Chapter 9 Month-End

You will use the Month-End Procedures menu to close your books at the end of the month. In order to close the month, you must print all of the month-end reports and purify all of the schedules. You should save all of the month-end printouts for your records. In addition, you should burn your month-end records to a CD or flash drive. These records are not your monthly backup; they are PDFs only. These records allow you to keep a copy of the files in a secure off-site location.
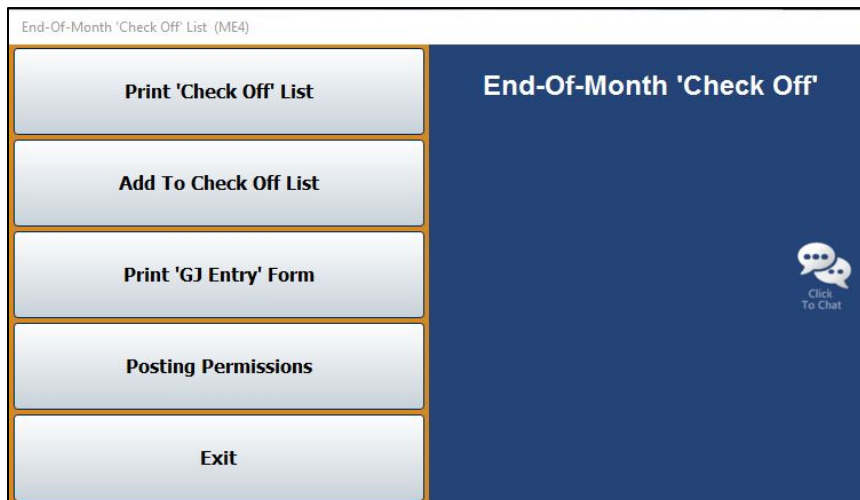

You complete the Month-End procedure using the following steps:

1. Click **Month-End** on the Dealership Accounting main menu.

2. Print your month-end journals. Make any changes necessary.

3. Close your accounts receivables, accounts payables, and general ledger.

4. Stack month-end print the month-end records to a PDF file.

5. View and print the month-end records as needed.

6. Burn the month-end records to a CD or flash drive.

Tip: After closing the accounts receivable, accounts payable, and general ledger, the system will now display a message on the Dealership Accounting main menu to warn you when you have not completed the stack month-end printing. Once the stack has been completed, the red banner will be removed.

Permissions/Forms

Before you begin your month-end closing, click **Permissions/Forms** to open the End-Of-Month 'Check Off' menu. This menu provides valuable tools to assist you with your month-end closing. You should start every month-end closing by using the options on this menu.

First, you will use this menu to create a check-off list you can use at the end of each month to help you with the month-end procedures. Once you create the list, you can edit it as needed to best fit your month-end activities. Print the list each month so you have a way of ensuring you do not overlook anything when closing the month.

This menu also provides an option to print a General Journal Entries worksheet. You use this sheet to record the information for the General Journal entries. The sheet includes an area for the signature of the individual who authorized the information. This can be a very valuable tool to confirm all of your records are in order.

Finally, this menu allows you to set posting permissions. You can "lock out" operators from posting to either the current month or next month. This is useful in preventing users from posting to a month after you have finished all of the work for the current period but have not yet carried out the final general ledger closing procedures. You are also able to "lock out" posting to the next month to prevent users from beginning to post to the next month until you want them to begin posting those transactions.

Creating and Editing the 'Check Off' List

The system comes with a pre-installed check-off list you can use. These are the steps recommended when closing your books for the month. You can add to this list as needed to meet your dealership's needs. However, if you prefer, you can create your own check-off list. Use the **Add To Check Off List** button to create your check-off list.

Loading the Default List

1. From the End-Of-Month 'Check Off' menu, click **Add To Check Off List**.

2. Click **Fill With Defaults**.

3. Click **OK** when prompted to verify you want to load the default settings.

4. The screen displays the lines.

Adding a New Line

1. From the End-Of-Month 'Check Off' menu, click **Add To Check Off List**.

2. Type the line number you are adding in the **Line No.** field.

3. Type the text you want to add to the check-off list.

4. Click **Save** to save the line.

5. The line is displayed in the list at the top of the screen.

6. Continue to add lines as needed.

7. When you are finished, click **Exit** to return to the End-Of-Month 'Check Off' menu.

Editing an Existing Line

1. From the End-Of-Month 'Check Off' menu, click **Add To Check Off List**.

2. In the list that opens, click on the line you wish to edit. The information is displayed in the fields at the bottom of the screen.

