

Trams Back Office

Setting Up the Core Reports and General Ledger

Client Balances on your books prior to the start of Trams Back Office need to be entered into the Trams Back Office program. Then when client payments are received, an invoice will be present in Trams Back Office in order to apply payments. Client Balances are entered in *Trams Back Office* by creating invoices. Agencies have two choices when entering prior Client Balances. By using **Method One**, you can enter each invoice individually with complete client, vendor and agent details which will ensure accurate Client and Agent Statements, and Vendor detailed reports.

Or you can create a separate invoice for each Client Balance using the "short cut" **Method Two** below. Be aware that by using this method; however, you will lose flexibility and will not be able to run accurate Client and Agent Statements, and Vendor detailed reports.

Step 1. From Previous Back Office System, run:

- * Client Balance Report (Accounts Receivable)
- * Vendor Balance Report (Accounts Payable)
- * Income Statement (Profit/Loss Statement)
- * Balance Sheet
- * Trial Balance

Step 2. Set-Up Client Balance Report

- * Run a Client Balance Report **in detail** using date one day prior to your start-up date.
- * Compare to previous system Client Report and note differences.
- * Make any entries in Trams Back Office to correct report (see directions below) and don't forget unapplied balances!
- * Rerun Client Balance Report in detail using date one day prior to the startup date and make sure all balances are correct.

Method One: Creating Separate Invoices in Detail for Each Client/Vendor Balance

1. Create one Client Group and one Vendor Group called "Write Off" by going to **Utilities|Setup|Groups**.
2. To create Client Balances - Enter all invoice details pointing to the correct client, agent and vendor profiles for all *client* outstanding balances, and the proper "Submit to". (Please see steps on *Entering An Invoice* in Reference Guide). When you are prompted to create a new profile, make sure to enter proper Interface ID's. Click on the "Groups" tab and on the drop-down arrow. Select "Write Off" and click add and then OK. Do this for any Client or Vendor new profiles you create.
3. To create Vendor Balances - Enter all invoice details, pointing to the correct client, agent and vendor references for all *vendor* outstanding balances. Use the correct issue date of the invoice. Make sure the Submit To is set to Supplier to ensure Vendor Balances for invoices is correct.
4. Go to **Reports|Core** and run a Client Balance Report and Vendor Balance Report with dates set one day prior to the startup date.
5. Compare the Core Reports to the previous accounting system's Account Receivable and Accounts Payable.
6. Since creating an invoice creates a client balance and vendor payable which may have been paid prior to starting Trams, write off any outstanding client and vendor balances by using the following directions.

Directions for Removing/Writing Off an Initial Client Balance:

- Go to Payments/Received.
- Enter the total Amount of Invoices to be removed/written off.
- Use the Payment Date of one day prior to the start-up date.
- Choose Payment Method of OTHER.
- Under Remarks, type "Prior Receivable Write-off".
- In the Invoice Selection Screen, click on *A Group of Profiles*, and select *Write Off* from the drop-down list.
- In the *Name* field, enter the Client Name of any one of the Client profiles you created.
- Select the invoices to close off by clicking on "Toggle Close", leaving just the open invoices "Open".
- Do NOT create a Journal Entry when prompted.

Directions for Removing/Writing Off an Initial Vendor Balance:

- Go to Payments/Made.
- Enter the total Amount of Invoices to be removed/written off.
- Use the Payment Date of one day prior to the start-up date.
- Choose Payment Method of OTHER.
- Under Remarks, type "Prior Payable Write-off".
- In the Invoice Selection Screen, click on *A Group of Profiles*, and select *Write Off* from the drop-down list.
- In the *Name* field, enter the Vendor Name of any one of the Vendor profiles you created.
- Select the invoices to close off by clicking on "Toggle Close", leaving just the open invoices "Open".
- Do NOT create a Journal Entry when prompted.

