

End of Month Transaction RPT

PROGRAM NAME: APTRANSR

MENU OPTION TITLE: End of Month Transaction RPT

MAIN MODULE: ACCOUNTS PAYABLE

SOURCE CODE DATE:

HELP KEY ACTIVE: YES

PROGRAM OVERVIEW

The End of Month (Transaction Reg) option is the final step in closing an accounting period. It should be done only after a backup of the Accounts Payable System has been completed, and the General Ledger Listing is completed and balanced.

The End of Month processing performs the following functions:

1. Prints a detailed listing of all of the transactions that occurred between selected dates.
2. Prints a general ledger transaction register showing the dollar activity (debits and credits) for each G/L account affected during the period.
3. Creates a batch file that is used for transferring into the G/L System.
4. Prints an Aged Vendor Report. These procedures, once started, will run automatically and cannot be interrupted. **BE SURE TO BACK UP INFORMATION BEFORE PERFORMING THIS END OF MONTH OPERATION.**

PROGRAM OPERATION

(REDO) When this option is selected from the menu, the question will be asked, "Have you done a backup?" If answering "N" to this question, the menu will be redisplayed. If answering "Y", the question will be asked, "Please enter the beginning and ending period dates". Enter the date that the accounting period started and then the date the accounting period ended, (for example, if you are closing the month of October, enter 10/01/92 for the beginning date and 10/31/92 for the ending date). After entering these dates, the question will be asked, "Are these dates correct?" If answering "N", the correct date may be entered. If answering "Y", the question will be asked, "Is this to be integrated with the General Ledger Package? (Y/N)?" If you have the NBS/G.L. Ledger System, answer "Y" to this question; otherwise answer "N". You will now be asked to "Press RETURN when printer is ready, or ESC to abort". Press the ESC key to abort the End of Month procedure, or press RETURN to let the month end processing begin.

After the End of Month processing is completed, the reports mentioned above will be released to the printer. If using the NBS/G.L. System, return to the General Ledger System and choose the option to capture a Batch from another system.