3. Edit the information.

4. Click **Save** to save the changes.

Printing the 'Check Off' List

When you want to print the check-off list, click **Print 'Check Off' List**. When prompted to verify your printer is ready, select **To Printer** and click **Print**. Start at the top of the list, and work your way to the end. Check off each item on the list as you complete it.

```
                              ABC Motors

Month-End Check Off List                              05/25/2016

[ ]   Print out and post your Standard Monthly Journals after making any    (05)
      changes that are necessary.


[ ]   Print A/R Schedule-Purify-Apply late charges-Print Customer Statements (10)
      Immediately go to Month End and Close the A/R Module. (Usually done on
      the 25th) Closing the A/R will bring the detail to a Bal. Fwd Figure.

[ ]   Print A/P Schedule-Purify-Go to Month End and Close the A/Payable    (15)
      Module. The A/P Schedule may be held open until the 10th if desired.
```

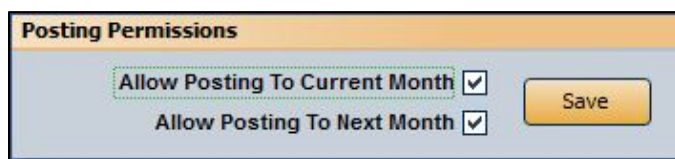## Printing the General Journal Entry Form

Click **Print 'GJ Entry' Form** to print the General Journal Entry form. When prompted to verify your printer is ready, click **OK**. Use the sheet to record your General Journal entries.

```
                        General Journal Entries

  Document: _____                          Date: _____

   Journal: ____                             Page No.: _____
```

Account	Control	Debit	Credit	Description

Setting Posting Permissions

Use the **Posting Permissions** button to set permissions that will "lock out" operators from posting to either the current month or next month. For example, if you select "Allow Posting to Next Month," operators can post to the next month. If you do not select this option, operators will not be able to post to next month until the books for the current month are closed and "next" month becomes the current month.

1. On the End-Of-Month 'Check Off' menu, click **Posting Permissions**.

2. To select or clear options, click in the box next to the option. A checkmark in the box next to the option indicates this option is selected and users can post to the month indicated.

Posting Permissions

Allow Posting To Current Month ☑
Allow Posting To Next Month ☑
Save

3. Click **Save** to save the settings.

Printing the Journals

The **Month-End Journals - G/L Detail** button opens the Month-End Journals menu. Use this menu to print the journals for the month. You can print the journals anytime during the month, but you should verify the journal information is correct and make any changes before you close your books. Simply click the button that corresponds to the menu option you wish to select and follow the prompts on your screen.

Month-End Journals

Print All Journal Data Available

Print Journal Number

Print Reference Document List

Print Sales Journal Analysis

Print G/L Detail Year-To-Date

Print Post Ahead Journals

Exit

Month-End Journals

Click To Chat

Print All Journal Data Available

Use this button to print all of the posting details for all of the journals. The printout lists every posting for each journal. For each posting, it lists the posting date, general ledger account, document number, control number, description, debit amount posted, credit amount posted, and profit percentage. The end of the printout lists the total debits and credits posted to each general ledger and the total debits and credits posted for each journal.

1. From the Month-End Journals menu, click **Print All Journal Data Available**.

2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

Print Journal Number

Use this button to print all of the posting detail for a specific journal. The printout lists every posting for the journal. For each posting, it lists the posting date, general ledger account, document number, control number, description, debit amount posted, credit amount posted, and the profit percentage. The end of the printout lists the total debits and credits posted to each general ledger and the total debits and credits posted for the journal.

1. On the Month-End Journals menu, click **Print Journal Number**.

2. Type the journal number for the journal you want to print, or select the journal from the drop-down list.

3. When prompted to verify your printer is ready, select your print criteria and click **Print**.

Print Reference Document List

Use this button to print a list of documents for each journal. The printout lists the posting date, general ledger account number, journal number, document number, description, and total amount posted. The end of the printout lists the total debits and credits posted.

1. Click **Print Reference Document List** on the Month-End Journals menu.

2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

Print Sales Journal Analysis

Use this button to print the posting detail for the Sales Journals. The printout lists the general ledger account, journal number, debit and credit amounts posted, and the counts for the debits and credits. The end of the printout lists the total debits and credits posted.

1. On the Month-End Journals menu, click **Print Sales Journal Analysis**.

2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

Print G/L Detail Year-To-Date

Use this button to print a complete list of year-to-date details for the general ledger for a specific year. Generally, you will generate this report in January after you close the general ledger for December. This will give you all of the detail for the previous year.

