

Month End Close Procedures in SRM

(From the Help File) **Getting Started Overview Information Guide** -> *Month End Procedures for Rental Management*

To be Completed on the last Working Day of the Month.
All Daily and Weekly activities to be completed first.amount.

There are two components to completing Month End Procedures in SRM:

- Part A: Last Working Day Procedures (10 Steps)
- Part B: AP & GL Close Out and Roll Over (3 steps)

PART A: Last Working Day Procedures

Steps Completed: Totals and Calculations:

STEP 1: Post AR Finance Charges and Produce Customer Statements

- Generate Finance Charges Completed
- Post Finance Charges Completed
- Generate Customer Statements Completed
- Email/Print Customer Statements Completed

STEP 2: Balance the Accounts Receivable

- Run Aged A/R Summary Completed
- Aged A/R Summary REPORT TOTAL = _____
- Run G/L Account Inquiry (A/R Account): Completed
- A/R Account ON SCREEN TOTAL = _____
- DIFFERENCE = _____

STEP 3: Confirm Clearing Accounts have a Month End Balance = Zero

- Acct # _____ Cash Clearing Completed
- Acct # _____ Customer Refunds Owing Completed
- Acct # _____ Completed
- Acct # _____ Completed

STEP 4: Balance Customer Deposits

- Run O/S Deposits Report Completed
- Outstanding Deposits Report TOTAL = _____
- Run G/L Account Inquiry (Customer Deposits Account): Completed
- A/R Account ON SCREEN TOTAL = _____
- DIFFERENCE = _____

STEP 5: Reconcile Sales of Rental Equipment

- Allocate invoices listed in Bulk Disposals Completed
- Run Daily Close 3 , to process allocated invoices Completed
- Run the Disposal Transactions Report, for current month - to insure all disposals processed Completed

STEP 6: Balancing Equipment Inventory Value and Depreciation Edit

- Confirm Bulk Disposals completed Completed
- Check that all Warehouse Receiving and A/P Invoices have been entered Completed
- Run Verify Tag Qty = Loc Qty, correct any products missing Asset Tags Completed
- Run Inventory Value Report - for Dep. Class (current month)- confirm products in correct Dep. class Completed
- Run Inventory Value Report - confirm report totals balance to G/L Rental Revenue Account(s) Completed
- Note: US/CAN currency exchange will affect totals and an exact balancing*
- Run Calculate Depreciation and Process (Print Report and Post to G/L) Completed
- Optional: use Misc. Journals to make direct entries for Dep. to G/L, then post with Post Misc. Journals Completed (Optional)

STEP 7: Calculate Salesman Commissions (Note: 2 options)

- Confirm Bulk Disposals completed Completed - must for either Option
- Run Commission Report By Commission Type Completed - Option 1
- Run _____ Commission Report Completed - Option 2

Month End Close Procedures in SRM

PART A: Last Working Day Procedures

Steps Completed: Totals and Calculations:

- STEP 8: Accrual for Unbilled Revenue
- Run Unbilled Revenue Report Completed
 - Post Accrual of Unbilled Revenue - using Misc. Journal entry and Post Misc. Journals Completed
- STEP 9: Optional Management Reports
- Inventory Value Reports Completed (Optional)
 - Missed Rentals Report Completed (Optional)
 - Rental Utilization Reports Completed (Optional)
 - Gross Margin Analysis Report Completed (Optional)
 - Equipment Financial Utilization Completed (Optional)
 - Taxable/Nontaxable Invoice Report - for U.S. sales tax preparation Completed (Optional)
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- STEP 10: Roll-over Month End Dates
- Roll over all dates except programs relating to A/P & G/L functions. Completed
- Note : If set to 'Auto' (Roll Over) in Config. then this step is NOT required*
Note : Functions can be set to be included or excluded from 'Auto' (Roll Over) thus A/P & G/L functions could be still be manually rolled over while all other functions roll over automatically.

PART B: AP & GL Close Out and Roll Over

Steps Completed: Totals and Calculations:

(select 5 to 10 days after month end to finalize the month's activities)

- STEP 1: Accounts Payable Close Out
- Allow 5 to 10 days for later arrival of invoices, then close the A/P, and no longer use the previous month as the Post Date. Invoices arriving after the month end close must use the next month's post date.*
Note: Next month's invoices may be posted even though the previous month is not closed.
- check Vendor Statements as they arrive using Vendor Account Inquiry Completed
 - Run Aged AP Summary Report - use Month End Date Completed
 - Aged AP Summary Report TOTAL = _____
 - Run G/L Account Inquiry (Accounts Payable Account): Completed
 - A/P Account ON SCREEN TOTAL = _____
 - DIFFERENCE = _____
- STEP 2: General Ledger Close Out
- Confirm all G/L Checks Posted Completed
 - Confirm all Misc and Standard Journals posted Completed
 - Confirm all Bank accounts and SRM 'Bank' accounts are Reconciled Completed
 - Run the Trial Balance By Account# Range - select Summary for the month ending Completed
 - ~Confirm all Clearing Accounts checked for zero balances Completed
 - ~Checked for Errors or unusual entries Completed
 - Run Summarize G/L For Financial Statements Completed
 - Run Balance Sheet Completed
 - Run Income Statement Completed
- STEP 3: Roll-over Month End Dates for A/P and G/L
- Roll over all dates relating to A/P & G/L functions. Completed
- Note : If A/P & G/L functions are set to 'Auto' (Roll Over) in Config. then this step is NOT required*