

13th Month Processing User Guide

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13th Month Processing User Guide

This document will overview how to process the 13th Month Financial Statement. Dealers who currently produce a 13th Month Financial Statement will no longer have to call the Accounting Support Department to have companies copied over*. With this feature, the 13th Month process has been greatly simplified.

**Applies to Calendar Dealers only. See Fiscal Dealers section on Page 6.*

Features and Benefits

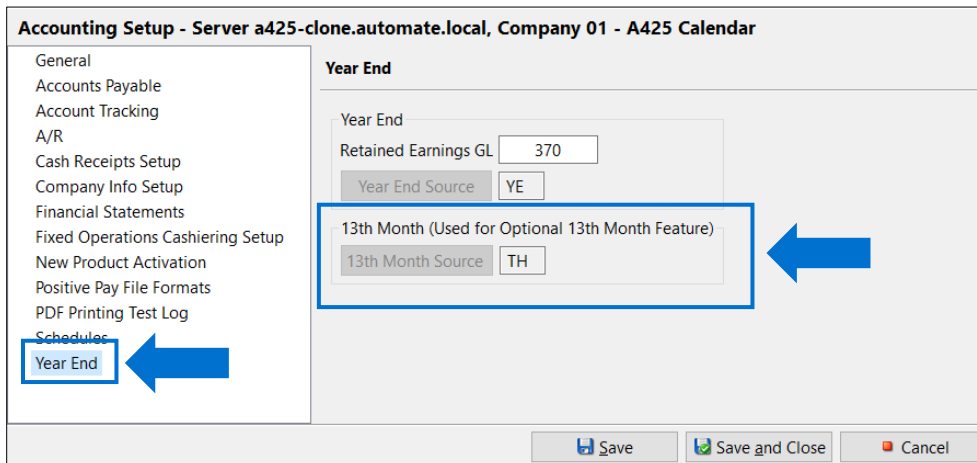
- 13th Month posting will be accessible from the list on your Accounting menu.
- The 13th Month menu is security protected. You may grant permission to key people.
- The process is a 13th Month menu from the same Accounting company.
- Modified 13th Month Trial Balance Report, Detailed and Summary General Ledger Reports, and Schedules are in the same menu.
- A modified 13th Month Transaction Journal.
- 13th Month posting automatically creates an Open Month Transaction and converts GLs to Retained Earnings.
- 13th Month and Open Month postings are kept hand-in-hand (Transaction Inquiry).
- It includes the ability to upload to NCM20 and transmit to the Manufacturer.
- You can finalize and archive 13th Month Reports to DOC/Mate when completed.

Before Processing 13th Month Financial Statement

Before processing the 13th Month Financial Statement, we suggest completing the following practices.

- ✓ Perform standard Month End practices (*particularly Schedule adjustments*).
- ✓ Process the 12th Month Financial Statement and submit to Manufacturer, when applicable.
- ✓ Close the 12th Month.
- ✓ Close the Year. *Refer to the Year End Close Journal Source and Retained Earning GL Setup documentation on AMU for further instruction.*

Please note that if this setup in **System Configuration, Year End**, already exists, please skip the next step for **“Adding a 13th Month Journal Source** and continue to **“Accessing the 13th Month Processing Menu”**.



Accounting Setup - Server a425-clone.automate.local, Company 01 - A425 Calendar

General
Accounts Payable
Account Tracking
A/R
Cash Receipts Setup
Company Info Setup
Financial Statements
Fixed Operations Cashiering Setup
New Product Activation
Positive Pay File Formats
PDF Printing Test Log
Schedules
Year End

Year End

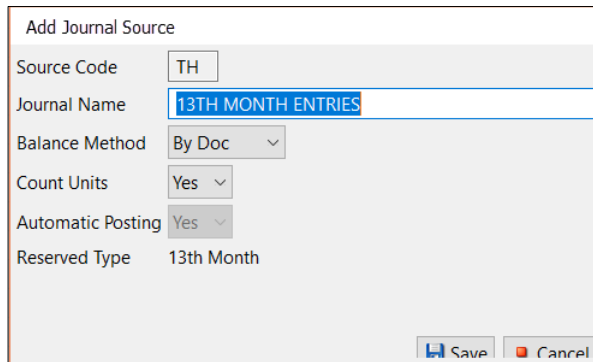
Year End
Retained Earnings GL 370
Year End Source YE
13th Month (Used for Optional 13th Month Feature)
13th Month Source TH

Save Save and Close Cancel

Adding a 13th Month Journal Source

Similar to the Year-End Journal Source, the System Administrator **MUST** create a **UNIQUE 13th Month Journal Source that has never been used** prior to adding the Year-End setups.

1. Access **Accounting Program 9: Other Files Sub-Menu**.
2. Select **Option 1: Journal Source File**. *The Add/Edit Journal Source screen displays.*
3. Select **Add**. *The Add Journal Source popup displays.*
4. Enter an alpha-numeric **Source Code** and then a **Journal Name** for 13th Month. *Suggested JS code: TH.*
5. Fill in additional fields and click **Save**.



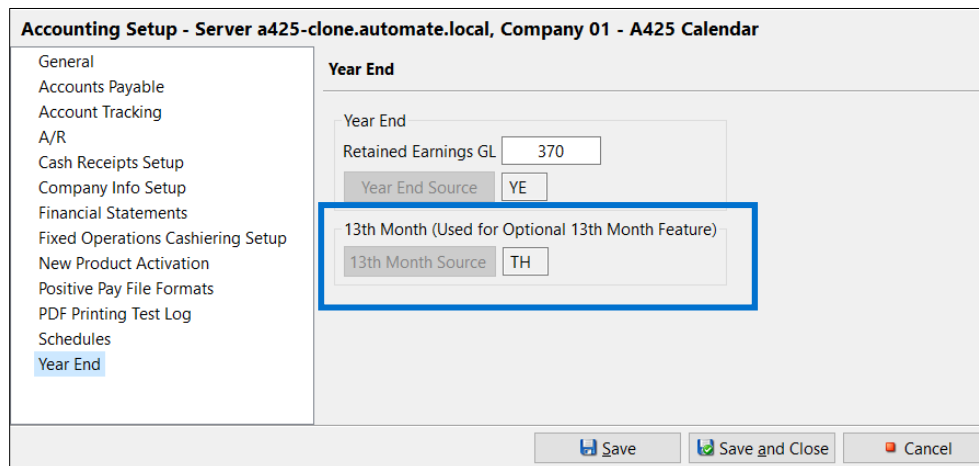
The 'Add Journal Source' popup form contains the following fields:

- Source Code: TH
- Journal Name: 13TH MONTH ENTRIES
- Balance Method: By Doc
- Count Units: Yes
- Automatic Posting: Yes
- Reserved Type: 13th Month

Buttons at the bottom: Save, Cancel

Note: Be sure to grant Journal Source security (Program 8: System Information File, Option 12: Add/Change/Delete Access to Accounting Journal Sources for All Login IDs) for all employees who will perform postings in 13th Month.

6. Once the 13th Month Journal Source is added, access **Accounting Setup** in **System Configuration**.
7. Enter the unique **13th Month Journal Source**.