Directions for Setting Up an Unapplied Client Balance:

- Go to Payments/Received.
- Enter the Amount Client paid on account.
- Use the Payment Date of one day prior to the start-up date.
- Under Remarks, type "Prior Receivable".
- In the *Name* field, enter the Client Name. *Trams* prompts to build a new profile if it does not find a match. **Note: If you are creating a new Client Profile, make sure you add an Interface ID #.**
- *Trams* prompts you to create a voucher. Click Yes, and OK.

Directions for Setting Up an Unapplied Vendor Balance:

- 1) Go to Payments/Made.
- 2) Enter the Amount of the Vendor Balance on account.
- 3) Use the Payment Date of one day prior to the start-up date.

- 4) Under Remarks, type "Prior Payable".
- 5) In the *Name* field, enter the Vendor Name. *Trams* prompts to build a new profile if it does not find a match. **Note: If you are creating a new Vendor Profile, make sure you add an Interface ID #.**
- 6) *Trams* prompts you to create a Voucher. Click Yes and Click OK.

Directions for Adding a "Negative Payable" or Vendor Receivable

Cruises, Tours, etc. paid by credit card (where commission is due) require that a Sale Invoice is created:

- 1) Go to **Invoice|Sale**.
- 2) Follow steps for inputting new Invoice as outlined in the Reference Guide.
- 3) Click Yes on the prompt "Enter a payment for this invoice?"
- 4) Enter credit card number.
- 5) Repeat for each Negative Payable.

WHEN YOU HAVE COMPLETED ENTERING ALL INVOICES AND UNAPPLIED BALANCES (and have done write-offs, if necessary), DON'T FORGET TO RERUN THE CLIENT BALANCE CORE REPORT WITH DATES SET ONE DAY PRIOR TO THE START-UP DATE TO MAKE SURE YOUR BALANCES ARE ACCURATE.

METHOD TWO: CREATE SEPARATE INVOICES IN DETAIL WITH "SHORT CUT" METHOD

Directions for Setting Up Client Balances in Trams Back Office (Add a Client Balance)

Client Balances are entered in *Trams* by creating invoices. Create a separate invoice for each Client Balance. Click on *Invoices/Sale*.

1. In the *Invoice #* field, type in the invoice number of the unpaid invoice.
2. The *Issue Date* is the date prior to your start-up date, e.g.12/31/00 if your start-up date is 01/01/01.
3. In the *Remarks* field, type in *Prior Receivable* or any other free flow information.
4. In the *Name* field, enter the Client Name. *Trams* prompts to build a new profile if it does not find a match. **Note: If you are creating a new Client Profile, make sure you add an Interface ID #.**
5. Click *OK* to process.
6. Change the *Submit To* field to *Supplier*.
7. In the *Vendor Name* field, type in *Prior Client Balances*. *Trams* prompts to create a new profile if it does not find a match.
8. In the *Total Fare* field, type in the amount owed.
9. The *Taxes/Rate* and *Commission/Rate* fields are *0.00*.
10. Click *No* on the prompt "Enter a payment for this invoice?"

Client Name	Client Id	Phone	Invoices Total	Total Unapplied	Balance Due
Travel With The Stars 5777 W Century Blvd. Suite 1200 Los Angeles, CA 90045 310.641-9726					
Rosen/Herb			0.00	500.00	-500.00
Dealer Cover, Inc.		+1 (800) 541-6350	7,084.00	0.00	7,084.00
6102		1/18/98 SMM	Smith/Tom		2,694.00
6117		1/18/98 SMM	Prince/Doris		2,694.00
6147		1/24/98 SMM	King/Sam		1,396.00
Hughes Aerospace		+1 (213) 815-4280	2,792.00	0.00	2,792.00
7148		1/26/00 SMM	Smith/Jones		1,396.00
6000		12/31/00 SMM	Smith/Jones		1,396.00
Toshiba America Inc.		+1 (213) 677-6413	2,392.00	0.00	2,392.00
6124		1/18/98 SMM	Gallardo/Scott		2,392.00
TRAMS INC.	TRAMS	+1 (213) 641-8726	9,888.00	0.00	9,888.00
7163		1/30/00 SMM	Gaines/Sarani		1,794.00
7164		1/31/00 SMM	Alamith/Scott		2,094.00
Tri-Star Productions		+1 (213) 641-8726	2,792.00	0.00	2,792.00
7197		1/26/00 SMM	Scanlon/Dan		2,792.00

