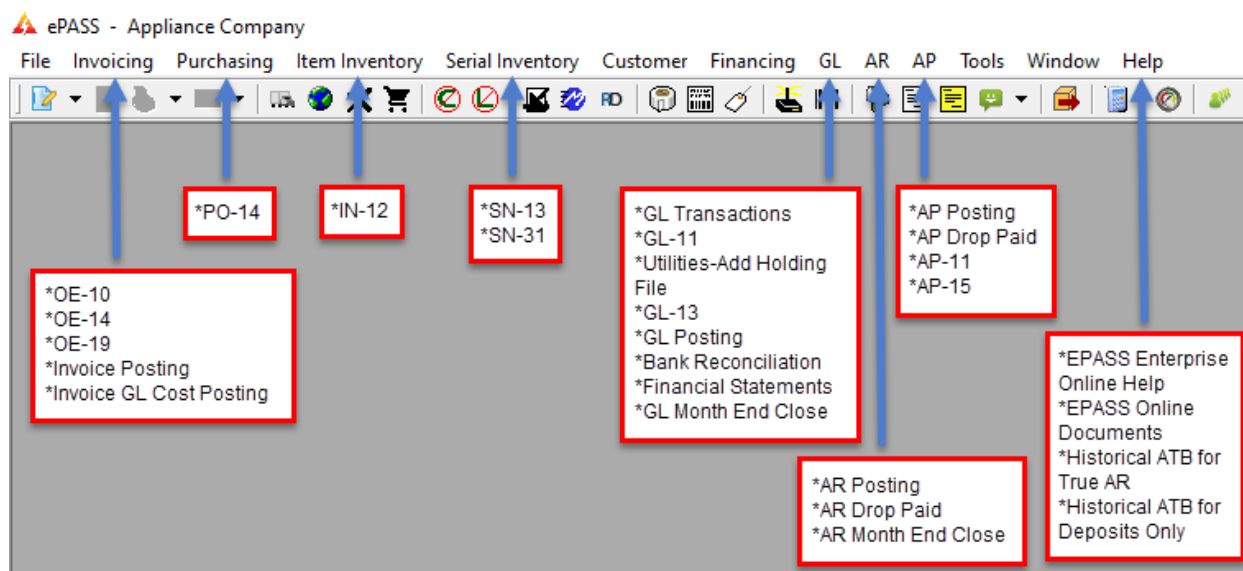


Accounting Advanced

Month End

Please be sure to be signed into EPASS with 'Report date' for the month you are working on – typically using the last day of the month. This ensures you do not accidentally add/edit/delete/post entries in the wrong period.

The following should be run/reviewed/cleaned up before closing a month end:



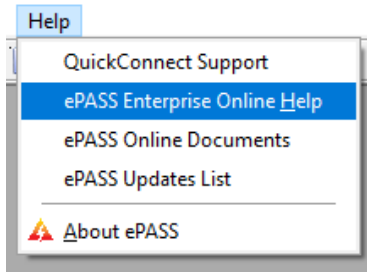
- **IN-12 Inventory Valuation (Items)** – run this at the end of the day of the last day in the month.
- **SN-13 Valuation Report (Serials)** – run this after all receiving is complete and before shipping for the first of the next month
- **SN-31 Historical Valuation (Serials)** – you must use this report when running for a back period
- **PO-14 – On Order** – run to show 'Not Costed Only', 'Supplier Invoice Required to be Costed'. Run once to include Models, and once to include Items, this way if you have any clean up you can easily work on models and items individually and identify which side of the business maybe causing you issues, or is not

being costed correctly. The only PO's left on the PO14 should be what truly has been received but you have not yet received a Supplier Invoice / Credit for