The 'Accounting Setup' screen shows the 'Year End' tab selected in the left sidebar. The 'Year End' section contains the following fields:

- Year End: (empty)
- Retained Earnings GL: 370
- Year End Source: YE
- 13th Month (Used for Optional 13th Month Feature):
 - 13th Month Source: TH

Buttons at the bottom: Save, Save and Close, Cancel

8. Click **Save** or **Save and Close**. *Upon saving, the system will validate the Journal Source. If the system detects that the Journal Source is not unique and a Reserved Source type "13th Month", an error message will display and the information will not be saved.*
9. Once the Journal Source has been validated, a message will display alerting you that it cannot be removed once added. Once a Journal Source is attached as Reserved or for 13th Month, it will not be allowed to be deleted.
10. Click **Yes** to confirm or **No** to go back and make changes.

Granting Security Access to 13th Month Processing

The System Administrator must grant access to the 13th Month Processing for all necessary employees through System Utilities.

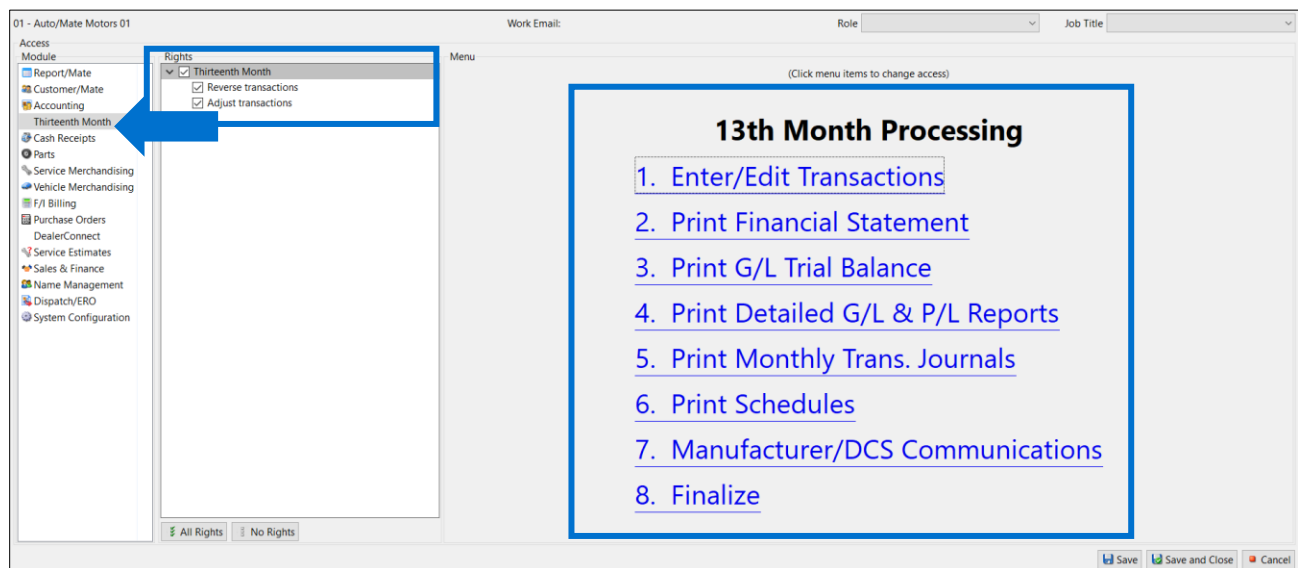
1. Access **System Utilities**.

Note: If the 13th Month Journal Source has not been set up in System Configuration, no permissions will be visible. If the Journal Source has been added, "Thirteenth Month" will be listed under the Access Menu.

2. For each applicable employee, click on the **menu options** they will need to access. To give them access to the entire menu, click the **13th Month Processing** header.

3. To allow an employee to Reverse and/or Adjust 13th Month Transactions in Accounting **Program 31: Transaction Inquiry**, select **Can Reverse 13th Month Transactions** and/or **Can Adjust 13th Month Transactions** under **Rights**.

4. Click **Save** or **Save and Close**.



Once security permissions are granted, the employee must open a NEW AMPS session.

Past Edits to Unit Counts

This section applies to dealers who were converted to Auto/Mate from a DMS where data required "**Edits to Unit Counts**" for the 13th Month Reporting Year.

1. Prior to closing the 12th Month, make sure all unit counts are correct on the 12th Month Financial Statement. The 13th Month Financial Statement will reflect the counts once the 12th Month is closed.
2. If the 12th Month requires a legitimate edit to a unit count, this can be done for the current period only. Access Accounting **Program 8: System Information File, Option 7: Patch Journal File** and complete for each necessary **GL**, entering the **12th Month, Year**, and desired **Journal Source**.
3. Once this is complete, the 13th Month Financial Statement will reflect the adjusted counts. **Note:** If any Financial Statement is run in Office/Mate AFTER Year End Close, the counts will be reverted to the original converted counts (pre-edits).

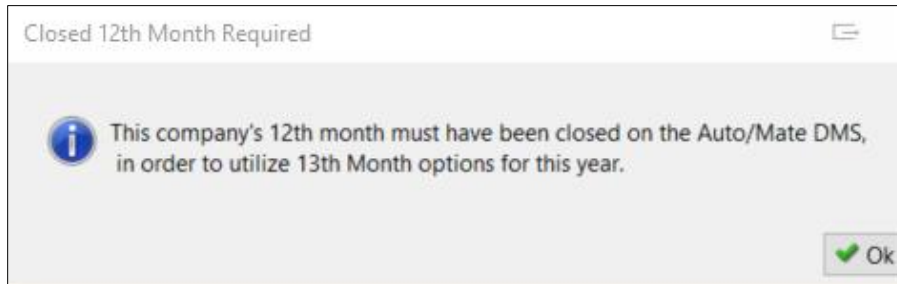
Accessing the 13th Month Processing Menu

Upfront Validations

When accessing the 13th Month Processing menu, the system will alert you to the following errors.

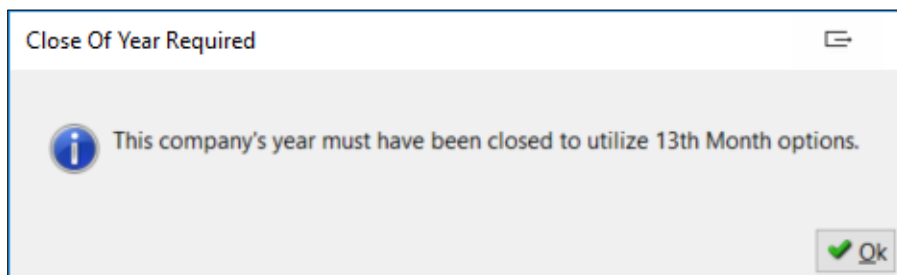
Closed 12th Month Required

If a company was not on Auto/Mate at the time of their 12th Month Close, the company will be unable to do a 13th Month Financial Statement until the following year and they will receive the error message below. If the 12th Month is still open, this error message will also display.