Since creating a Receivable also creates a Payable, enter a Payment Made to close off all the Vendor Balances now contained in the Profile, "Prior Client Balances."

Click Reports/Core/Vendor Balances.

11. In the *As Of* field, enter the date. The date should be one day prior to the start date.
 12. Change the *Format* field to Summary, then click *OK* to process.
 13. Find the *Balance Due* total for the profile *Prior Client Balances* and make a note of the balance.
 - 14. Next, click Payments|Made.**
 15. In the *Amount* field, type in the total amount of the Prior Client Balances noted from the Vendor Balance report.
 16. Change the *Payment Method* to *Other*.
 17. The *Pay Date* is one day prior to the start date.
 18. Leave the *Check/CC No* field blank.
 19. Leave the *Payment Code* field blank.
 20. Leave the *Payment Group* field blank.
 21. In the *Remark* field, type "To Close Prior Payables."
 22. Change *Profile Type* to *Vendor-Supplier*.
 23. In the *Name* field, type "Prior Client Balances."
 24. Click *OK* to display open invoices. Click *Close All*. Click *OK* to save.
- Trams* prompts, "Create a Journal Entry? Click *NO*."

Directions for Removing/Writing Off a Prior Receivable Client Balance:

- 1) Go to Payments/Received.
- 2) Enter the Amount of Invoice to be removed/written off.
- 3) Use the Payment Date of one day prior to the start-up date.
- 4) Choose Payment type of OTHER.
- 5) Under Remarks, type "Prior Receivable Write-off".
- 6) In the *Name* field, enter the Client Name.
- 7) Toggle the invoice close by clicking on "Toggle Close".
- 8) Do NOT create a Journal Entry when prompted.

Directions for Setting Up An Unapplied Client Balance:

- 1) Go to Payments/Received.
- 2) Enter the Amount Client paid on account.
- 3) Use the Payment Date of one day prior to the start-up date.
- 4) Under Remarks, type "Prior Receivable".
- 5) In the *Name* field, enter the Client Name. *Trams* prompts to build a new profile if it does not find a match. **Note: If you are creating a new Client Profile, make sure you add an Interface ID #.**
- 6) *Trams* will prompt you to create a Voucher. Click Yes and Click OK.

WHEN YOU HAVE COMPLETED ENTERING ALL INVOICES AND UNAPPLIED BALANCES (and have done write-offs, if necessary), DON'T FORGET TO RERUN THE CLIENT BALANCE CORE REPORT WITH DATES SET ONE DAY PRIOR TO THE START-UP DATE TO MAKE SURE YOUR BALANCES ARE ACCURATE.

Step 3. Set-Up Vendor Balance Report

- * Run a Trams Back Office Vendor Balance Report in detail using date one day prior to your start-up date.
- * Compare to previous system Vendor Balance Report and note differences.
- * Make any entries in Trams Back Office to update with correct Vendor balances using Method One (see Setting Up Client Balance Core Report) or Method Two "Shortcut" (see directions below) and don't forget unapplied balances.
- * Rerun Vendor Balance Report in detail using date one day prior to your start-up date and make sure all balances are correct.

