

Preparing for Accounting Year End

For many of you, December marks the end of the fiscal year and it is time to close the books on yet another year. We would like to help you get prepared for the accounting end of year by mentioning a few procedures that can help to ease the process.

First, you should follow normal, month end procedures, which should include the following:

- Post Payroll and Commissions.
- Pay Vendors.
- Post recurring Journal Entries.
- Reconcile bank statement.
- Print Trial Balance.
- Post any corrections, adjustments to trail balance.
- Print Balance Sheets and Income Statement.
- Print Daily Journal Report.
- Back up your data files.
- Assess Finance Charges and Print Statements for in house accounts.
- Make sure the balance sheet balances, which is Assets equal Liabilities plus Capital.
- You should balance inventory in OH on the last day of the month with the inventory on the Balance sheet after all vendor invoices have been entered.
- The Customer Aging Summary on the first day of the month and the Accounts Receivable on the Balance Sheet should balance
- The Vendors Aging Detail/Summary Reports will balance with the AP Detail/Summary Reports. The total of the Vendor Aging Detail will be the combined total of the Accounts Payable and the Un Vouchered Payables on the Balance Sheet. NOTE: When balancing the General Ledger to the Vendor Aging Report, the reports should be ran the last day of the month after Daily Process and Post to GL has been run, or on the first day of the month after Daily Process and Post to GL.

For the Year End

Once you have completed the above procedures, running the year end in General Ledger is a simple matter of selecting that option on the main Office Star menu, verifying that the day and year are correct and hitting the F10 Process button to close the year.

8.0 New Features

Return to Vendor

Returns to vendor can be done through Return To Vendor option on Purchasing submenu, or through PO Maintenance. After a return is processed, a credit will be created in AP to be matched to the credit memo from the vendor.

Tender Report

This option prints a report showing tender activity by tender type for a specified date range, and for specified stores and/or registers.

External Accounting

New External Accounting options include Export Set Setup, Import GL Accounts, Manual Export/Import, Map GL Accounts, and View Event Log. These options allow you to interface Retail STAR/ICE with MAS 90/500 or QuickBooks and use those third-party accounting systems for your General Ledger. MAS90/500 or QuickBooks must already be installed on your system.

PO Special Orders

This new option on the Purchasing submenu generates purchase orders from special orders.

Case Sales

Cases can now be used in PO Maintenance and Product Maintenance and sold at POS.

CAM Commerce Holiday Support Hours

December 19th	6 AM to 2 PM PST
December 24th	6 AM to 2 PM PST
December 25th	::CLOSED::
December 31st	6 AM to 2 PM PST
January 1st	7 AM to 4 PM PST (Limited Support)