Close of Year Required

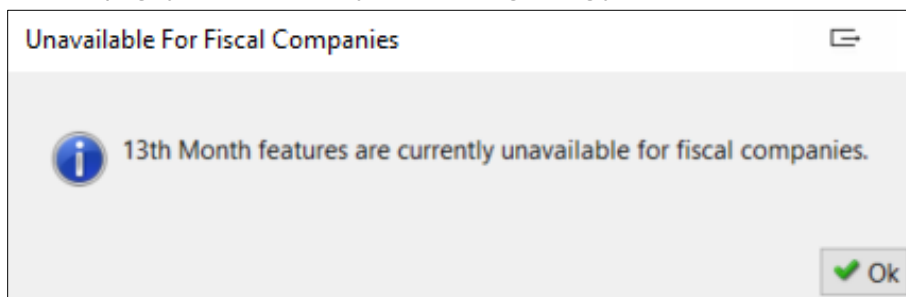
If the 12th Month has been closed but the Year-End Close has not, the error message below will display.



Unavailable for Fiscal Dealers

If the dealership is a FISCAL dealer, the error message below will display.

See next page for additional information regarding fiscal dealers and 13th month processing.



IMPORTANT: Attention Fiscal Dealers

13th Month Processing is not available for Fiscal Dealers. If a fiscal dealer employee attempts to add a 13th Month Journal Source in System Configuration, they'll receive an error message.

Accounting Company Info

Company #01 - AutoMate Motors

User: automate
Fri, Jun 7, 2019 10:00

Auto/Mate®

Company Name	CA ACCT CO 01	
Account Type Code (Chart of Accounts)	G - General Motors	
☐ Disable Transaction Audit		
Post Ahead Months Allowed	2	
☒ Participate in NCM20 Data Send		
Last Close Month	04/30/2019	Track 000
Default Phone Area Code	830	
Fiscal Year Begins	07 - July	
Hold Transactions	99	

If **Fiscal Year Begins** in **Accounting Program 8, Option 1: Company Information** is set to a month other than **01 - January**, the system will consider you a fiscal dealer.

Accounting Setup

- General
- Account Tracking
- A/R
- Cash Receipts Setup
- Company Info Setup
- Financial Statements
- Fixed Operations Cashiering Setup
- New Product Activation
- PDF Printing Test Log
- Schedules
- Year End**

Year End

Year End

Retained Earnings GL 37000

Year End Source YE

13th Month (Used for Optional 13th Month Feature)

13th Month Source

Save Save and Close Cancel

Error

You are a Fiscal Dealer, 13th month is not allowed. Call Automate Support for assistance 800-371-3970

OK

Error Message

*Fiscal Dealers who wish to complete a 13th Month Financial Statement, they will need to call Auto/Mate Support. A copy of the 12th Fiscal Month will be made and the dealer will be given instructions on how to post entries accordingly into the **copied company** and **live company**. Once all validations are passed, the employee will be able to access 13th Month Processing.*

13th Month Main Menu

01 - Auto/Mate Motors 01

Company 01 - Auto/Mate Motors 01

13th Month Processing

- [1. Enter/Edit Transactions](#)
- [2. Print Financial Statement](#)
- [3. Print G/L Trial Balance](#)
- [4. Print Detailed G/L & P/L Reports](#)
- [5. Print Monthly Trans. Journals](#)
- [6. Print Schedules](#)
- [7. Manufacturer/DCS Communications](#)
- [8. Finalize](#)

Change Printer

Enter option Go

Upon initially accessing the 13th Month Processing menu, the starting point will be as follows.

- The **Financial Statement** will reflect the **12th Month Close**.
 - *Supplemental Data will be the same as Program 26 for the Reporting Year. But can be changed as needed*
- The **Trial Balance** will reflect the **12th Month Close** with a modified report name.
 - *Trial Balance by Calendar Year (13th Month).*
- **Summary General Ledger** will reflect the **12th Month Close** with a modified report name.
 - *Summary General Ledger (13th Month).*
- The **Monthly Transaction Journal** will be **blank**.
 - *This will be exclusively for 13th Month Journal Source postings dated on the last day of the year (for 13th Month source setup in System Configuration).*

IMPORTANT: 12th Month Schedules will be carried over to the 13th Month menu, as well as the 13th month entires and any postings in the month.

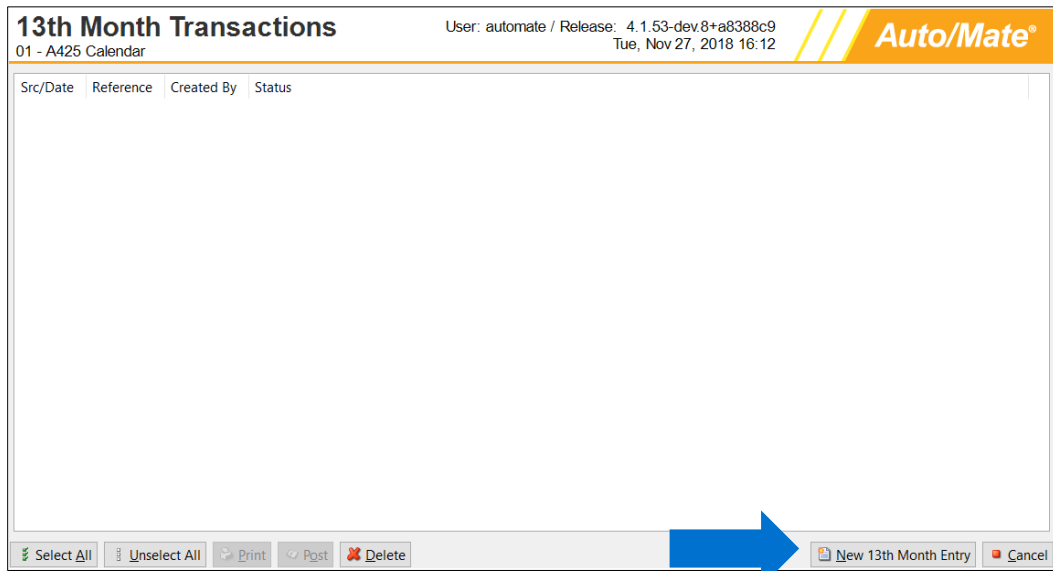
Note: *If the Financial Statement was printed and additional entries were made before the month was closed, the archived copy from Program 26 may be different upon comparison.*

Special Notes

- All Postings created from 13th Month Transactions will **prepopulate** with the **13th Month Journal Source** and **Last Day of the Year** being processed.
 - Employee must enter **Reference Number** to create the 13th Month Posting.
- When viewed in **Transaction Inquiry**, any 13th Month Posting will show both **13th Month** and **Open Year** Posting—these are kept hand-in-hand.
- When running the **13th Month Transaction Journal** from the 13th Month menu, the **Open Month Date** will be listed as an aid. The **Retained Earnings Adjusted Amount** into the Open Year will be listed as an additional check and balance.
- When making a relate change for the 13th Month Financial Statement, **be sure to change the conversion year back to the closed year** as relates are reading that file (*per franchise*).
 - This is done in the **GL Record**—Accounting **Program 6: Chart of Accounts**.
- The *maximum future posting date* allowed is the **last day of the 11th Calendar or Fiscal Month** of the **Open Reporting Year**. This is contingent on the 13th Month having not been previously finalized.
- The 13th Month **MUST** be closed when the 11th Month of the Open Calendar is closed, as no further postings will be allowed.
- Intercompany 13th Month entries are **NOT** allowed.