You should print a PDF version of the file so you can view and print it as needed later. When you print the report to a PDF file, you must go to the Electronic Month End feature. Use the **View/Print Month-End Records** button to display a list of the available PDF files. The general ledger detail file is named DetailXX.PDF (where XX is the year for the report). The file is created on the server drive and in C:\ASIME if your DMS is housed on an on-site server or in K:\ASIME if you use a hosted DMS solution. You can burn the report to a CD or flash drive as needed.

The printout lists every transaction for each general ledger account. For each transaction, it lists the posting date, journal number, document number, control number, debit amount posted, credit amount posted, and the description entered for the transaction.

1. On the Month-End Journals menu, click **Print G/L Detail Year-To-Date**.

2. Type the last two digits of the year you want to print (15 for 2015, 16 for 2016, etc.).

3. The system displays a warning that the report may be lengthy and that it is recommended you print the report to a PDF file. Click **OK** to acknowledge the message.

4. When prompted to verify your printer is ready, click **To .PDF File** to print the report to a PDF file or **To Printer** to print the report to your printer.

Print Post Ahead Journals

Use this button to print just the post-ahead journal entries. The report prints the entries for each journal separately. For each entry, it lists the posting date, general ledger account, documents number, control number, description, debit amount posted, credit amount posted, and the profit percentage.

1. Click **Print Post Ahead Journals**.

2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

Closing the Books

Use the first three buttons on the Month-End Procedures menu to close your books. If your schedule does not match the general ledger balance, you will not be able to complete the month-end update until you correct the discrepancy.

Accounts Receivable

All workstations must be out of accounts receivables during the update. However, Autosoft recommends you have all users exit the Accounting module while closing the books to ensure there are no conflicts.

1. On the Month-End Procedures menu, click **Close Accounts Receivable**.

2. When the monthly update screen opens, the system reminds you that you should have printed your customer statements before closing the month. Click **Continue** to acknowledge the reminder and to continue with the month-end closing.

3. The closing month populates the **Closing For Accounting Period** field based on the last month you closed. When prompted to verify you want to update this month, click **OK**. (If the month is not correct, click **Cancel**, and enter the correct month in the **Closing for Accounting Period** field.)

4. The update begins to run. This may take several minutes depending on the number of files in your system. Do not disturb the system during the update.

5. When the update is complete, the system returns you to the Month-End Procedures menu. A file will be accessible in C:\ASIME (K:\ASIME for dealerships using a hosted DMS solution); it also saves to the server. The file will use the naming convention AR#### in which the numbers represent the month and year of the closing. For example, the file AR0416 contains the accounts receivables information for April (04) 2016 (16). This file shows a printout of the AR schedule at the time of closing the Accounts Receivable module.

Accounts Payable

All workstations must be out of accounts payables during the update. However, Autosoft recommends you have all users exit the Accounting module while closing the books to ensure there are no conflicts.

1. Click **Close Accounts Payable** on the Month-End Procedures menu.

2. The closing month populates the **Closing For Accounting Period** field based on the last month you closed. When prompted to verify you want to update this month, click **OK**. (If the month is not correct, click **Cancel**, and enter the correct month in the **Closing For Accounting Period** field.)

3. The update begins to run. This may take several minutes depending on the number of files in your system. Do not disturb the system during the update.

4. When the update is complete, the system returns you to the Month-End Procedures menu. A file will be accessible in C:\ASIME (K:\ASIME for dealerships using a hosted DMS solution); it also saves to the server. The file will use the naming convention AP#### in which the numbers represent the month and year of the closing. For example, the file AP0416 contains the accounts payables information for April (04) 2016 (16). This file shows a printout of the AP schedule at the time of closing the Accounts Payable module.

General Ledger

Do not update the general ledger until all of the other month-end procedures have been completed. When you update the general ledger, *ensure that all users are out of the Accounting module, the Desk Manager module, and the Dealer Principal program*. It is also strongly advised that Parts and Service exit the system. Service may lock up the inventory file while working on an internal repair order, and Parts may lock up the general ledger file while creating a purchase order.

If any active journal files have not been posted, the system will display a warning to inform you the journals exist. You should research this situation before you continue.

