

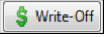
Suggested Accounting Month End Guidelines for Independent Dealers

This document outlines common practices for month-end, **including those necessary to proceed with closing a month in Auto/Mate**. Be sure to follow your dealership's specific month-end processes.

PARTS module: Parts must process Close Out Month #23 before they will be able to sell a part in the new month. *We strongly recommend* this be done at the end of business on the last day of the month. This can be done on the morning of the first business day of the new month; however, if the End of Month #23 process is done **before** the last End of Day #3 process is completed, there will be an Accounting versus Parts discrepancy for month-end.

SERVICE module: It is equally important to close as many repair orders as possible on the last day of the month. All repair orders must be invoiced, picked up and transferred to Accounting with the corresponding end of month date. Although this can be done when the new month begins, the repair orders must be invoiced with the preceding month's date (*Program 3 defaults to current date*) and the pick-up date must be updated to reflect the preceding month (Program 30). In addition, the end of day must be run with the prior month date **before** an end of day is done for the new month or all items will be counted in the new month.

The following outlines the steps you should follow in Auto/Mate to do so:

1. Ensure that **ALL** month-end entries are posted to Accounting for the current accounting month.
2. Back-date Service, as applicable.
3. Review **ALL** schedules for month-end. Perform Auto Write Off (Program 31, Schedule Inquiry & ) along with making any other necessary adjustments / reconciliations using a date in the Accounting month being processed.
4. Create and post **Finance Charge transactions** (Program 32), as applicable.
5. Process **Accounts Receivable Statements** (Program 22). If Balance Forward and all postings are complete, run statements through the last day of the month. If there are open items, you can use choose the date.
6. Post **Standard Entries** (Program 7), if not set to Auto Post.
7. If all postings are complete, edit the Accounting cut-off date in Program 8, #1. (Enter in the cutoff date you want used to prevent further postings. This does not close the month – only prevents users from posting and can be removed and re-entered as needed.)
8. Verify all your month-end unit counts and update as needed (see Program 6: enter GL). To modify: choose line you want to change and enter amount. Inventory may need editing.
9. Review and Print the Financial Statement (can be saved as a PDF). The last financial statement copy printed before month-end close is the copy that will archive for reprint later,

if needed. If you would like a copy in Excel archived you will want to select F2 first to export to excel. (If not setup already you will need to create folder FSEXPORT in the C drive)

10. As a checks and balance with financial statement, print and verify against the **Trial Balance and P/L report** (Program 23 and enter 'Y' (Yes) to exclude a detailed G/L report).
11. Export **Trial Balance** (Program 24), **Schedules** (Program 31), and any other reports you may need. After the month is closed you cannot get these reports in excel without using special programs (Ex: Adobe Pro).
12. **Closing out the month** (Program 13): All PDFs of the reports (Trial Balance, Detailed G/L, Schedules, Transaction Journals, etc.) will automatically archive in Doc/Mate. You must select **YES** to proceed. **No** will return you to the Accounting menu.

Accounting Close Month

Company #01 - Auto/Mate Motors 01

Last Month Cutoff Date Close Date

Reports will automatically archive to Doc/Mate.

Detail Schedule
 Summary Schedule
 General Ledger Trial Balance
 Monthly Transaction Register
 Detail General Ledger
 Summary General Ledger

Financial Statement cannot be submitted to the Manufacturer once the month is closed. Be sure the Financial Statement has been submitted to and approved by the Manufacturer (if required) prior to closing the month.

Close Month ☐ Yes ☒ No

**Summary Reports are also included in archived reports.*