Post a 13th Month Transaction

1. From the 13th Month Processing menu, select **Program 1: Enter/Edit Transactions**.
This is a modified posting screen similar to the New General Journal, specified as 13th Month Transactions.
2. Click the **New 13th Month Entry**  **button**
OR use the Hot Key 'N'.



The 13th Month Journal Source and Posting Date will prepopulate.

3. Add the **Reference Number**.
4. Post using the GL that needs to be adjusted for 13th Month purposes.

13th Month Transaction Posting

Company #01 - A425 Calendar

Source: TH 13TH MONTH ENTRIES Date: 12/31/2017 Reference #: 0

CO.	Amount	Acct #	Account Description	Control	Apply To/Cost	Count	Comments
1	\$0.00	DR					
1	\$0.00	DR					
1	\$0.00	DR					
1	\$0.00	DR					
1	\$0.00	DR					
1	\$0.00	DR					
1	\$0.00	DR					
1	\$0.00	DR					
1	\$0.00	DR					
1	\$0.00	DR					
1	\$0.00	DR					
1	\$0.00	DR					

Bal. \$0.00 Print Notes Save Post Into 13th Month Cancel

- As with New General Journal, you can choose to add **Transaction Notes**, **Print**, or **Save**.
- When the 13th Month Posting is ready, click the **Post Into 13th Month** button.

13th Month Transaction Posting

Company #01 - A425 Calendar

User: randyc / Release: 4.1.52
Tue, Nov 20, 2018 13:23

Source: TH 13TH MONTH ENTRIES Date: 12/31/2017 Reference #: 13THMO-2 0

CO.	Amount	Acct #	Account Description	Control	Apply To/Cost	Count	Comments
1	\$750.00	DR 011A	VEH SLS COMP & OTH - NEW		\$0.00	N	MISSED COMMISION DEAL 5855
1	\$3,500.00	DR 070%	TRAVEL ALLOCATIONS		\$0.00	N	ADDED COST OF XMAS PARTY
1	\$1,500.00	DR 074%	TELEPHONE		\$0.00	N	5 NEW CELLS @ 300.00 PER - MC
1	-\$750.00	DR 321	SAL, WAGES & COMM		\$0.00	N	HOAG; BEEFCAKE
1	-\$3,500.00	DR 331B	YE CHRISTMAS PARTY		\$0.00	N	DUE BY 1/15/18
1	-\$300.00	DR 294	NOTES-EMPLOYEE AD		\$0.00	N	HOAG; BEEFCAKE
1	-\$300.00	DR 294	NOTES-EMPLOYEE AD		\$0.00	N	STARR; RINGO
1	-\$300.00	DR 294	NOTES-EMPLOYEE AD		\$0.00	N	NIKITA CUPCAKE
1	-\$300.00	DR 294	NOTES-EMPLOYEE AD		\$0.00	N	NELSON; CHRISTOPHER
1	-\$300.00	DR 294	NOTES-EMPLOYEE AD		\$0.00	N	DEGROM; JACOB
1	\$0.00	DR			\$0.00		
1	\$0.00	DR			\$0.00		

Bal. \$0.00 Print Notes Save Post Into 13th Month Cancel

The Open Month Transaction Date dialog will appear.

Open Month Transaction Date

Last Closed Month

12/31/2017

Cutoff Date

12/31/2017

Enter Open Month Transaction Date

Ok

Cancel

Note: If the transaction is saved and selected for posting from the 13th Month Transactions screen, the same dialog will appear.

7. Enter the **Open Month Transaction Date**.

8. Click **Ok**.

Open Month Transaction Date

Last Closed Month

12/31/2017

Cutoff Date

12/31/2017

Enter Open Month Transaction Date

01/15/2018

Ok

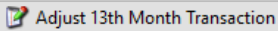
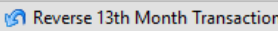
Cancel

When the posting is complete, the 13th Month Transaction Journal will list the Open Month Posting Date.

*	12/31	13THMO-2	1	011A	750.00	.00	MISSED COMMISSION DEAL 5
*	12/31	13THMO-2	2	070A	875.00	.00	ADDED COST OF XMAS PART
*	12/31	13THMO-2	3	070D	875.00	.00	ADDED COST OF XMAS PART
*	12/31	13THMO-2	4	070E	175.00	.00	ADDED COST OF XMAS PART
*	12/31	13THMO-2	5	070F	700.00	.00	ADDED COST OF XMAS PART
*	12/31	13THMO-2	6	070H	875.00	.00	ADDED COST OF XMAS PART
*	12/31	13THMO-2	7	074A	375.00	.00	5 NEW CELLS @ 300.00 PE
*	12/31	13THMO-2	8	074D	375.00	.00	5 NEW CELLS @ 300.00 PE
*	12/31	13THMO-2	9	074E	75.00	.00	5 NEW CELLS @ 300.00 PE
*	12/31	13THMO-2	10	074F	300.00	.00	5 NEW CELLS @ 300.00 PE
*	12/31	13THMO-2	11	074H	375.00	.00	5 NEW CELLS @ 300.00 PE
*	12/31	13THMO-2	12 105	321	.00	750.00	HOAG; BEEFCAKE
*	12/31	13THMO-2	13	331B	.00	3500.00	DUE BY 1/15/18
*	12/31	13THMO-2	14 105	294	.00	300.00	HOAG; BEEFCAKE
*	12/31	13THMO-2	15 106	294	.00	300.00	STARR; RINGO
*	12/31	13THMO-2	16 107	294	.00	300.00	NIKITA CUPCAKE
*	12/31	13THMO-2	17 108	294	.00	300.00	NELSON; CHRISTOPHER
*	12/31	13THMO-2	18 109	294	.00	300.00	DEGROM; JACOB
The corresponding open period transaction was posted with transaction date 01/15/2018							

View a Posted 13th Month Entry in Transaction Inquiry

When using the Transaction Inquiry, the 13th Month Posting and Open Month Posting will be shown together. Each P/L GL will be replaced with the Retained Earnings GL.