1. From the Month-End Procedures menu, click **Close General Ledger**.

2. The closing month populates the **Enter The Accounting Period Ending** field based on the last month you closed. The system will warn you to verify that the period is correct. Verify the period displayed, and click **OK** to continue. (If the month is not correct, click **Cancel** and change the month. However, if you attempt to change the month, the system prompts you to enter a password to continue. You must get this password from an Autosoft Customer Support Center representative. This safety measure ensures you cannot accidentally close the general ledger for the wrong month.)

3. When prompted to verify you want to close the general ledger, click **OK**.

4. The update begins to run. This may take several minutes depending on the number of files in your system. Do not disturb the system during the update.

5. When the update is complete, the system returns you to the Month-End Procedures menu. Two files will be accessible in C:\ASIME (K:\ASIME for dealerships using a hosted DMS solution); they also save to the server. The files will use the naming convention GR#### and GP####, in which the numbers represent the month and year of the closing. For example, the file GR0416 contains the general ledger receivables information for April (04) 2016 (16). The file GP0416 contains the general ledger payables information for April (04) 2016 (16). These files show printouts of the AR and AP schedules at the time of the General Ledger closing.

Important: If you have more than one set of books, the files that save to the ASIME folder (AR0416, AP0416, etc.) may be overwritten if you close multiple stores on one computer. Autosoft recommends that you use a **different computer** to run the closing procedures for **each store**.

If you must close multiple stores on a single computer, it is important to completely run through the month-end procedure (from closing to burning the month-end records) for one store before starting the closing procedure of any subsequent stores. Go to the ASIME folder and rename the files to the specific dealership name (for example, AP0416-storeA), and then start the process for the next store, ultimately changing the name of the new file that is created to one specific to the store.

Prior Month Records

This button opens the Prior Month Records menu. You can use this menu to view and print inventory schedules, accounts payable and accounts receivable schedules, general ledger reports, detail forward and balance forward schedules, and month-end journals for a specific month. When the menu appears, you must select the month you want to use to print the records. Click the month you want to select in the list. All the buttons on the menu will pull the records for the month you select.
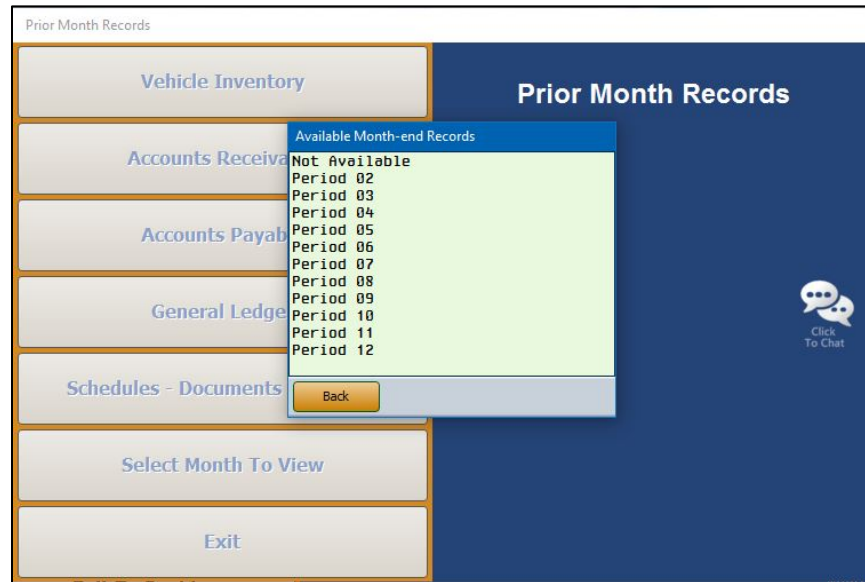
Vehicle Inventory

This button advances you to the Vehicle Inventory menu. This menu contains options similar to those on the Vehicle Inventory menu that opens when you click **Vehicle Inventory** on the Dealership Accounting main menu. *(See Chapter 3 for instructions on using the Vehicle Inventory menu.)*

Accounts Receivable

This button advances you to the Trade Customer Receivables menu. This menu contains options similar to those on the Trade Customer Receivables menu that opens when you click **Trade Receivables** on the Dealership Accounting main menu. *(See Chapter 4 for instructions on using the Trade Customer Receivables menu.)*

Accounts Payable

This button advances you to the Trade Vendor Payables menu. This menu contains options similar to those on the Trade Vendor Payables menu that opens when you click **Trade Payables** on the Dealership Accounting main menu. *(See Chapter 5 for instructions on using the Trade Vendor Payables menu.)*

General Ledger

This button advances you to the General Ledger menu. This menu contains options similar to those on the General Ledger menu that opens when you click **General Ledger** on the Dealership Accounting main menu. *(See Chapter 7 for instructions on using the General Ledger menu.)*

Schedules – Documents – Journals

This button advances you to the Scheduled Accounts menu. This menu contains options similar to those on the Scheduled Accounts menu that opens when you click **Schedules & Documents** on the Dealership Accounting main menu. *(See Chapter 6 for instructions on using the Scheduled Accounts menu.)*

The **Print Month-End Journals** button on the Scheduled Accounts menu opens the Print Month-End Journals menu. Each button works the same way it does when you print your month-end journals for the month-end closing. See page 275 for instructions on using this menu.