Directions for Setting Up Vendor Balances in Trams Back Office Method Two "Shortcut" (Add a Vendor Balance)

Vendor Balances are entered in *Trams* by creating invoices. Create a separate invoice for each Vendor Balance. **Note: If you are creating a new Vendor Profile, make sure you add an Interface ID #.**

1. Click *Invoices/Sale*.
 2. In the *Invoice #* field, type in the invoice number of the unpaid invoice.
 3. The *Issue Date* is the date prior to your start-up date, e.g. 12/31/00 if your start-up date is 01/01/01.
 4. In the *Remarks* field, type in *Prior Payable* or any other free flow information.
 5. In the *Name* field, type *Prior Vendor Balances*. *Trams* prompts to create a new profile. (Don't forget Interface ID!)
 6. Click *OK* to process.
 7. Change the *Submit To* field to *Supplier*.
 8. In the *Vendor Name* field, enter the name of the vendor to be paid.
 9. In the *Total Fare* field, type in the amount owed.
 10. Click *No* on the prompt "Enter a payment for this invoice?"
- Since creating a Payable also creates a Receivable, enter a Payment Received to close off all the Client Balances now contained in the Profile, "Prior Vendor Balances."

Report Preview [Vendor Balance Detail Report (As Of 12/31/00)]

Vendor Balance Detail Report (As Of 12/31/00)

Travel With The Stars
5777 W. Century Blvd.
Suite 1200
Los Angeles, CA 90045
310.641-8728

Vendor Name	Invoice No	Branch	Issue Dt	Invoice Total	Total Unapplied	Balance Due
Apple Vacations	6142 S	0	1/23/98	2,473.60	0.00	-2,473.60
				0.00	-5,000.00	5,000.00
Carnival Cruise Group97				0.00	0.00	0.00
Carnival Cruise Line				-3,182.40	0.00	-3,182.40
Sunburst Holidays	8151 S	0	1/24/98			-3,182.40
				=====	=====	=====
				-5,556.00	-5,000.00	656.00

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1. Click *Reports/Core/Client Balances*.
2. In the *As Of* field, type in the date. The date should be one day prior to the start date.
3. Change the *Format* field to *Summary*, then click *OK* to process.
4. Find the *Balance Due* total for the profile *Prior Vendor Balances* and make a note of the balance.
5. Next, click *Payments/Received*.
6. In the *Amount* field, type in the total amount for *Prior Vendor Balances*, noted from the Client Balance report.
7. Change the *Payment Method* to *Other*.
8. The *Pay Date* is one day prior to the start date.

9. Leave the *Check/CC No* field blank.
10. Leave the *Payment Code* field blank.
11. Leave the *Payment Group* field blank.
12. In the *Remarks* field, type "To Close Prior Receivable."
13. Change *Profile Type* to *Client*.
14. In the *Name* field, type in *Prior Vendor Balances*.
15. Click *OK* to display open invoices. Click *Close All*. Click *OK* to save.
16. Trams prompts, "Create a Journal Entry?" Click *NO*.

Directions for Removing/Writing Off a Prior Payable Vendor Balance:

- 1) Go to Payments/Made.
- 2) Enter the Amount of Invoice to be removed/written off.
- 3) Use the Payment Date of one day prior to the start-up date.
- 4) Choose Payment type of OTHER.
- 5) Under Remarks, type "Prior Payable Write-off".
- 6) In the *Name* field, enter the Vendor Name.
- 7) Toggle the invoice close by clicking on "Toggle Close".
- 8) Do NOT create a Journal Entry when prompted.

Directions for Setting Up an Unapplied Vendor Balance:

- 1) Go to Payments/Made.
- 2) Enter the Amount of the Vendor Balance on account.
- 3) Use the Payment Date of one day prior to the start-up date.
- 4) Under Remarks, type "Prior Payable".
- 5) In the *Name* field, enter the Vendor Name. Trams prompts to build a new profile if it does not find a match. **Note: If you are creating a new Vendor Profile, make sure you add an Interface ID #.**
- 6) Trams prompts you to create a Voucher. Click *Yes* and *OK*.