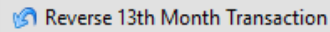
Transaction Detail							
Source		TH Ref No. 13THMO-2					
Cntrl #	Acct	Acct Name	Cnt.	Amount	App#/Cost	Comments	Adj
▼ 13th Month Transaction (12/31/2017) Posted By randyc On 11/20/18 at 13:27							
	011A	VEH SLS COMP & OTH - NEW		\$750.00		MISSED COMMISSION DEAL 5855	
	070A	TRAVEL & LODGING - NEW		\$875.00		ADDED COST OF XMAS PARTY	
	070D	TRAVEL & LODGING - MECH		\$875.00		ADDED COST OF XMAS PARTY	
	070E	TRAVEL & LODGING- DETAIL		\$175.00		ADDED COST OF XMAS PARTY	
	070F	TRAVEL & LODGING - PARTS		\$700.00		ADDED COST OF XMAS PARTY	
	070H	TRAVEL & LODGING-UCC USED		\$875.00		ADDED COST OF XMAS PARTY	
	074A	TELEPHONE- NEW		\$375.00		5 NEW CELLS @ 300.00 PER - MGRS	
	074D	TELEPHONE- SERVICE		\$375.00		5 NEW CELLS @ 300.00 PER - MGRS	
	074E	TELEPHONE EXP - DETAIL		\$75.00		5 NEW CELLS @ 300.00 PER - MGRS	
	074F	TELEPHONE- PARTS		\$300.00		5 NEW CELLS @ 300.00 PER - MGRS	
	074H	TELEPHONE-UCC USED		\$375.00		5 NEW CELLS @ 300.00 PER - MGRS	
105	321	SAL,WAGES & COMM PAYABLE		-\$750.00		HOAG; BEEFCAKE	
	331B	YE CHRISTMAS PARTY		-\$3,500.00		DUE BY 1/15/18	
105	294	NOTES-EMPLOYEE ADVANCE-OT		-\$300.00		HOAG; BEEFCAKE	
106	294	NOTES-EMPLOYEE ADVANCE-OT		-\$300.00		STARR; RINGO	
107	294	NOTES-EMPLOYEE ADVANCE-OT		-\$300.00		NIKITA CUPCAKE	
108	294	NOTES-EMPLOYEE ADVANCE-OT		-\$300.00		NELSON; CHRISTOPHER	
109	294	NOTES-EMPLOYEE ADVANCE-OT		-\$300.00		DEGROM; JACOB	
▼ 13th Month Adj Transaction (01/15/2018) Posted By randyc On 11/20/18 at 13:27							
	370	RETAINED EARNINGS		\$750.00		MISSED COMMISSION DEAL 5855	
	370	RETAINED EARNINGS		\$875.00		ADDED COST OF XMAS PARTY	
	370	RETAINED EARNINGS		\$875.00		ADDED COST OF XMAS PARTY	
	370	RETAINED EARNINGS		\$175.00		ADDED COST OF XMAS PARTY	
	370	RETAINED EARNINGS		\$700.00		ADDED COST OF XMAS PARTY	
	370	RETAINED EARNINGS		\$875.00		ADDED COST OF XMAS PARTY	
	370	RETAINED EARNINGS		\$375.00		5 NEW CELLS @ 300.00 PER - MGR	
	370	RETAINED EARNINGS		\$375.00		5 NEW CELLS @ 300.00 PER - MGR	
	370	RETAINED EARNINGS		\$75.00		5 NEW CELLS @ 300.00 PER - MGR	
	370	RETAINED EARNINGS		\$300.00		5 NEW CELLS @ 300.00 PER - MGR	
	370	RETAINED EARNINGS		\$375.00		5 NEW CELLS @ 300.00 PER - MGR	
105	321	SAL,WAGES & COMM PAYABLE		-\$750.00		HOAG; BEEFCAKE	
	331B	YE CHRISTMAS PARTY		-\$3,500.00		DUE BY 1/15/18	
105	294	NOTES-EMPLOYEE ADVANCE-OT		-\$300.00		HOAG; BEEFCAKE	
106	294	NOTES-EMPLOYEE ADVANCE-OT		-\$300.00		STARR; RINGO	
107	294	NOTES-EMPLOYEE ADVANCE-OT		-\$300.00		NIKITA CUPCAKE	
108	294	NOTES-EMPLOYEE ADVANCE-OT		-\$300.00		NELSON; CHRISTOPHER	
109	294	NOTES-EMPLOYEE ADVANCE-OT		-\$300.00		DEGROM; JACOB	
 Print  Adjust 13th Month Transaction  Reverse 13th Month Transaction  Notes  Close							

See Pages 10-11 for information on how to adjust and reverse 13th Month Transactions.

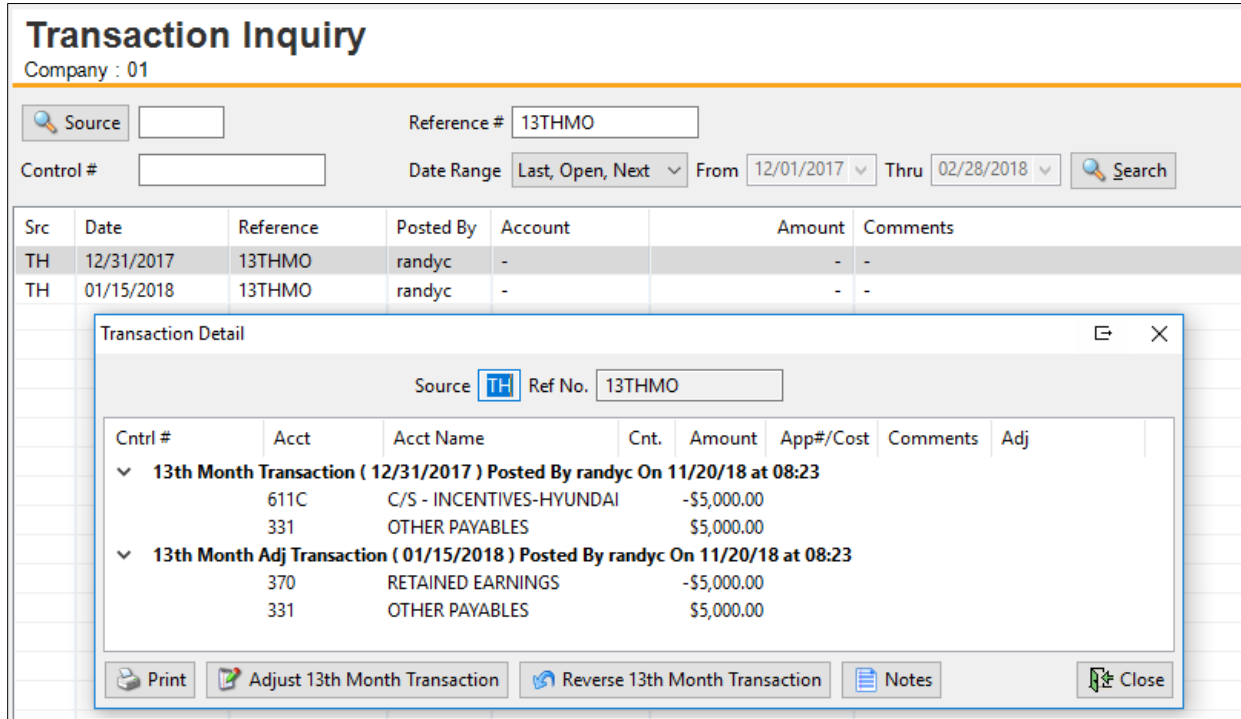
Reverse a 13th Month Transaction

With security permission, an employee can reverse a 13th Month Transaction.

1. Select **13th Month Transaction**



The Transaction Detail dialog will appear.