- **OE-14 – Invoice Cost Exceptions** – you need to be sure that all invoices are investigated and that the \$0 cost is updated to the accurate cost. If not then when running the Invoice GL Cost Posting you will essentially be posting \$0 value between Inventory Asset and COGS GL accounts
- **OE-10 – Shipped Serials Report** – run from example 01-01-01 to the last day of the month you are working on. You want to investigate why you have old invoices with all or partial serial numbers applied and they have not been finished. The 'date shipped' column is the date the serial # was applied to the invoice detail line. You must either finish the invoice, or split off product that truly shipped and leave open what has not shipped. If you do not finish invoices in a timely manner you could be affecting commissions, not realizing revenue, not relieving inventory completely, and not posting/sending the customer to AR in order to run accurate AR ATB reports
- **OE-19 – MTD Invoice Cost Analysis** – is a great way to look at Actual GM% and see if anything looks way to high or low. Maybe someone keyed in a cost at a drastically wrong cost
- **Invoice Posting** – running this just to be sure no one has put any invoices into finishing or taken a payment in a period you believe was already balanced and posted. The result should show 'no invoices selected within date range'
- **AR posting** – running this just to be sure no one has entered any AR transaction for a period you already posted. The result should show 'there is no data to be posted'
- **A/R Month End Close** – *if using this feature, you should only close a month when all AR transactions have been posted and Financial Statements have been printed/saved. This is used so that no one can post into a prior month unless they have security to do so*
- **AP posting** – running this just to be sure no one has entered any AP transactions for a period you already posted. The result should show 'there is no data to be posted'
- **Run the Invoice G/L Cost Posting** – this will post the GL Cost of Goods for you
- **Run AR Drop Paid Invoices** – procedure can be run any time during the month, and as many times as necessary, it is usually run prior to printing statements. This way our statements are as short as possible, and customers who have paid their account in full, will not get a statement
- **Run the Historical Aged Trial Balance for True AR** found in EPASS – Help – EPASS Online Documents – Accounts Receivable – you must run this Crystal report if not working in a current period
- **Run the Historical Aged Trial Balance for Deposits Only** found in EPASS – Help – EPASS Online Documents – Accounts Receivable – you must run this Crystal report if not working in a current period

- **Run AP Drop Paid Invoices** – run this prior to printing month end reports. The drop paid invoices procedure matches invoices and checks and where invoices are paid in full, they are dropped from the AP current reports. This shortens and cleans up the reports, but no history is ever deleted or lost
- **AP-11 Open Item List** – after running AP drop paid invoices – this is a current list of all o/s payables
- **Run AP-15 – Historical Open item List** – This will show the closing balance of your AP. The total on this report should balance to your AP Control account in the GL
- **GL Journal Entries for the month** – be sure to complete all JE's needed to reconcile the Bank, especially remember to create entries for items on your bank statement that normally do not flow through EPASS
- **Complete your Bank Reconciliation**
- **GL-11 Holding File Report** – run to double check there is nothing sitting in the holding file from a previously closed month. If so, then you need to address the o/s holding file entries before moving forward
- **GL-13 Trial Balance** – the trial balance can be printed for any fiscal period. There are options for changing the fiscal year and month. The dates shown on the right are informational only, they change as you change the year and month on the left. The option 'Include not Posted Transactions and Holding file' will allow you to print a trial balance before you have posted the transactions. It will automatically be selected if you pick a period in the future
- **Financial Statements** – prepare & run 'tentative' – include NOT posted and Holding Transactions. As with the trial balance you can print any period in the past or future
- **GL – Utilities – Add Holding File to transactions** – this utility will transfer the data from all the other modules of EPASS into the GL
- **GL – Post Transactions** – this will post all GL transactions
- **GL – Month End / Year End – Month End Close** – this procedure increments the financial period. This does not restrict you from posting into a previous month or re-printing reports from a previous month. Within the same fiscal year, you can post into any period necessary. You CANNOT post into a previous financial year. – **Important Note: DO NOT close Month 12 until the Year End is ready to be closed by the accountant, meaning all adjusting JE's have been made and you have reviewed your Year End GL trial balance – Closing Month 12 will automatically trigger a Year End Close. You can leave month 12 open for as long as necessary but once you close month 12 you will not be able to go back and make corrections in the year you just closed!**

Please refer to EPASS Help – EPASS Enterprise Online Help for detailed instructions



EPASS Enterprise Help

- ⓘ Welcome
- ⓘ EPASS Training Videos
- + EPASS Reports
- + General
- + Installation & Configuration
- + Integrations
- Daily/Monthly/Yearly
 - ⓘ Invoice Daily Balancing
 - ⓘ AR Daily Procedures
 - ⓘ AP Daily - Weekly Procedures
 - ⓘ AR Month End Close
 - ⓘ Cost Of Goods Posting
 - ⓘ **Month End Procedures**
 - ⓘ Year End Procedures
- + Going Live
- + Invoicing
- + Dispatching

MONTH END PROCEDURES

PURCHASING

The final receiving needs to be completed for the

Once all product has been received, you can run the report to see all items, as most items arrive with an invoice, so re

PO - On-Order Report

Sort By: Supplier

Supplier From: Beginning of File

To: zzzzzzzzzz; End of File

End Date: 4/30/2007

Show: Not Costed Only

Importing AP Transactions

You can import AP transactional data contained in a spreadsheet by using the AP Transaction Import Utility.