Directions for Adding a "Negative Payable" or Vendor Receivable

Cruises, Tours, etc. paid by credit card (where commission is due) require that a Sale Invoice is created:

- 1) Go to **Invoice|Sale**.
- 2) Enter a new Invoice.
- 3) Click *Yes* on prompt, "Enter a payment for this invoice?"
- 4) Enter credit card number.
- 5) Repeat for each Negative Payable.

WHEN YOU HAVE COMPLETED ENTERING ALL INVOICES AND UNAPPLIED BALANCES (and have done write-offs, if necessary), DON'T FORGET TO RERUN THE VENDOR BALANCE CORE REPORT WITH DATES SET ONE DAY PRIOR TO THE START-UP DATE TO MAKE SURE YOUR BALANCES ARE ACCURATE.

Step 4. Set-Up ARC/BSP Core Report

- * Run an ARC Core Report with dates set 1 day prior to startup date (notice earliest invoice date).
- * If any balances are in Trams Back Office, do an ARC Settlement to close off old vendor balances.
- * Re-run an ARC Report with dates 1 day prior to startup date.
- * Retain balance to integrate into G/L.

Directions for Setting Up ARC Core Report/ARC Settlement if you have Converted Data

- 1) Select Payment/ARC Settlement.
- 2) Leave the Amount field and Payment Type set at the defaults, but change the Payment Method to OTHER.
- 3) For the ARC Settlement Date, use date of Sunday prior to the cutover date.
- 4) Type in "To Start Trams" in Remarks field.
- 5) For the ARC Period, put the earliest possible date of invoices included in the settlement in first field and use the date of the Sunday prior to the cutover date in the To field. Click *OK*.
- 6) Once inside the settlement feature, note the amount of the invoices at bottom of settlement screen and input this into the Amount field on the top and indicate the Payment Type (Received From or Paid To) at this time.
- 7) Click on Close All and click *OK* to process. **DO NOT CREATE A JOURNAL ENTRY WHEN ASKED.**
- 8) Now go to **Reports|Core|ARC** and run report with dates set one day prior to the startup date. Make sure this total agrees with previous system's total. Retain this amount to enter into G/L ARC Balance account.

For Clients Who Have Not Converted Data

- 1) A different way to determine your ARC balance as of the end of that month is to pull all of your ARC draft receipts in that month. Determine the last draft or deposit in that month from ARC and what ARC week that pertained to. The week following that week is still *open*.
- 2) Total up ARC invoices that belong to the ARC week prior to the startup date. Retain this amount to enter into the G/L.

First ARC/BSP Settlement: If you made payments to ARC:

- 1) Go to **Payments|Made**, choose *Cash* as the Payment Type, Type "First ARC Settlement" in the Remarks field.
- 2) Choose profile type of "Other," and the Name, "ARC Balances."
- 3) If you have paid ARC, when the journal entry comes up, credit the correct bank account, and debit the ARC Balances account. Click *OK*.

If you received payments from ARC:

- 1) Go to **Payments|Received**, choose *Cash* as the Payment Type, Type "First ARC Settlement" in the Remarks field.
- 2) Choose profile type of *Other*, and the Name, *ARC Balances*.
- 3) If you have received money from ARC, debit the correct bank account, and credit the ARC Balances Account. Click *OK*.

Interfacing starts building the ARC Core Report. From this point onward, do the ARC Settlement when received to reconcile your bank account and close off items on ARC Core Report.

Step 5. Set-Up Check Register Core Report/Bank Reconciliation

- * Run the Check Register Core Report for first bank account with dates set one day prior to the start-up date and zero out any balances.
- * Follow steps below for setting up the Check Register Core Report and the Bank Reconciliation.
- * Rerun the Check Register Core Report with dates set one day prior to the start-up date and verify the balance is correct.
- * Repeat process for each remaining bank account.