Transaction Inquiry
Company : 01

Source Reference # 13THMO

Control # Date Range Last, Open, Next From 12/01/2017 Thru 02/28/2018 

Src	Date	Reference	Posted By	Account	Amount	Comments
TH	12/31/2017	13THMO	randyc	-	-	-
TH	01/15/2018	13THMO	randyc	-	-	-

Transaction Detail

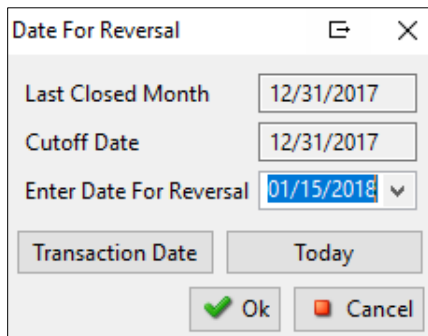
Source **TH** Ref No. 13THMO

Cntrl #	Acct	Acct Name	Cnt.	Amount	App#/Cost	Comments	Adj
13th Month Transaction (12/31/2017) Posted By randyc On 11/20/18 at 08:23							
	611C	C/S - INCENTIVES-HYUNDAI		-\$5,000.00			
	331	OTHER PAYABLES		\$5,000.00			
13th Month Adj Transaction (01/15/2018) Posted By randyc On 11/20/18 at 08:23							
	370	RETAINED EARNINGS		-\$5,000.00			
	331	OTHER PAYABLES		\$5,000.00			

 Print
  Adjust 13th Month Transaction
  Reverse 13th Month Transaction
  Notes
  Close

Note: BOTH ENTRIES WILL BE REVERSED if the original transaction was done as a 13th Month Posting. The Open Year period will follow the standard rules for Cutoff Date and Future Months. If reversal notes are required, they will be enforced with the reversal.

2. Enter **Date for Reversal**. To choose the **Transaction Date** or **Today**, click the respective button.



Date For Reversal

Last Closed Month

Cutoff Date

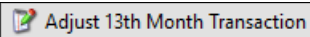
Enter Date For Reversal

Once the reversal is complete, it will be reflected on the 13th Month Transaction Journal with the appropriate **'R'** (reversal) code.

Adjust a 13th Month Transaction

With security permission, an employee can adjust a 13th Month Transaction.

1. Select **Adjust 13th Month Transaction**



Transaction Detail

Source Ref No.

Ctrl #	Acct	Acct Name	Cnt.	Amount	App#/Cost	Comments	Adj
▼ 13th Month Transaction (12/31/2017) Posted By randyc On 11/20/18 at 13:51							
	665	C/S - ADJ COST OF LAB SAL		-\$812.09		OVERACCRUED WIP -D CONNERS	
101742	247	WORK IN PROCESS-LABOR-MEC		\$812.09			
▼ 13th Month Adj Transaction (01/20/2018) Posted By randyc On 11/20/18 at 13:51							
	370	RETAINED EARNINGS		-\$812.09		OVERACCRUED WIP -D CONNERS	
101742	247	WORK IN PROCESS-LABOR-MEC		\$812.09			

BOTH ENTRIES will be adjusted if the original transaction was done as a 13th Month Posting. Open Year period will follow the standard rules for Cutoff Date and Future Months. If adjustment notes are required, they will be enforced with the adjustment.

Adjust Transaction dialog will appear.

2. **Adjust Entry** as necessary.
3. Add **Notes**, if applicable.
4. Click **Save and Post**.

Adjust Transaction

Reversal Date Adjustment Date Src Orig. Tran Date Ref No.

CO.	Amount	Acct #	Account Description	Control	Apply To/Cost	Count	Comments
1	-\$912.09	DR 665	C/S - ADJ COST OF LAB SAL		\$0.00	N	OVERACCRUED WIP -D CONNERS
1	\$912.09	DR 247	WORK IN PROCESS-LABOR-MEC	101742	\$0.00	N	
1	\$0.00	DR			\$0.00		
1	\$0.00	DR					
1	\$0.00	DR					
1	\$0.00	DR					
1	\$0.00	DR					
1	\$0.00	DR					
1	\$0.00	DR					
1	\$0.00	DR					
1	\$0.00	DR					
1	\$0.00	DR					
1	\$0.00	DR					
1	\$0.00	DR					

Balance

5. If the Open Month Period is not cut off, the dialog will be populated with the Original Dates.

- If the original posting date's period is cut off, the employee must specify the **Reversal** and **Adjustment Dates**.

Open Month Transaction Date

Last Closed Month: 12/31/2017

Cutoff Date: 12/31/2017

Enter Open Month Reversal Date: 01/20/2018

Enter Open Month Adjustment Date: 01/20/2018

Open Month Transaction Date

Last Closed Month: 12/31/2017

Cutoff Date: 01/31/2018

Enter Open Month Reversal Date:

Enter Open Month Adjustment Date:

- Click **Ok**.

Once the adjustment is complete, it will be reflected on the 13th Month Transaction Journal with the appropriate 'R' and 'A' (reversal and adjustment) codes.

Schedule inquiry for the 13th Month Transactions

Print Schedules

The schedules as they existed for the Closed Year and any entries changed or created for the 13th month can be viewed using Print Schedules in the 13th Month Menu. The Include Trans Through date cannot be edited and will display the last day of the year for the scheduled information.

automate 20602
Accounting Print Schedules - 13th Month
SCHEDP13

Company #

Schedule Number 00 (00 to Print all Schedules)

Summary Type Code S (D=Detail, S=Summary)

Include Zero Bal N (Y=Include Zero Balances, N=Omit Zero Balances)

Include Trans Through 12 / 31 / 2020 (Format MM/DD/CCYY)

Report Sequence (C=Control#, N=Name, Blank=default from Sched Master)

(A=Aged by Control# and Age for Type 3 Schedule Only)

Print Apply-To Sub-Totals? Y Y/N

Schedules

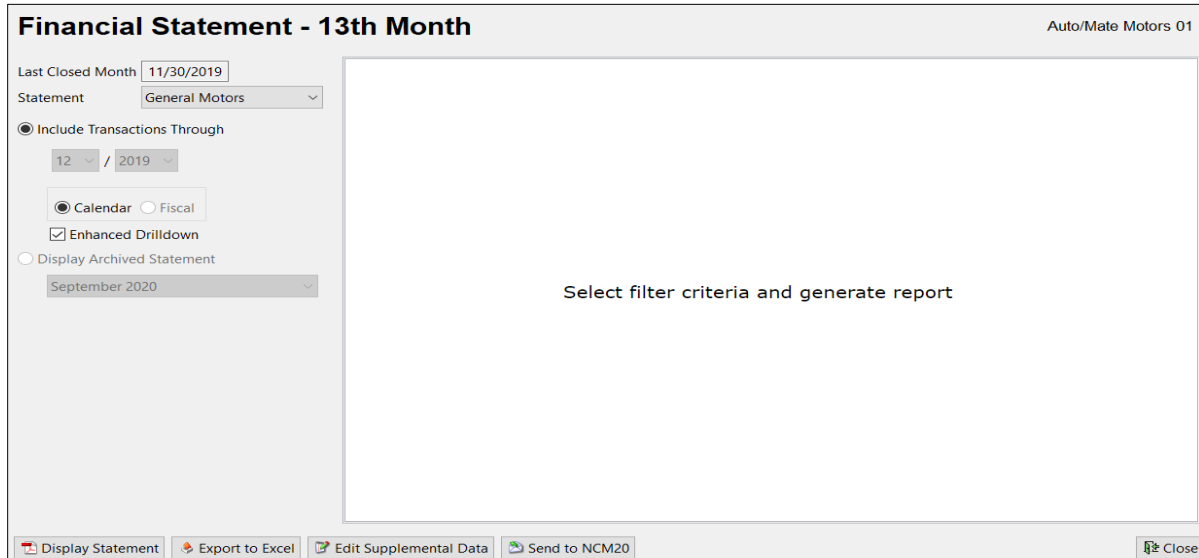
01	CONTRACTS IN TRANSIT	02	REBATES
03	WE OWES	04	SALES TAX/TTL/LIEN/PAYOFF
05	NEW VEHICLE INVENTORY	06	HOLDBACK-ADV-F/PLAN ACCURALS
07	USED VEHICLE INVENTORY	08	FIN RESV'S
09	C/LIFE & MECH INS	10	WARRANTY RECEIVABLE
11	WORK IN PROCESS LABOR	12	SUBLET REPAIRS
13	MFG PAYABLES	14	PREPAIDS & WARR ADVANCE
15	AFTERMARKET CANCELLATION	16	2004 401K AND HSA
17	ETCH AND PIN STRIPE	18	2005 HEALTH INSURANCE
19	COMMISSIONS PAYABLE	20	PRE-PAID LEGAL
21	CHILD SUPPORT	22	DEL RIO DEAL RECEIVABLES
23	VISION PRE-TAX	24	DECAP ACCOUNTS

ESC Print
F1 Menu
F2 NxtPg
F3 PrvPg
F4 Multi
F5 Sched List
F7 Print Prev

What Sees the 13th Month Posting?