Select Month To View

Use this button to display the Available Month-End Records list. This is the same list that appears when the menu first opens. Click the month in the list you wish to select. All of the menu options will print records for the specified month.

Stack Month-End Print

When you are finished closing your books (accounts receivables, accounts payables, and general ledger), click **Stack Month-End Print** on the Month-End Procedures menu. This opens the Stack Print Month-End Records screen. You use this screen to print copies of the month-end records.

The system keeps the previous 12 months' records in the system, so you can select to print any records within the last 12 months. Since many users close their receivables, payables, and general ledger at different times, some of the detail may have been purged from schedules when the month-end records were printed. This makes the month-end records incomplete. As each schedule is closed, the final file is placed in the MEXX directory (where XX represents the month). This file is saved in the C:\ASIME folder (or K:\ASIME for dealerships using a hosted DMS solution), as well as the server drive. Printing from the MEXX directory after all of the schedules have been closed ensures the printout of the record is complete and you are able to print all the necessary records.

You can specify the number of copies that should print and whether you would like to print the records to a PDF file on the local client drive. However, there may be no provision for making a backup of the local drive, and the records may be lost due to hardware failure or other unforeseen accidents. Therefore, it you choose to save your month-end records to a PDF file, you should back up the records by burning them to a CD or flash drive. This can be done using the **Electronic Month-End Records** button on the Month-End Procedures menu.

Important: If you have more than one set of books, you *must* perform the Stack Month-End Print on a **different computer** for **each store**. It is important to note that the MEXX file will be overwritten in the C:\ASIME folder every time you perform the Stack Month-End Print. For example, when the stack is completed for Store A, ME04 (stack for April) is created in the C:\ASIME folder. If the stack for Store B is then completed, ME04 for Store A will be overwritten with the data for Store B. However, each store's stack will still be saved to their respective server directory.

If you must perform the Stack Month-End Print for multiple stores on a single computer, it is important to rename the MEXX file for each store before running the stack for the next store. Go to the C:\ASIME folder and rename the files to the specific dealership name (for example, ME04-storeA), and then start the process for the next store, ultimately changing the name of the new file that is created to one specific to the store.

1. Click **Stack Month-End Print** from the Month-End Procedures menu.

2. Select the month you wish to print. You can type the month in the **Print For Month Ending** field or click the month from the list that is displayed on the right of the screen. The year automatically populates based on the last time the selected month was closed.

3. Press ENTER. A **Print To PDF** button will appear under the **Year** field.

4. If you are printing one copy of each record and printing to a PDF file, you can click **Print To PDF**. Click **OK** when prompted to verify you want to begin printing to the PDF file.

   If you need to specify the number of copies to print, type the number of copies you want to print next to each record. After you enter the number of copies to print for the month-end journals, the system prompts you to verify that your printer is ready. Click **To Printer** to send the records to your printer or **To File** to save the records to a file.

5. If you select to have the month-end records saved to a PDF file, the system will prompt you with two warning messages.

   A. The first message warns you that the system backup will not save the month-end records. Click **OK** to acknowledge the warning.

   B. The second message warns you that you should burn the records to a CD (or flash drive) if you want to ensure you have a copy of them. Click **OK** to acknowledge the warning.

6. The system advances you to the Month-End Electronic Records screen.

Electronic Month-End Records

This button advances you to the Month-End Electronic Records screen. You use this screen in conjunction with the Stack Month-End Print screen. If you select the "**Print To PDF**" or "**To File**" option when printing the Month-End Records, the system saves the information as a PDF file on the local hard drive, C:\ASIME (K:\ASIME for dealerships employing a hosted DMS solution). Several years of records can be maintained on the local drive. This screen allows you to burn the month-end files to a CD or flash drive for backup. Because the system backup does not include making a backup of the local drive, the records may be lost due to hardware failure or other unforeseen accidents. By "burning" the files to a CD or flash drive, you ensure the records are safely backed up. Several copies should be made so a copy can be stored in a safety deposit box at an off-site location. You may also make a copy for your accountant.