Directions for Setting Up Check Register and Bank Reconciliation

To begin using the Check Register and to set up the Bank Reconciliation, prepare the following information:

- The check register balance from your checkbook as of one day prior to your start date. Example: If you are starting the check register 1/1/01, you need the ending balance from 12/31/00.
- The ending balance from the prior month's Bank Statement. i.e.: The Bank Statement from 12/31/00.
- A list of all outstanding items that have not cleared the bank as of the bank statement's date. Include all deposits, checks and withdrawals.

Check No	Date	Print No	Payee	Amount	Remarks
Deposit	12/31/00	1400	** Deposit **	12,250.00	Beginning Balance for Trans
				12,250.00	
Check	12/31/00	1471	Travel Weekly Magazine	-40.00	
4608	12/31/00	1472	ESB Management	-1,500.00	
*4650	12/31/00	1485	UPS	-300.00	
*4692	12/31/00	1490	LA Times	-25.00	
*4805	12/31/00	1487	Express Clearing Service	-75.00	
				-2,000.00	
			Starting Balance:	0.00	
			Total Deposits:	12,250.00	
			Total Withdrawals:	0.00	

To help gather the information you need to enter into *Trams*, complete the information below:

Bank Statement Ending Balance _____

Total of Outstanding Checks - _____

Total of Outstanding Withdrawals - _____

Total of Outstanding Deposits + _____

Ending Balance = _____

1. Using your mouse, click *Reports|Core|Check Register*.
2. In the *From* and *To* fields, enter the date one day prior to your start date. (e.g., From: 12/31/xx, To: 12/31/xx)
3. The *Bank Acct* field should be the corresponding bank account number (1, 2, 3, etc.). To change the default, type in the new number, or click the arrow next to the field to see the list.
4. Leave *Bank Reconciliation* field to the default set to *All*. Click *OK* to process. You see the Ending Balance at the end of the report.
5. Zero out the Ending Balance by entering a *Withdrawal* if the amount is positive or enter a *Deposit* if the amount is negative.

NOTE: The date of the Deposit or Withdrawal is one day prior to the start date. In the *Remark* field type, "To zero out acct."

6. Enter the Ending Balance from the bank statement by creating a *Deposit* if the amount is positive or a *Withdrawal* if the amount is negative. The date of the entry should be one day prior to the start date. In the *Remark* field, type "*Bank Statement Balance*."

7. Next, click *Payment/Reconciliation/Bank Reconciliation*.

8. Click *Clearing Date* and enter the date one day prior to the start date.

9. Leave *Stmt Ending Balance* blank.

10. Click *OK* to process.

11. *Trams* shows a list of payment items (Deposits, Withdrawals and Checks). Click the *Clear All* button to mark all items as cleared. Click *OK* to save.

12. *Trams* prompts, "(Number) *Payment(s) Will be Marked Cleared and (Number) Payment(s) Will be Marked Uncleared. Continue? Yes or No.*" Click *YES*.

13. Next, enter the list of all outstanding deposits, withdrawals and checks under *Payments*. **DO NOT CREATE A JOURNAL ENTRY WHEN PROMPTED.**

14. Once all outstanding items are entered, click *Reports/Core/Check Register* and print as of one day prior to the start date, with *Bank Reconciliation* set to *All*. **Verify that the checkbook balance is correct.**

Step 6. Entering Opening Balances into the G/L

The General Ledger does not need to be “turned on” because it is always active. You can print your financial reports at any time without putting in your beginning balances. However, if you want accurate financial reports Year To Date, it is *required* that you set up the General Ledger with accurate beginning balances and then balance the General Ledger on a monthly basis.

Before you begin, establish the Four Core reports:

- **ARC Balance Report**

Enter sales and payment information on a daily basis.

Submit the report weekly to ARC.

Reconcile the ARC Settlement each week.

- **Client Balances Report**

View on a regular basis and review for accuracy.

- **Vendor Balances Report**

View on a regular basis and review for accuracy.

- **Check Register Report**

Enter Deposits, Withdrawals and Checks on a daily basis.

Balance and reconcile against your Bank Statement each month.