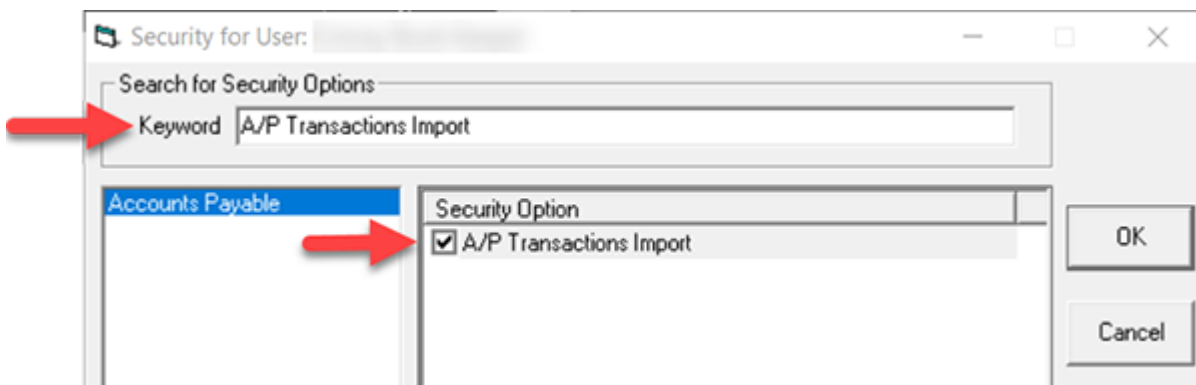
Before Starting

Before using the AP Transaction Import utility, you need to enable two security settings and map your spreadsheet data to an import template.

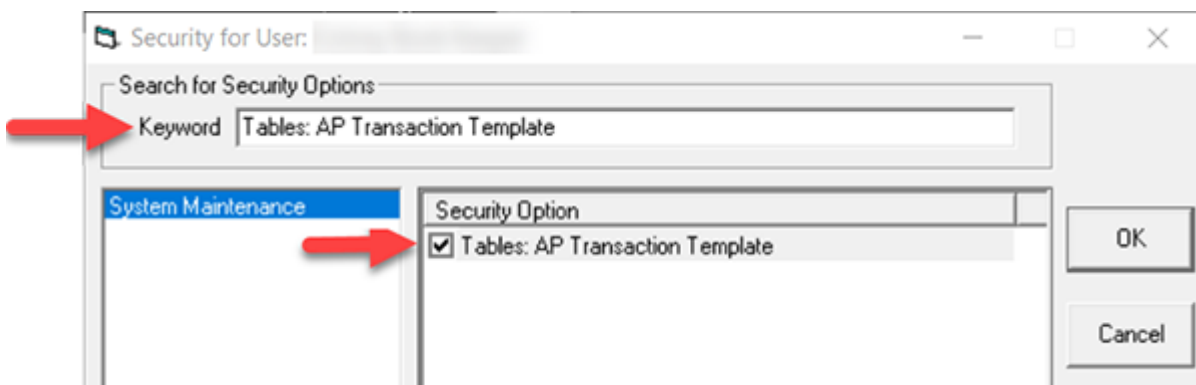
Enable Security Settings

There are two security settings that need to be enabled: **A/P Transactions Import** and **Tables: AP Transaction Template**.

1. Go to **Tools > System Maintenance**. Select **User Security**, and then click **Open**.
2. Select a User Group from the list, and then click **Security**.
3. In the **Keyword** search box, enter **A/P Transactions Import**. Make sure that **A/P Transactions Import** is selected under **Security Option**.



4. In the **Keyword** search box, enter **Tables: AP Transaction Template**. Make sure that **Tables: AP Transaction Template** is selected under **Security Option**.