> **Tip:** If you wish to burn the files to CD, the computer you are working on must be equipped with a CD burner to use this program feature. Store the backup CD in a safe place (fireproof safe, safety deposit box, etc) at an off-site location to ensure your records are protected.

1. If you did not automatically arrive on this page following the Stack Month-End Print file-saving process, click **Electronic Month-End Records** from the Month-End Procedures menu.

2. The left side of the screen lists all the PDF files available for backup. Click a file to view the information. You can print the information from the viewing screen.
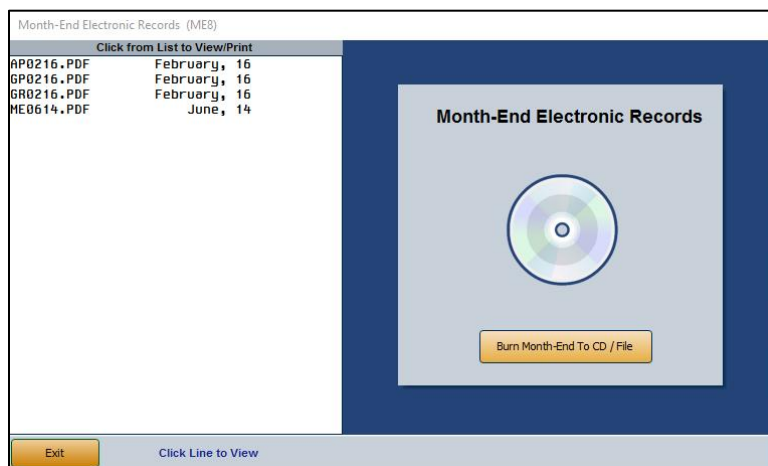

3. When you are ready to burn the files, click **Burn Month-End To CD/File**.

4. When prompted, click the button that indicates how you want the selection list to be sorted: by **Name** or by **Date**.

5. Boxes appear in front of the file names. Click in the box in front of the file you wish to print to select it. A check mark appears in the box.

6. Once you have selected the files you want to burn, choose how you would like to copy the files (either to a **CD/DVD** or to **File**).

7. If you choose to burn the information to a CD/DVD, select the appropriate drive using the **Drive** drop-down menu, place a blank disk into the drive, and click **Burn Now**.
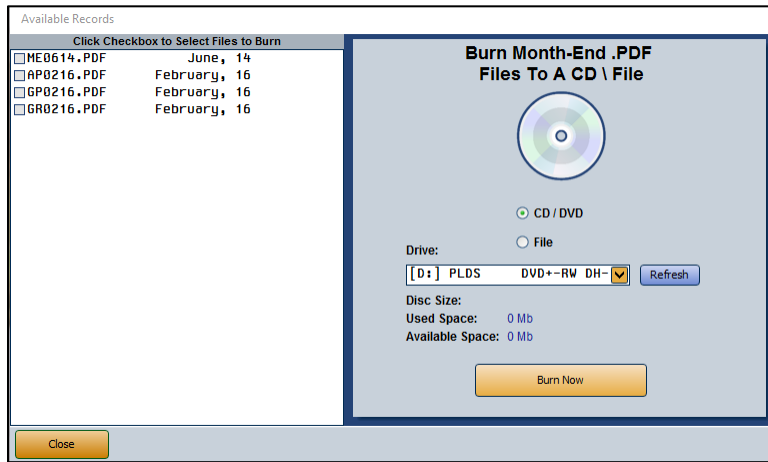
If you are saving the information to a flash drive, click **Copy Now** to save the ME files.
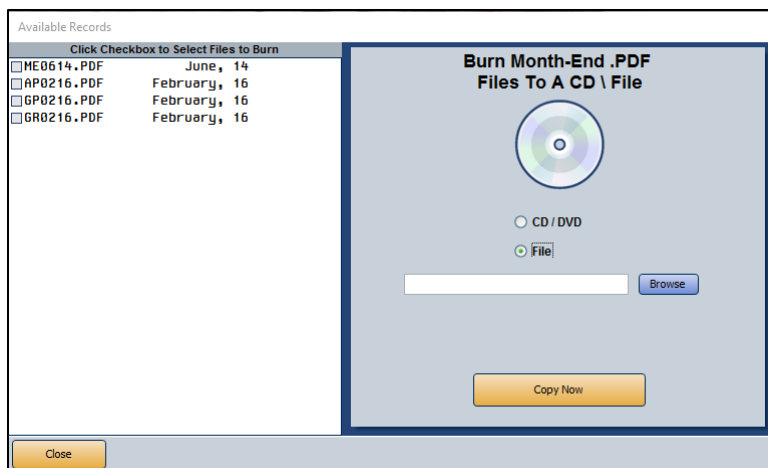
8. The files will be burned or saved as you indicated.

