

Month End Processing

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This article contains a quick overview of what needs to be run at month end. Also included is a detailed checklist of items that need to be done prior to running statements.

What to Run at Month End

1. Process all sales, including EnergyTrack.
2. Process all payments, including EnergyTrack.
3. Enter and process Meter Readings if necessary (see [Meter](#)).
4. Process Recurring Billing if applicable.
5. Process Tank Rental if applicable.
6. Run Age Analysis.
7. Run Out of Balance Report and fix any outstanding issues.
8. Print the Department Summary.
 - a. Go to the *Report Menu / Customer Reports*.
 - b. Choose *2 Customer \$ Menu*.
 - c. Select *3 Totals/# of Customers* and select **Print**.
 - d. Choose *7 Age Analysis by Date* and select **Print**.
 - e. The totals on these two reports should match. If the reports match, proceed to Step 9. If they do not match, there may be an outstanding issue.

The screenshot shows a software interface for the 'Customer \$ Menu'. At the top, there are two radio button options: '1 Customer List Menu' and '2 Customer \$ Menu', with '2 Customer \$ Menu' being selected. Below this, there is a grid of 12 radio button options arranged in two columns. The first column contains options 1 through 6, and the second column contains options 7 through 12. Two of these options are highlighted with red rectangular boxes: '3 Totals/# of Customers' in the first column and '7 Age Analysis by Date' in the second column.

☐ 1 Customer List Menu	
☒ 2 Customer \$ Menu	
☐ 1 Credit Balance	☐ 7 Age Analysis by Date
☐ 2 Collection	☐ 8 Hold Report
☒ 3 Totals/# of Customers	☐ 9 Write Off List
☐ 4 Exceeded Credit Limit	☐ 10 Bank Draft/Credit Card
☐ 5 No Statement Customer List	☐ 11 Tax Exempt Customers
☐ 6 List For Drivers	☐ 12 Terms Code

9. Process Service Charges.
10. Create a Statement File.
11. Print Statements or send to Express Bill.
12. Update Statements.
13. Change the *Posting Date*.

[illegible]

Very Important: Change the *Posting Date* for a Division on the last day of the month or the *Statement Date*. This will stop anyone who wanted to void or make changes to a sale or payment in a previous month throwing off the A/R. This can be updated through the *Supervisor Menu* and should only be changed after closing out month end.

Month End Checklist

The month end checklist is a useful tool to help make sure you have completed all of the month end tasks. The list shown below is a sample and can be changed to better suit your companies needs.

	Procedure	Done
1	Enter all manual sales tickets and payments for the month.	
2	Enter all meter readings for the month.	
3	Import temporary meter readings.	
4	Print the Meter PrePost report and review for errors.	
5	Make any necessary changes.	
6	Reprint the Meter PrePost report.	
7	Process the meter billings.	

8	Print the meter billing journal.	
9	Print meter invoices.	
10	Create a recurring billing file.	
11	Populate the recurring billing file.	
12	Print the recurring billing file and review for errors.	
13	Make any necessary changes.	
14	Reprint the recurring billing file.	
15	Post the recurring billing charges.	
16	Print the recurring billing journal.	
17	Create a tank rental file.	
18	Process the tank rental file.	
19	Print the Tank Rental report and review for errors.	
20	Make any necessary changes.	
21	Reprint the Tank Rental report.	
22	Update the tank rental charges.	
23	Print the Tank Rental Journal.	
24	Print Tank Rental Statements.	
25	Create the service charge file.	
26	Process service charges.	

27	Print the Service Charge report and review for errors.	
28	Make any necessary changes.	
29	Reprint the Service Charge report.	
30	Update the service charges.	
31	Run the Age Analysis Batch.	
32	Print the Out Of Balance report. If no accounts are out of balance, skip to Step 36.	
33	Correct any accounts that are out of balance.	
34	Run the Age Analysis Batch.	
35	Reprint the Out Of Balance report.	
36	Print the Age Analysis by Date report.	
37	Print the Department Summary report	
38	Balance accounts.	
39	Create a statement file.	
40	Process the statement data.	
41	Print statements or create the express bill file.	
42	Review statements for errors.	
43	Update the statement file.	
44	Create the bank draft file.	

45	Process the bank draft file.	
46	Print the bank draft exceptions.	
47	Print the bank draft file.	
48	Make any necessary changes.	
49	Reprint the bank draft file.	
50	Process the NACHA file.	
51	Update bank draft customers.	
52	Print the bank draft journal.	
53	Create the credit card file.	
54	Process the credit card file.	
55	Print credit card exceptions.	
56	Print the credit card file.	
57	Make any necessary changes.	
58	Reprint the credit card file.	
59	Update credit card customers.	
60	Print the credit card journal.	
61	Change the posting date.	
62	Print Department and Driver reports.	

63	Print Sales Tax reports.	
64	Print General Ledger reports.	