

EASY STEPS FOR CONTROL BUSINESS CLOSEOUT

Revised 3/15/2010

Step #	Step Description	Action	Description
1	Begin Closeout	Select "Quick Reports"	a. Open "Quick Reports to begin the desired Close process(es) - (Day, Month, and/or Year). b. It is recommended that a Business Closeout be done each Business Day or at minimum whenever customer payments have been posted in Control.
2.1	Begin Reconciliation	Select "Begin Close"	a. Choose Print/Preview to view reports on-screen, or b. Choose Print/Print to print hard copy reports.
2.2	Verify Payments		a. Use the Payments Summary section of the Financial Summary Report and the Cash Drawer to verify that the totals of all payment types are in balance. b. If the payment type totals do not balance, use the detail Payments Report to identify the cause(s) of the discrepancies, then resolve the Payment discrepancies before returning to Step 2.1.
2.3	Verify Order Status and Station		a. Use the WIP Summary Report to visually verify that each order in the WIP, BUILT, and ON HOLD sections reflect the appropriate Order Status/Station. b. Resolve any Order Status/Station discrepancies before returning to Step 2.1.
3.1	Begin Close Day	Select "Close Day"	a. Choose Print/Print to print the reports and to initiate the Close Day and Export processes. b. Follow on-screen prompts to complete the Close Day or Abort the Close Day process.
3.2	Begin Close Export		a. If the response to Close Day in Step 3.1 was "no", respond "no" to the on-screen prompt to abort the Close Export process. b. If the response to Close Day in Step 3.1 was "yes", respond "yes" to the on-screen prompt to complete the Close Export then go to Step 4.1. c. If the response was "yes" to the on-screen prompt to complete the Close Day be cautious to respond "no" to the on-screen prompt related to the Close Export. d. If either response was "no" it is doubtful the created export file should be used as an import into QuickBooks (QuickBooks, Peachtree, etc).
4.1	Close Month		a. If this is the LAST business day of a month go to Step 4.2 otherwise Exit Quick Reports and go to Step 6.1.
4.2	Begin Close Month	Select "Close Month"	a. Choose Print/Print to print hard copy reports then follow on-screen prompts to complete or abort the Close Month process. b. If you responded "no" to the Close Month prompt resolve discrepancies before returning to Step 4.2.
5.1	Close Year		a. If this is the LAST business day of December go to Step 5.2 otherwise Exit Quick Reports and go to Step 6.1.
5.2	Begin Close Year	Select "Close Year"	a. Choose Print/Print to print hard copy reports then follow on-screen prompts to complete or abort the Close Year process. b. If you responded "yes" to the Close Year prompt, Exit Quick Reports then go to Step 6.1 c. If you responded "no" to the Close Year prompt resolve discrepancies before returning to Step 5.2.

EASY STEPS FOR QUICKBOOKS IMPORT AND BALANCE VERIFICATION

Step #	Step Description	Action	Description
6.1	Begin Import	Open GL Program	<p>a. Open QuickBooks</p> <p>b. It is recommended that the import to QuickBooks be done immediately after Step 3.2.</p>
6.2	Import File		<p>a. Choose "File" then "Utilities" / "Import" / "iif" files.</p> <p>b. Choose the latest export file created in Step 3.2 then choose "Open"</p> <p>c. If the program responds "Data Successfully Imported", the import is complete. Then go to Step 7.1.</p> <p>d. If the program responds with an error, the import was not successful then go to Step 6.3.</p>
6.3	Import Errors		<p>a. Open the import file using Notepad or Excel.</p> <p>b. If the import file contains NO lines with numeric values, no data needs to be imported. Then go to Step 7.1.</p> <p>c. If the import file contains lines with numeric values verify that each line includes an External Account Name that is a valid QuickBooks account.</p> <p>d. If the External Account Name is missing or incorrect the Account Mapping between Control and QuickBooks contains an error and must be corrected in Control using "Setup" / "Accounting Setup" / "Chart of Account".</p> <p>e. If the reason for the error can't be readily identified and corrected it may be necessary to contact Cyrious Tech Support for assistance.</p> <p>f. Use great care in resolving these errors in order to maintain balance between Control and QuickBooks.</p>
7.1	Verify Financial Balance		<p>a. Two important factors can impact maintaining balance between Control and QuickBooks: (i) QuickBooks cannot prevent DUPLICATE imports, and (ii) QuickBooks cannot prevent MISSED imports. To diagnose account balance discrepancies go to Step 7.2.</p> <p>b. The Control Financial Summary Report and the QuickBooks Balance Sheet and Profit & Loss Reports provide the best means to visually verify that Control and QuickBooks are in balance.</p> <p>c. Use the Asset and Liability section of the Control Financial Summary Report and the QuickBooks Balance Sheet Report to visually verify the Month-To-Date balances of the following accounts: (i) Accounts Receivable Assets, (ii) Sales Tax Liabilities, (iii) Customer Deposits Liabilities, and (iv) Customer Credit Liabilities. The key account balances to verify are Accounts Receivables and Customer Deposits.</p> <p>d. Use the Sales Summary section of the Control Financial Summary Report and the QuickBooks Profit & Loss Report to visually verify the Month-To-Date balances of the following accounts: (i) Sales Income Accounts, (ii) Miscellaneous Sales Expense Accounts. Every account MUST balance perfectly.</p>
7.2	Diagnose Cause of Imbalance		<p>a. If the Month-To-Date account balances in QuickBooks are GREATER than in Control, it is LIKELY that one or more export files have been imported more than once. In QuickBooks choose "Company" and "Make General Journals", then browse the Journal entries looking for entries with the same DATE and VALUES. Delete any duplicate Journal Entries and return to Step 7.1.</p> <p>b. If the Month-To-Date account balances in QuickBooks are LESS than in Control, it is LIKELY that one or more export files have NOT been imported into QuickBooks. In QuickBooks choose "Company" and "Make General Journals", then compare the Journal entry dates against the list of exported files looking for one or more files that have not been imported. If a missing export file is identified go to Step 6.2.</p>