E. General Ledger Procedures

a. Be sure all modules (Accounts Receivable, Accounts Payable) have been closed.

b. Balance Bank Statements (Operating Account and Payroll Account)

c. Verify all Deposit Reconciliation Reports (Accounts Receivable)

d. Process all General Ledger Journal Entries (Depreciation, Payroll Accrual, Subscriber Accrual, Property Tax Accrual, 941 Tax Deposit, 401K Plan Deposit, Direct Deposit Transfers)

Note: All transaction MUST have a Debit and a Credit to balance and proceed.

e. Select General Ledger at menu

f. Select Post Transactions

g. Select "Specific" – select "GL" at drop down menu and hit refresh

h. Press "begin processing"

i. Press OK – close folder

j. Select "Reports"

k. Select "Trial Balance"

l. Select "Print Preview"

m. Verify Balances on the following G/L accounts
- ❖ Operating Account
- ❖ Payroll Account
- ❖ Baytown Account
- ❖ Investment Account
- ❖ Accounts Receivable
- ❖ Accounts Payable

Note: After all balances are verified proceed to next steps.

n. Select "G/L"

o. Select "Reports"

p. Select "Detail G/L"

q. Press Print – close when complete

r. Select "G/L'

s. Select "Closing"

t. Select "Period" by GL Module to close the current period

u. Press "Begin Processing" – close when complete