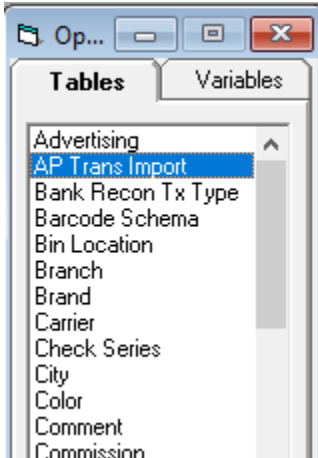


5. Click **OK**.

Create an AP Transaction Import Template

You'll need to create an AP Transaction Import template and map the columns in the spreadsheet.

1. Go to **Tools > System Maintenance**. Select **AP Trans Import**, and then click **Open**.



2. Click **Add**.
3. Fill out the **AP Transaction Import Template** screen.

The screenshot shows the 'Add AP Transaction Import Template' dialog box. It contains several input fields and a table. Callouts A through E point to specific elements:

- A** points to the 'Code' field (value: MEGA).
- B** points to the 'Description' field (value: MEGA Desc).
- C** points to the 'AP Control' field (value: 2100.000) and the 'AP Trade' checkbox.
- D** points to the 'Supplier' section, which includes 'Column' and 'Code' fields (value: 24188) and a text field (value: AKBAR HASANI).
- E** points to the 'Process Distribution Lines Until Invoice Changes' checkbox, which is checked.

Below the checkbox is a table titled 'Distribution':

Type	G/L Account	Amount Column
Excel Column	Y	K
▶ Excel Column	AA	L
*		

A Enter a unique Code and Description for this import template.

B	Select the appropriate AP account from the AP Control dropdown list.
C	Enter the Excel column that contains the Supplier code or select the Supplier Code from the list.
D	For each field, enter the matching Excel column letter.
E	Select this option and EPASS will process AP transactions with multiple distribution lines by totaling the amount of each line until the Supplier or Invoice number changes.

4. When you are finished, click **OK**.

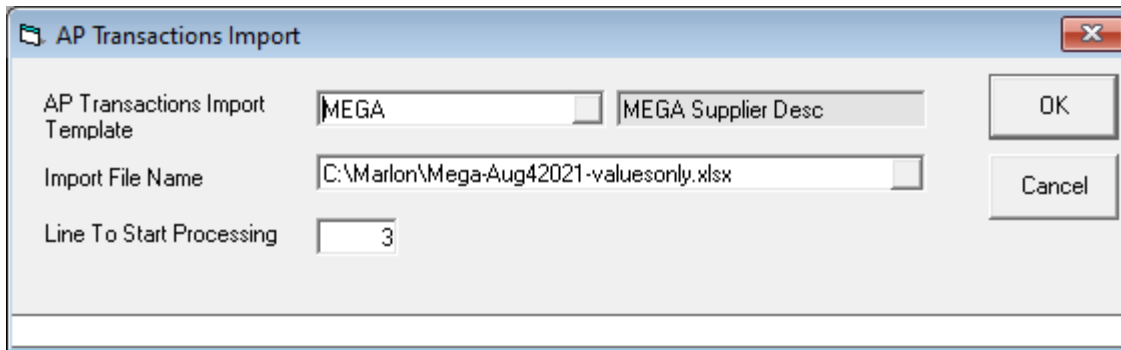
Notes

- All fields are mandatory except: **Disc Amount**, **Disc Due Date**, **Disc GL Account**, **Note**, **Hold** and **Do Not Post Columns**, and **Process Distribution Lines Until Invoice Changes**.
- When Disc Amount, Disc Due Date and Disc GL Account columns are blank, then the values from the Supplier table will be used instead.
- You can map the Supplier to a spreadsheet column or select the code from the dropdown list. The value in the Supplier Column can be the Supplier Code or Supplier Description.
- In the Distribution box, there are two options under the Type column: GL Code and Excel Column. If GL Code is chosen, then the GL Code must be provided. If Excel Column is selected, then column letter must be filled in.
- A template can have multiple distribution records. If these columns are empty in the import file, AP transaction records will not be created.

AP Transactions Import

To Import the AP Transactions:

1. Go to **AP > Utilities > AP Transactions Import**.



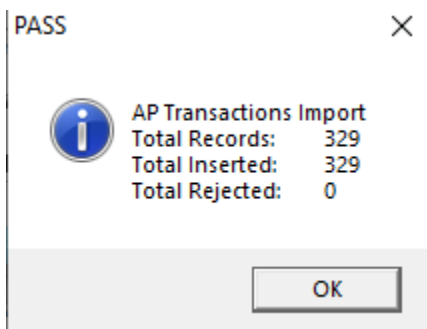
The dialog box titled "AP Transactions Import" contains the following fields and buttons:

- AP Transactions Import Template:** A dropdown menu showing "MEGA" and a button labeled "MEGA Supplier Desc".
- Import File Name:** A text field containing "C:\Marlon\Mega-Aug42021-valuesonly.xlsx".
- Line To Start Processing:** A text field containing the number "3".
- Buttons:** "OK" and "Cancel" buttons are located on the right side.