Tip: When you "burn" the month-end records to the CD, you will not be able to access any records previously burned to the CD. Therefore, Autosoft suggests you use a separate disk for each month. When you use a new disk, you only need to select the PDF file for the month you just closed. However, if you choose to use the same disk over again, you must select all of the previous months' records and the month you just closed to ensure you will be able to access all of the files.

Thirteenth Month Entries

This button advances you to the 13th Month Transactions menu, which is used to adjust the entries for the 12th month. If your dealership follows the standard calendar year, this option is used in January to adjust December entries. If your dealership does not follow the standard calendar year, this option is used during your 13th month to adjust entries for the 12th month of your fiscal year. Once you adjust the journals, you must print them and post the journals to the general ledger before making additional entries. When you have finished adding the entries, you must merge the balances, or the general ledger will be incorrect.

Journal Entries

Begin by inputting the 13th month entries. Post the journals the same way you post general journal entries on the Journal Entries menu. As you work on the entries, you can exit the screen with a partial transaction posted. When you attempt to exit, the system warns you that you have not saved the entry. You may exit the screen or choose to clear the transaction at this time. If you exit, the partial transaction will automatically display when you return to the screen. This function is "client" dependent, so it is only saved on this computer and for the current operator ID. The transaction will remain until you either complete and save it or clear it.

Print Journals

Use this button to print the 13th month journal entries for permanent record. You must print the journal entries before posting to the general ledger.

1. Click **Print Journals** from the 13th Month Transactions menu.

2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

Post Journals To G/L

Use this button to post the 13th month journal entries to the previous year's general ledger.

1. On the 13th Month Transactions menu, click **Post Journals To G/L**.

2. When prompted to verify you want to post the journals, click **OK**.

13th Month Trial Balance

Use this button to print the 13th month trial balances. The report will display the account numbers, account descriptions, and the total credits and debits posted to the journals. The end of the report will display a summary of the trial balance, including the total assets, total liabilities, and current profit.

1. Click **13th Month Trial Balance** on the 13th Month Transactions menu.

2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

Merge Beginning Balances

This button advances you to the Merge Beginning Balances menu. Use this button to automatically post the necessary entries to retained earnings. You use this menu to merge the account balances from the previous year's general ledger to the beginning balances of the current year's general ledger. Before you merge, make sure that all of the account balances are correct. You must print the journal entries for income and expenses before merging the balances.

Print Closing Journal

First, use this button to print the closing journal.

1. On the Merge Beginning Balances menu, click **Print Closing Journal**.

2. An alert will direct you to confirm that the information in the Retained Earning field is correct. Click **OK**.

3. The cursor moves to the **Retained Earnings** field, which automatically pulls the account number flagged as the retained earnings account. Press ENTER if this is correct. If it is not, type the correct account number in the field and press ENTER.

4. When prompted to verify your printer is ready, select your print criteria and click **Print**.

Merge Beginning Balances

Use this button to merge the previous and current year's general ledger balances.

1. Click **Merge Beginning Balances** on the Merge Beginning Balances menu.

2. An alert will direct you to confirm that the information in the Retained Earning field is correct. Click **OK**.

3. The cursor moves to the **Retained Earnings** field, which automatically pulls the account number flagged as the retained earnings account. Press ENTER if this is correct. If it is not, type the correct account number in the field and press ENTER.

4. Click **OK** when prompted to verify you want to merge the balances. The system returns you to the 13th Month Transactions menu.

