

## Month End Procedures for Accounts Receivable

Are you new to using the Accounts Receivable option or just want to have a better understanding of the month end procedures? Throughout the day, customer transactions are tendered as Store Charge or Customer Payments through Point of Sale. When End of Day is run it sends the detail of store charges and customer payments to the accounts receivable files. Additionally, customer charges and payments can also be entered directly from Account Receivable by accessing Post Receivable Transactions. Throughout the month, a printout of the transactions is available for Open Item accounts through Print Receivable Transactions. For all accounts, an aged trial balance can be printed at any time. At the end of the month, the following procedures are followed to print statements and close the month.

Note: This is a brief description of the Month End procedures for A/R. Please refer to the *Accounts Receivable Option Manual* for additional details on procedures.

### Important Considerations:

If you have Zeroed the End of Month for Sales (Zero Weekly/ Monthly/ Yearly), the Monthly Receivables Shift must occur before the next End of Day is completed. This prevents new AR detail from being posted before the prior month's detail has been closed. Ideally, the Monthly Receivables Shift should occur before zeroing the End of Month. Additionally running an Accounts Receivable Shift requires exclusive use of CAM32; all users must be out of cam when running this process.

### 1. Confirm End of Day Processing

On the last day of the month, (or at the end of the statement period you use), verify that End of Day was run. (Month end procedures are generally completed after end-of-day for the last day of the current month, and prior to end-of-day for the first day of the new month.)

### 2. Verify/Run Backups

You should have a current backup of your system. It is a good idea to maintain a separate end of month backup. Check the Backup Log to confirm a backup was complete and verify that the automatic Database Backup is current.

### 3. Receivables Aged Trial Balance

Print a Receivables Aged Trial Balance report to review and confirm that all charges and payments have been included.

### 4. Compute and Post Late Charges (If applicable to your business)

If you are also using the General Ledger option, you will additionally want to post to G/L and enter those account numbers when asked.

### 5. Print Customer Statements

It is recommended to retain a copy of all customer statements.

### 6. Receivables Aged Trial Balance

Save as hardcopy of the current months events

### 7. Monthly Receivables Shift

This will end the monthly accounting period. This process requires exclusive use of the system. All users MUST be out of Cam32 when running this process.

### 8. Post to General Ledger

#### (If applicable to your business)

If you have G/L, you will want to perform this option. This step should be done prior to running an end of day for the next monthly accounting period.

### 9. Receivables Aged Trial Balance

Run another Aged Trial Balance, it is recommended to run this report again to ensure accurate beginning balances for all reports.

## Current Software Versions

Current General Release Software:

**CAM32 6.07 NEW!**  
**X-Charge 7.0.2 NEW!**

To obtain CAM32 Upgrade, login to the CAM32 Communities at [www.camcommerce.com](http://www.camcommerce.com) and click the link at the top of the web board to submit a CD request. Or, call Support to request the CD.

**If using X-Charge, upgrading to 7.0.2 is required with CAM32 6.07 and is included on the CAM32 upgrade CD for your convenience.**