2. Select the template from the **AP Transactions Import Template** list.
3. Enter the Excel file to import in **Import File Name**.
4. Enter the Excel line number that your data starts on in **Line to Start Processing**.
5. Click **OK**.

A message appears on screen confirming the successful import. If there are rejected records, then a report listing is provided.

Successful Import – All records are imported



The "PASS" message dialog box displays the following information:

- AP Transactions Import**
- Total Records:** 329
- Total Inserted:** 329
- Total Rejected:** 0
- Button:** "OK"

Successful Import - Not all records are imported

AP Transactions Import

Preview

XYZ Company - Play

AP Transactions Import Report

Filename: C:\Marlon\Mega-Feb82020-exSample.xls Report Date: 3/1/2021 System Time: 11:56:51 AM Page: 1

Supplier	Invoice Code	Invoice Date	Due Date	Amount	Message
0-#	40559735	2/1/2021	2/2/2021	-129.95	Invoice already exists for the supplier.
AMERIDATA	40559735	2/1/2021	2/2/2021	-175.14	Invoice already exists for the supplier.
0423426	23119	2/1/2021	2/2/2021	-30,374.41	Distribution Amount not complete.
				Total Records :	329
				Total Inserted :	326
				Total Rejected :	3

Check Series & Supplier Types

System Maintenance

Check series along with supplier types allows you to group your suppliers/payments. Check series is also quite interconnected with EFT payments.

In the example shown below, there are three check series defined.

Check Series

Code	Description
blank	Default
CC	SUPPLIERS PAID BY CREDIT CARD
EFT	SUPPLIERS PAID BY EFT

Print Review Add Edit Delete Exit

Edit Check Series EFT SUPPLIERS PAID BY EFT

Code: EFT OK Cancel

Description: SUPPLIERS PAID BY EFT

Supplier Type: EFT SUPPLIERS PAID BY EFT

Bank Account: 1000 SCOTIABANK - MAIN ACCOUNT

Check # Series: EFT

Last Check No.: 1000 Sample: EFT1000

Check Type: COAST FOLIO103

Printer: Brother MFC-L2720DW series Printer

The default check series would be used for your normal bank account. This is where most suppliers are paid from.

The CC check series is suppliers you pay by credit card. If you had multiple credit cards you use that all have different liability accounts, you may decide to create multiple CC check series.

The EFT series will be suppliers you pay by EFT.

Supplier Maintenance

In Supplier Maintenance, you define what supplier type this supplier belongs to, that will control which suppliers appear when you do a check run. In this case, the supplier is normally paid by credit card so you would not want them to appear in the check run.

AP Transactions

G/L Account	Description	Amount
1000	SCOTIABANK - MAIN ACCOUNT	0.00
2000	OPERATING LINE OF CREDIT	0.00
3000	SHARES	0.00
*		

In AP Transactions, when you do a check or quick pay and you select the check series, the check number is preceded by 'CC', I.E. CC1001. This then flows to the bank reconciliation making it easy to identify and reconcile all credit card payments.

Checks & Vouchers

Print: The print menu includes:

- **Check:** this is a traditional check run where EPASS will print the check and related voucher. If the number of invoices being paid do not fit on one check, EPASS will void the check and print the remainder on the next check.
- **Voucher:** only a voucher is being produced. This would be used if manual checks were written or this was an EFT type of batch or possibly your supplier drafts your account and this is being done afterwards.
- **Check & Voucher:** EPASS will only print one check per supplier, no matter how many invoices need to be printed on the voucher. EPASS also produces a plain paper voucher for every check.
- **None:** no check or voucher is printed. This is not recommended for typical transactions, but will work well for credit card check series as you do not need anything to print.

Check Series: Selecting a check series will populate the bank account, starting check number and the supplier type from/to.