- A 13th Month Financial Statement sees the posting as the postings were made. This affects the P/L for the prior year.
- A DOC or Trend run with a 12/31/YYYY date in Office/Mate or Report/Mate will **NOT** see the posting. *Year-End Close and 13th Month Transactions are excluded.*
- The GL Inquiry for the Closed Year will reflect the 13th Month Journal Source for P/L GLs with a 12/31 date.
 - Justification of the 12th Month (as it was closed) and the prior year's detail is the Retained Earnings adjustment shown in the Open Year under the 13th Month Posting.
 - Assets and Liabilities will only see the 13th Month Posting in the Open Period.
 - Similar to Schedules, only one entry will be shown.
- The 13th Month Transaction Journal from the 13th Month Processing menu will list the posting as it was made, affecting all GLs.
- The Detailed P/L and GL Report form the 13th Month Processing menu will reflect the 13th Month Postings.
 - Justification of the P/L difference on the 12th Month's P/L Report and the 13th Month P/L Report is the 13th Month source activity for the Open Year's Retained Earnings GL
- If using Accounting Tracking for Report/Mate's Heat Sheet, only the Open Month Posting will update to the report.
- The Open Year Financial Statements will only see 13th Month Postings that affect the Balance Sheet Accounts (Assets and Liabilities).

Preparing to Print the 13th Month Financial Statement



1. From the 13th Month Processing menu, access **Program 2: Print Financial Statement**.
2. Select appropriate **Franchise**.
3. If necessary, select **Edit Supplemental Data** make any supplemental data edits.

Note: When supplemental data is modified from the 13th Month menu, the changes will also be reflected in Accounting Program 26 for that Reporting Year. *It does not update the Open Reporting Year.*

If you are running the archived version of the 12th Month from Program 26, the statement will reflect the “last time” it was produced before closing the month.

Processing the 13th Month Financial Statement

Each line affected by the 13th Month Posting will reflect the posting and be able to be drilled into. Standard rounding applies to the Financial Statement.

The Financial Statement’s P/L can be verified against the P/L Statement in **Program 4: Print Detailed GL & P/L Reports** in the 13th Month Processing menu.

GL values can be verified against the Trial Balance Report in **Program 3: Print GL Trial Balance** in the 13th Month Processing menu.

Sending the 13th Month Financial Statement to NCM20/OEM

When all 13th Month Postings are complete and the statement has been produced, the 13th Month Financial Statement should be sent to NCM20 at this time, if necessary.

When all postings are completed for the 13th Month and the statement has been produced, the 13th Month Financial Statement should be sent to the manufacturer at this time, if necessary.

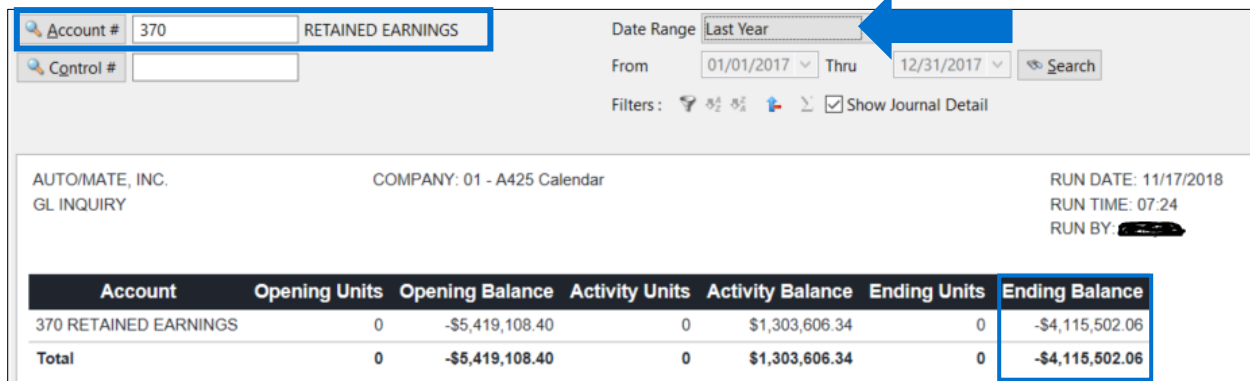
Retained Earnings GL Justification

Below is an example of how the Retained Earnings GL is justified when Year-End Close and the 13th Month Postings are complete.

1. Start with the Reporting Year’s ending Retained Earnings balance.
This can be retrieved from **DOC/Mate Reports** (for the closed 12th Month)

OR

Use **GL Inquiry** in Program 31 and viewing the Retained Earning’s **Last Year** ending balance.



Account	Opening Units	Opening Balance	Activity Units	Activity Balance	Ending Units	Ending Balance
370 RETAINED EARNINGS	0	-\$5,419,108.40	0	\$1,303,606.34	0	-\$4,115,502.06
Total	0	-\$5,419,108.40	0	\$1,303,606.34	0	-\$4,115,502.06

2. Using the P/L Report in DOC/Mate, verify the **Year-to-Date P/L** as the 12th Month was closed.

ASSETS	TOTAL	16594019.97	884991.02CR	15709028.95
LIABILITIES		13943024.43CR	788821.81	13154202.62CR
NET PROFIT		2650995.54CR	96169.21	2554826.33CR

BALANCE	TOTAL	.00	.00	.00

When Year-End close is performed, the Year-to-Date P/L is transferred to the designated Retained Earnings GL by the Year-End setup in System Configuration.

- Using the **December Year-End Close Retained Earnings balance** (\$4,115,502.06) and the **Year-to-Date P/L for the Closed 12th Month** (\$2,554,826.33), add the two values together to determine your **Month 1 Starting Retained Earnings Balance** for the new Reporting Year.

Retained Earnings Balance	(\$4,115,502.06)
+	Year-to-Date P/L (\$2,554,826.33)
=	Opening Balance (\$6,670,328.39)

For the Open Reporting Year, the Retained Earnings GL shows the Opening Balance inclusive of the Year-End Close. As 13th Month Postings are made, each P/L GL is replaced with the Retained Earnings GL for the Open Reporting Year.

In the following example, the 13th Month Postings made into the Open Year transferred (\$247,505.79) of additional profit to Retained Earnings between January and November.