When you have reached this point, you have a solid foundation on which to build your General Ledger.

15. Determine your General Ledger implementation date, e.g. 1/1/01.

16. Get your General Ledger ending balances from your previous accounting program, manual bookkeeping records, or your accountant. The balances need to be from the day prior to your implementation date, e.g. implementation date is 1/1/01, balances from 12/31/00.

Note: It is not necessary to have the General Ledger ending balances to implement the General Ledger as long as your Four Core reports are accurate.

17. The *Travel Types* table, *General Ledger Accounts* table, and the *Chart of Accounts* should all correspond. The Chart of Accounts should have a *Sales* and *Cost of Sales* account for each travel type listed in the Travel Type table. The General Ledger Accounts table should coincide with both the Chart of Accounts and Travel Type table. For additional information on setup procedures for these tables, see General Ledger Accounts Setup.

18. Print the Four Core Reports as of the day prior to the implementation date. Verify that the Core Report balances match the ending balances from your accountant or prior bookkeeping system.

IMPORTANT: If your Core Report balances do not match your previous G/L Accounts, adjust the account up or down with advice from your accountant.

19. Enter new beginning balances in the General Ledger by clicking *General Ledger/Journal Entry*. Enter the *Activity Date* as the day prior to the implementation date. In the *Remarks* field, type in “*Beginning Balances.*” In the *Account Name & Number* field, enter the Account Name or Number, or click the arrow to select from the list. Enter the *Amount* in the *Debit* or *Credit* column. If you are entering balances from a

Account #	Account Name	Dr.	Debit	Credit
1000	Petty Cash		100.00	
1200	Prepaid Expenses		800.00	
1400	Security Deposits		900.00	
1210	Furniture & Fixtures		6,400.00	
1200	Office Equipment		21,064.00	
1500	Other Assets		3,100.00	
2100	Federal Withholding		694.16	1,110.00
2105	FICA Payable - Social Security			1,110.00
			Debit Total	99,093.91
			Credit Total	99,093.91

previous accounting system or from your accountant, copy the information line by line. If you are entering *Core Report balances only*, see below.

- From the Check Register report, enter the *Ending Balance* into the *Cash in Bank* account. (1000 series number) If the ending balance on the Check Register report is positive, enter the amount in the debit column. If the ending balance is negative, enter the amount in the credit column.
- From the Client Balances report, enter the *Balance Due* total into the *Client Balances* account. (1000 series number) If the report total is a positive amount, enter in the amount in the debit column. If the report total is negative, enter in the credit column.
- From the Vendor Balances report, enter the *Balance Due* total into the *Vendor Balances* account. (2000 series number) If the total is a positive amount, enter in the amount in the debit column. If the total is negative, enter in the amount in the credit column.
- For the ARC Balances, enter the *Net Remit* balance into the *ARC Balances* account. (2000 series number) If the ARC Balance is positive, (ARC owes you) enter in the debit column. If the ARC Balance is negative, (you owe ARC) enter in the credit column.
- To balance the journal entry, put the difference between the debits and credits in the 3999 - *Suspense Account*. You may need to set this account up if it does not already exist.
- Once all accounts are entered and debits and credits equal, click *OK* to save. If debits and credits do not balance, go back and check all the amounts in the journal entry against all the amounts from your previous Balance sheet.

20. Now Print the Trial Balance Report and compare against the Four Core reports and verify that they are all in balance.

21. Finally, once you have verified the General Ledger amounts are in balance, *Post* the journal entry to the General Ledger. **This makes it permanent.** To post, click *General Ledger/Posting*. In the *Latest Posting Date* field, enter date as the day prior to the implementation date. (i.e.12/31/97)

Note: Once you have posted the journal entry, print a final copy of the Four Core Reports and the Trial Balance report to keep in your files.

22. From this point forward you should maintain the General Ledger on a monthly basis by balancing the General Ledger to the Four Core reports.