the 1099 amount field when checks are issued, not when AP invoices are saved.

Job Cost

In Job Cost, the term "period" is used differently than in the rest of your ACCPAC accounting system. In Job Cost, "period" refers to the period of time or frequency that you review job information, and is not a reference to your company's fiscal period. You may review jobs on a weekly, biweekly, monthly, or other basis. For example, if your company reviews the status of all jobs on a weekly basis, then your period is Weekly. You would close the period once a week (in System Manager), and print the Weekly Period Job Report for a view of the job activity for the week.

JC:

- | | <u>INITIALS</u> | <u>DATE</u> |
|---|-----------------|-------------|
| <input type="checkbox"/> Release JC to GL if linked. | | |
| <input type="checkbox"/> Before closing the period, print any reports needed: | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |
| <input type="checkbox"/> | | |

-
-

From SM: Transactions: Period Close: Period Close, arrow down to highlight the company number and application to be closed (i.e.: Company 01 AP). The following Option Grid will be displayed:

JC CLOSING OPTION GRID:

Do you wish to zero all Period to date totals in History files?	<i>Yes</i>
---	------------

Quarter End Closing Checklist: Payroll

This procedure sheet serves as a checklist for closing payroll quarterly.

YOU SHOULD ONLY CLOSE PAYROLL AT THE END OF THE QUARTER. NOT EVERY ACCOUNTING PERIOD. PAYROLL IS ALWAYS CLOSED ON A CALENDAR YEAR REGARDLESS OF YOUR COMPANIES FISCAL YEAR.

You may want to cut out this session and only put it in the procedure binder quarterly. That is why this is on a separate page. Make 4 copies of this form. Place them in the PR Quarter End binder and the system administrator will complete this checklist each quarter when PR is closed.

Administrator: _____

Quarter: _____

Year: _____

PR:	<u>INITIALS</u>	<u>DATE</u>
<input type="checkbox"/> Release PR to GL if linked.	_____	_____
<input type="checkbox"/> Before closing the quarter or year-to-date, you should print the following reports :		
<input type="checkbox"/> Check Register	_____	_____
<input type="checkbox"/> Deduction Report	_____	_____
<input type="checkbox"/> Payroll Register	_____	_____
<input type="checkbox"/> Project/Ledger Report, if applicable	_____	_____
<input type="checkbox"/> Tax Deposit, if used	_____	_____
<input type="checkbox"/> Tax File Report, if applicable	_____	_____
<input type="checkbox"/> State Wage and Tax Report	_____	_____
<input type="checkbox"/> Employee Wage and Tax Report	_____	_____
<input type="checkbox"/> Distribution Report, if linked	_____	_____

From SM: Transactions: Period Close: Period Close, arrow down to highlight the company number and application to be closed (i.e.: Company 01 PR). The following Option Grid will be displayed:

PR CLOSING OPTION GRID:

Delete Trans History: (based on cutoff date below):	No. <i>Never delete your history.</i>
---	---------------------------------------

Select destination for period close log: Screen - File - None. Choose Screen or None.

General Ledger

GL:	<u>INITIALS</u>	<u>DATE</u>
<input type="checkbox"/> Generate allocation entries or recurring entries, if applicable.	_____	_____
<input type="checkbox"/> Print Posted Batch Summary	_____	_____
<input type="checkbox"/> Print General Journals	_____	_____
<input type="checkbox"/> Be certain all linked applications have been released to GL.	_____	_____
<input type="checkbox"/> Post all batches to GL for the period being closed.	_____	_____
<input type="checkbox"/> Print Trial Balance	_____	_____
<input type="checkbox"/> Back Up	_____	_____
<input type="checkbox"/> Print Financial Statements and Analysis Reports as needed.	_____	_____
<input type="checkbox"/> Close period (month) from SM from Transaction menu. If needed, obtain your Supervisor's OK to close first.	_____	_____

From SM: Transactions: Period Close: Period Close, arrow down to highlight the company number and application to be closed (i.e.: Company 01 AP). The following Option Grid will be displayed:

From SM: Transactions: Period Close: Period Close, arrow down to highlight the company number and application to be closed (i.e.: Company 01 GL). The following Option Grid will be displayed:

GL CLOSING OPTION GRID:

Remove Deleted Records (remove canceled/deleted entries):	Yes.
Removal Date (remove canceled entries up to):	Enter cutoff date.

Select destination for period close log: Screen - File - None. Choose Screen or None.

Note: GL is always the last application to be closed.