In this example we are using 'EFT' as our sample. EFT does not necessarily mean you need to use the AP Utilities > Electronic Funds Transfer to generate a file to send to the bank. A lot of clients use the EFT term generically for all online banking. If you do both on-line banking and true EFT where the file is generated and sent to the bank, we recommend you make two separate check series.

ARTransaction Import

By using the AR Transaction Import utility, you can import an Excel spreadsheet with payment details to fulfill multiple invoices at one time.

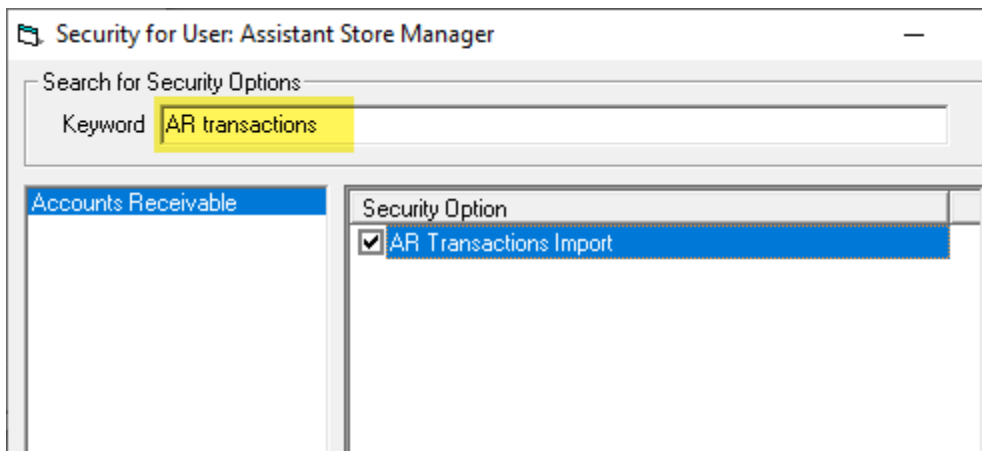
Before Starting

Before using the utility, you need to do the following:

- Enable the AR Transactions Import security option.
- Create an Excel file that includes all of the invoice payment details.

To Enable the Security Option

1. Go to **Tools > System Maintenance**. On the **Tables** tab, select **User Security**, and then click **Open**.
2. Select a User Group from the list, and then click **Security**.
3. In the **Keyword** search box, enter AR TRANSACTIONS. Select **AR Transactions Import**.



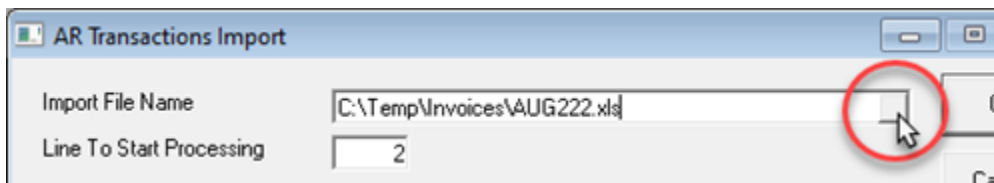
- Click **OK**.

Excel File Example

	A	B	C	D	E
1	Transaction Date	Customer Code	Amount	Note	Invoice Code
2	8/2/2022	6042749984	2300.13	CHK 113	Q00148
3	8/2/2022	6045752527	1300.25	CHK 1145	Q00155
4	8/2/2022	7782225515	545.55	CHK 321	Q00163
5					
6					

Starting the Utility

- Go to **AR > Utilities > AR Transaction Import**.
- Click the **Browse** button and select your Excel file.



- Enter the starting line number (default is 2).
- Select the **Payment Type**.
- Do the following:

AR Transactions Import

Import File Name: C:\temp\Invoices\AUG222.xls

Line To Start Processing: 2

Payment Type: EPCC | EPASS Credit Card CCUPC

Transaction Date Column: A

Customer Code Column: B

Amount Column: C

Note Column: D

Invoice Code Column: E

☒ Allow Payments greater than Invoice Total

☒ Allow Transactions for Open Invoices

Allow Transactions for:

☐ All Dates

☐ Current Month

☒ Specific Date: 06/03/25

Buttons: OK, Cancel, Preview

A	Excel Columns	Map the Excel file by entering the corresponding column letter for each transaction detail.
B	Allow Payments greater than Invoice Total	Enable this option to import transactions that are greater than the invoice total. If disabled, these transactions won't be included in the import.
C	Allow Transactions for Open Invoices	Enable this option to import transactions that are on invoices with the Open status. If disabled, these transactions won't be included in the import.
D	Transaction Dates	Choose to import transactions from any date, or restrict the import to only those from the current month or a specific date.