13th Month Utilities

Use the 13th Month Utilities menu to manage your 13th month entries.
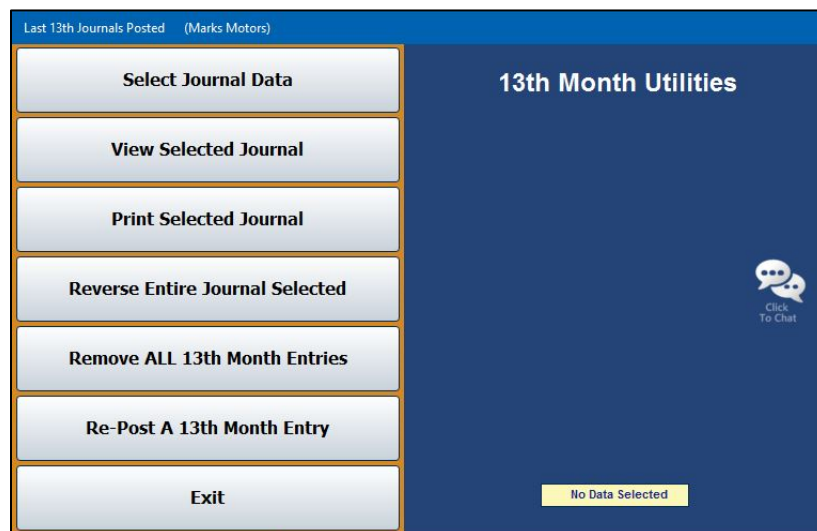
Select Journal Data

Use this button to select the journal data you want to use.

1. From the 13th Month Utilities menu, click **Select Journal Data**.

2. Click the journal in the list you want to use. All available journal entries appear in the list.

3. The system automatically displays the journal data for the selected journal. This is the same screen that appears when you click **View Selected Journal** on the menu.

View Selected Journal

Use this button to view the data for the selected journal. The same screen opens when you select a journal using the **Select Journal Data** button.

1. On the 13th Month Utilities menu, click **View Selected Journal**. The screen displays the journal data.

2. Click **Back** to close the screen.

Print Selected Journal

Use this button to print the selected journal.

1. From the 13th Month Utilities menu, click **Print Selected Journal**.

2. When prompted to verify your printer is ready, select your print criteria and click **Print**.

Reverse Entire Journal Selected

Use this button to reverse the selected journal entry.

1. Use the **Select Journal Data** option on the 13th Month Utilities menu to select the journal entry.

2. Click **Reverse Entire Journal Selected** on the 13th Month Utilities menu.

3. Click **OK** when prompted to verify you want to reverse the journal entry.

4. The system prompts you that the reversal entry has been created. Click **OK** to acknowledge the message.

5. When prompted to verify your printer is ready, select your print criteria and click **Print**.

6. Once the journal has been printed, the system advances you to the Post 13th Month Entries screen. Click **OK** to post the reversal entry.

Remove All 13th Month Entries

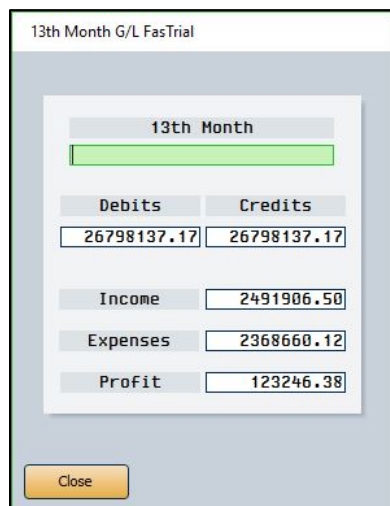Use this button to reverse all 13th month journal entries.

1. On the 13th Month Utilities menu, click **Remove All 13th Month Entries**.

2. Click **OK** to verify you want to remove all entries.

3. The system prompts you to verify your retained earning balance. Click **YES** if the amount is correct. Otherwise, click **NO**. You will have to research the discrepancy.

4. The system displays a "Completed" message when it is finished reversing the entries. Click **OK** to acknowledge the message.

Re-Post A 13th Month Entry

1. Click **Re-Post A 13th Month Entry** on the 13th Month Utilities menu.

2. The left side of the screen displays the available entries. Click the entry you want to repost.

3. The detail for the entry displays in the window on the right side of the screen.

4. Click **Repost**.

5. Click **OK** when prompted to verify you want to post the entry.

13ᵗʰ Month FasTrial

Use this button to display the 13ᵗʰ month general ledger FasTrial. The screen displays the total debits, credits, income, expenses, and profit for the 13ᵗʰ month.

13th Month TB To Excel

Use this button to download the 13th month trial balance to Microsoft® Excel. You can access the file in Excel as needed. In Excel, open the file **C:\ASIXL\TrBal13.xls** (**K:\ASIXL\TrBal13.xls** if your dealership employs a hosted DMS solution).

1. On the 13ᵗʰ Month Transactions menu, click **13th Month TB To Excel**.

2. Click **OK** when prompted to verify you want to export the 13th month trial balance.

3. The system displays a prompt indicating the report has been saved to an Excel file. Click **OK** to acknowledge the message.