Month End Closing: Disk Space Worksheet

Overview:

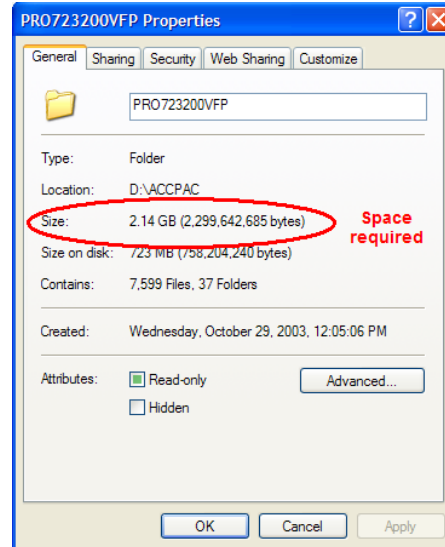
This procedure sheet serves as a worksheet to assist you in calculating the disk space needed before closing an application.

It is difficult to create a formula to calculate required disk space. For example, one company may have hundreds of thousands of customers who only order one item each. Another company may have a few hundred customers, each with thousands of detailed orders. In this case, it would be impossible to predict disk volume necessary by either the number of customer or the number of orders. Because of this ambiguity, we have created a rule of thumb based on the number of system users. This formula is provided as a guideline only, and can be modified using any better information available with specific client accounts.

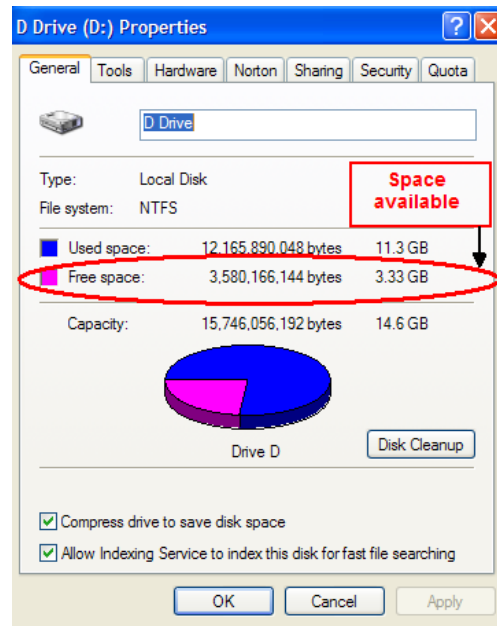
To check server space you can log into the server and check the drive where the files are stored, such as the server D: drive.

First select the directory where the Pro Series data is stored (e.g. D:\SQLDATA\ACCPAC\) and right click on it. Then click properties. This will tell you how much space is needed. A safe margin is TWICE this space.

This is a sample of the properties screen:



Bring up windows explorer and right click on the D: drive on the server. Then click properties. It will produce a graph of available space and tell you how much is available.



CRITICALLY IMPORTANT NOTE: There must be at least as much free space available on the Pro Series volume as space occupied by Pro Series. That is, the volume must never be more than 50% full. This is because when Pro Series closes an accounting period, it makes temporary copies of all of the data files.

Two commonly overlooked disk space requirements are:

1. Temporary files volume. The volume where PRO SERIES stores its temporary files (*.tmp) which is set in System Manager, must have sufficient space to handle some large files being created during closing or when large queries are run (for reports).
2. Development volume. If the consultant is performing modifications to the Pro Series system, there should be a development volume where a mirror copy of Pro Series and all current data files exists. This effectively doubles the overall estimation of space required.

Month End Closing: Performance Statistics

Overview:

This procedure sheet serves as a checklist for tracking month-end closing performance statistics.

DATE	MODULE	TIME REQUIRED	NOTES:
	AR		
	SO		
	IC		
	AP		
	PO		
	GL		
	AR		
	SO		
	IC		
	AP		
	PO		
	GL		
	AR		
	SO		
	IC		
	AP		
	PO		
	GL		
	AR		
	SO		
	IC		
	AP		
	PO		
	GL		
	AR		
	SO		
	IC		
	AP		
	PO		
	GL		

During each month end closing, please record today's date, the amount of time required to process that module's closing and any notes that might help with future closings. This will provide data that will allow you to determine the estimated amount of time required to process month end closings and will help determine if there are any challenges with the current closings.

Deletion Rules: Vendors / Customers / Items / Employees

Overview:

This procedure sheet will provide an overview of the applied rules for data deletions.

VENDORS:

A vendor cannot be deleted unless the values in the current balance, open debit or open POs fields are zero. Once deleted, a vendor can be recalled until the deleted records are removed during a period closing reindex.

CUSTOMERS:

If a customer has a current balance, an open credit or an on order not equal to zero, it cannot be deleted. Once deleted, a customer can be recalled until the deleted records are removed during a period closing reindex.

INVENTORY ITEMS:

You cannot delete an inventory item if the on-hand, allocated or on-order quantities are not zero, or if the item has been sold within the last year (in case it is returned). If there are no prior sales or outstanding (unreceived) purchase orders, then an item can be deleted. Once deleted, an item cannot be recalled.

EMPLOYEES:

You cannot delete an employee if postings exist. Terminated employees can be deleted after the close of the year. Once deleted, an employee can be recalled until the deleted records are removed during a period closing reindex.