Account # 370
RETAINED EARNINGS

Date Range Custom
☐ Fiscal

Control #

From 01/01/2018 Thru 11/30/2018 Search

Filters: ☒ Show Journal Detail

Account	Opening Units	Opening Balance	Activity Units	Activity Balance	Ending Units	Ending Balance
370 RETAINED EARNINGS	0	-\$6,670,328.39	0	-\$247,505.79	0	-\$6,917,834.18
Total	0	-\$6,670,328.39	0	-\$247,505.79	0	-\$6,917,834.18

Journal Detail For 01/01/2018 through 11/30/2018

G/L Account# 370 RETAINED EARNINGS

11/2018	TH 13TH MONTH	-\$43,675.00	0			
	November 2018 Monthly Totals	-\$43,675.00	0			
10/2018	TH 13TH MONTH	-\$16.00	0			
	October 2018 Monthly Totals	-\$16.00	0			
09/2018	TH 13TH MONTH	-\$4,252.07	0			
	September 2018 Monthly Totals	-\$4,252.07	0			
08/2018	TH 13TH MONTH	-\$250.00	0			
	August 2018 Monthly Totals	-\$250.00	0			
07/2018	TH 13TH MONTH	-\$1,000.00	0			
	July 2018 Monthly Totals	-\$1,000.00	0			
06/2018	TH 13TH MONTH	-\$1,998.00	0			
	June 2018 Monthly Totals	-\$1,998.00	0			
05/2018	TH 13TH MONTH	\$6,000.00	0			
	May 2018 Monthly Totals	\$6,000.00	0			
04/2018	TH 13TH MONTH	-\$7,181.72	0			
	April 2018 Monthly Totals	-\$7,181.72	0			
03/2018	TH 13TH MONTH	-\$200,000.00	0			
	March 2018 Monthly Totals	-\$200,000.00	0			
02/2018	TH 13TH MONTH	\$117.00	0			
	February 2018 Monthly Totals	\$117.00	0			
01/2018	TH 13TH MONTH	\$4,750.00	0			
	January 2018 Monthly Totals	\$4,750.00	0			

Use 13th Month Processing Program 4: Print Detailed GL and P/L Reports for justification of 12th and 13th Month Financial Statement's P/L.

Run P/L Report

The previous (12th Month) P/L Report now reflects the 13th Month postings for **Current Period** and **Year-to-Date**.

The 13th Month Financial Statement will now reflect:

- 12th Month loss of **\$96,169.21** + 13th Month adjustments of **(\$247,505.79)** = **(\$151,336.58)** **Adjusted December Profit**
- 12th Month YTD Profit of **(\$2,554,826.33)** + 13th Month Adjustment **(\$247,505.79)** = **(\$2,802,332.12)** **Adjusted Year-to-Date Profit**

ASSETS	TOTAL	16594019.97	885540.95CR	15708479.02
LIABILITIES		13943024.43CR	1036877.53	12906146.90CR
NET PROFIT		2650995.54CR	151336.58CR	2802332.12CR

BALANCE	TOTAL	.00	.00	.00

Standard Rounding applies to the 13th Month Financial Statement.

Maximum Posting Period Information

As previously noted, the **Maximum Future Posting Date** allowed is the **last day of the 11th Calendar** of the **Open Reporting Year**. When attempting to use a date of 12/1 or greater (if calendar), the date will be shown in **red** on the 13th Month Transaction for the Open Period. A hover over message will indicate that the date is not allowed.

Auto/Mate will notify you as the maximum posting date approaches.

Upon processing the 11th Month Accounting Month-End Close, a warning will appear:

"You will not be able to close the 11th month of the calendar year. If you have an open 13th month, from the prior calendar year."

Finalizing 13th Month

IMPORTANT! This process **cannot** be undone.

Reminder: If your dealership needs to send the 13th Month Financial Statement to NCM20 or to your Manufacturer, it must be done prior to performing Finalize.

Prior Year Finalizing 13th Month

Finalizing the 13 month **must** be completed before November of the coming year. If you have not completed Finalizing the 13th month and you are set up for another 13th month for the current year, a message will popup indicating that the previous year's 13th month will need to be finalized before you can close the month of November.

Upon completion, the following reports will be archived in **DOC/Mate** under a new section titled **13th Month**. They will be listed under the **Month/Year** (i.e. December 2017).

The following will be archived:

- 13th Month Financial Statement
- 13th Month Trial Balance
- 13th Month Detailed GL/P/L Report
- 13th Month Summary GL/P/L Report
- 13th Month Transaction Journal
- 13th Month Schedules

1. From the 13th Month Processing menu, access **Program 8: Finalize**.
2. The defaults will appear as illustrated in the screenshot below.

Once confirmed, no further transactions can be entered for the 13th Month period.

3. Answer **'Y'** to continue with finalizing 13th Month. **This process CANNOT be undone.**

randyc	8627	Finalize 13th Month and Archive Documents	FINAL13																					
11/17/18		Company 01 A425 CALENDAR																						
Please confirm that you have completed all 13th month entries for the year and you are ready to FINALIZE the 13th month. Once confirmed, a final copy of all 13th month documents will be archived and no further transactions can be entered for the 13th month period. Documents will automatically archive to Doc/Mate with Archive set to Y. <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th></th> <th style="text-align: center;">Print</th> <th style="text-align: center;">Archive</th> </tr> </thead> <tbody> <tr> <td>Financial Statement(s)</td> <td style="text-align: center;">☒ N</td> <td style="text-align: center;">☐ Y</td> </tr> <tr> <td>G/L Trial Balance Report</td> <td style="text-align: center;">☐ N</td> <td style="text-align: center;">☐ Y</td> </tr> <tr> <td>Monthly Transaction Register Report</td> <td style="text-align: center;">☐ N</td> <td style="text-align: center;">☐ Y</td> </tr> <tr> <td>Detail General Ledger Report</td> <td style="text-align: center;">☐ N</td> <td style="text-align: center;">☐ Y</td> </tr> <tr> <td>Summary General Ledger Report</td> <td style="text-align: center;">☐ N</td> <td style="text-align: center;">☐ Y</td> </tr> <tr> <td>Continue with finalize the 13th month?</td> <td style="text-align: center;">☐</td> <td style="text-align: center;">(Y=Yes, N=No)</td> </tr> </tbody> </table> - Documents can be printed (if desired) by updating the Print Flag to Y. Otherwise, they will automatically archive to Doc/Mate when Archive flag is Y.					Print	Archive	Financial Statement(s)	☒ N	☐ Y	G/L Trial Balance Report	☐ N	☐ Y	Monthly Transaction Register Report	☐ N	☐ Y	Detail General Ledger Report	☐ N	☐ Y	Summary General Ledger Report	☐ N	☐ Y	Continue with finalize the 13th month?	☐	(Y=Yes, N=No)
	Print	Archive																						
Financial Statement(s)	☒ N	☐ Y																						
G/L Trial Balance Report	☐ N	☐ Y																						
Monthly Transaction Register Report	☐ N	☐ Y																						
Detail General Ledger Report	☐ N	☐ Y																						
Summary General Ledger Report	☐ N	☐ Y																						
Continue with finalize the 13th month?	☐	(Y=Yes, N=No)																						
ESC Process F1 Menu																								

Upon completion, a message will display and access to the menu will be shut down until the next reporting year.