6. **Preview** the import or click **OK** to run the utility.

After the AR Import is complete, an import report opens. You can then run an A/R Posting to preview the applied payments.

GL and Profit Centers – Misc. Code Setup

What is a profit center?

An EPASS profit center is used to allocate sales and credits by branch (store) locations.

GL and Branch information

- GL setup is such that all GL (base) codes are XXXX digits long.
- All branch locations are XX digits long.
- Misc. codes can be set up to automatically add the profit center depended on the store writing the sale 'Add Profit Center option' **OR** they can be set up to be 'hard coded' to a specific branch.

How to set up the GL portion of a misc. code

There is 2 ways to correctly setup a misc. code GL number:

Add Misc Charge

Code: REBATE

Description: ALL MISC CODE SET UP

List: 100.00

Cost: 50.00

☐ % Of Model Selling Price

☐ Do Not Allow Price Reduction

☐ Do Not Allow Price Change

G/L Revenue: 1234 ☒ Add Profit Center

G/L Cost Debit: ☐ Add Profit Center

G/L Cost Credit: ☐ Add Profit Center

Comment Code:

Taxes: ☐ Use Branch Taxes

☐ Tax 1

☒ Tax 2

☐ Tax 3

Confirm Tax setup with Accounting

☐ Update History

☒ Show in ePASS Mobile Tech

☐ Obsolete

☐ Require Note on Invoice

OK Cancel

Add Misc Charge

Code: REBATE

Description: ALL MISC CODE SET UP

List: 100.00 ☐ % Of Model Selling Price

Cost: 50.00 ☐ Do Not Allow Price Reduction

☐ Do Not Allow Price Change

G/L Revenue: 1234-56 ☐ Add Profit Center

G/L Cost Debit: ☐ Add Profit Center

G/L Cost Credit: ☐ Add Profit Center

Comment Code:

Taxes: ☐ Use Branch Taxes

☐ Tax 1

☒ Tax 2 *Confirm Tax setup with Accounting*

☐ Tax 3

☐ Update History

☒ Show in ePASS Mobile Tech

☐ Obsolete

☐ Require Note on Invoice

OK Cancel



The applicable GL number and Tax set up does need to be confirmed with accounting

How to NOT set up the GL portion of a misc. code

There is 2 ways to incorrectly set up a misc. code GL number:

Add Misc Charge

Code: REBATE

Description: ALL MISC CODE SET UP

List: 100.00

Cost: 50.00

☐ % Of Model Selling Price

☐ Do Not Allow Price Reduction

☐ Do Not Allow Price Change

G/L Revenue: 1234-56 ☒ Add Profit Center

G/L Cost Debit: ☐ Add Profit Center

G/L Cost Credit: ☐ Add Profit Center

Comment Code:

Taxes: ☐ Use Branch Taxes

☐ Tax 1

☒ Tax 2

☐ Tax 3

☐ Update History

☒ Show in ePASS Mobile Tech

☐ Obsolete

☐ Require Note on Invoice

OK Cancel

Add Misc Charge

Code: REBATE

Description: ALL MISC CODE SET UP

List: 100.00

Cost: 50.00

☐ % Of Model Selling Price

☐ Do Not Allow Price Reduction

☐ Do Not Allow Price Change

G/L Revenue: 1234 ☐ Add Profit Center

G/L Cost Debit: ☐ Add Profit Center

G/L Cost Credit: ☐ Add Profit Center

Comment Code:

Taxes: ☐ Use Branch Taxes

☐ Tax 1

☒ Tax 2

☐ Tax 3

☐ Update History

☒ Show in ePASS Mobile Tech

☐ Obsolete

☐ Require Note on Invoice

OK Cancel

Incorrect setup will not allow Accounting to do Invoice Posting on a daily basis

If setting up a code and you are unable to type a 4 digit GL number, you will need access to Terminal Settings to be able to turn auto pop-up off.

Edit Terminal for Branch Default, XYZ Company - Play

Terminal Printers Print Forms Dimension Express Email Forms Text Forms

Code: Default

Description: DEFAULT

☒ Show Cost ☒ Show List ☐ Auto Popup

Invoice Type: []

OK Cancel