Trams Back Office
Implementation
Timeline & Checklists

Daily Routine

1.   Capture Sale and Refund Invoices (manual or interface). Enter all adjustment invoices such as debit/credit memos. Note: *ClientBase* invoices are entered in TBO automatically when issued.
2.   Enter receipts and balance the bank deposit:
   a.   Enter each separate receipt under **Payments|Received**. (If you have information available, you should consider entering any EFT or direct deposit receipts for the day. As these type transactions hit the Check Register directly, these items are not included in your daily deposit to the bank.)
   b.   Under **Payments|Deposit**, verify the date for which you are doing the deposit and query for the receipts to be included in the deposit.
   c.   Verify the receipts that are included are receipts you are actually going to deposit in the bank.
   d.   Print 2 deposit slips - one for your records and one for the bank.
3.   Print a copy of a Receipts Report (**Reports|Payments|Receipts**) for all Cash/Check receipts for each bank account for the day. Balance the total on the report to the bank deposit slip. (It is always a good idea to total the actual checks and make sure it matches the amount you have entered into TBO.) Attach the report to the agency copy of the deposit slip and file.
4.   Enter all agency disbursements in **Payments|Made**.
5.   Run the Four Core Reports and review for errors: Client Balances, Vendor Balances, ARC/BSP Reconciliation and Check Register.
6.   Run the G/L Reconciliation Report to catch any G/L errors daily.
7.   Backup your files (**Utilities|Backup)!**

Weekly (ARC/BSP Sales Report/Reconciliation)

1.   Run a list of all invoices captured in *Trams Back Office* by going into **Reports|Invoice|Analysis** and verifying that all invoices for the week are accounted for in TBO.
2.   Run a list of all tickets captured in *Trams Back Office* by going into **Reports|Invoice|ARC/BSP**
3.   **Reconciliation** and verifying that all tickets issued for the week are accounted for in TBO. Be sure to set ticket status to "ALL."
4.   Enter any missing Refunds, Debit Memos, Voids, etc.
5.   Once completed, submit the ARC/BSP report.
6.   Enter and balance the ARC/BSP Settlement for the week under **Payments|ARC Settlement**. Do this by comparing the amount withdrawn to the amount *Trams Back Office* calculated as the Net Remittance amount for that ARC/BSP week. If the two numbers do not balance exactly, review the ARC/BSP Settlement section of the manual.

Weekly (IAR Sales Report/Reconciliation)

1. Check that the data in the IAR Sales Report matches the data in *Trams Back Office* by one of three methods:

   a) **Method One:** Run a list of all invoices captured in *Trams Back Office* by going into **Reports|Invoice|Analysis** and verifying that all invoices for the week are accounted for in TBO.. Then, run a list of all tickets captured in *Trams Back Office* by going into Reports|Invoice|ARC/BSP Reconciliation and verifying that all tickets issued for the week are accounted for in TBO. Be sure to set ticket status to "ALL."

   b) **Method Two:** Download the IAR file from the IAR website. Go to **Reports|Invoice|IAR Reconciliation** and click on the IAR File button to point to the path of the downloaded .txt file obtained from the IAR website.
   Print out an Exception Report which points out differences between what is in IAR and *Trams Back Office*. Fix the discrepancies, either in IAR or TBO.

   c) **Method Three**: Download the IAR file from the IAR website. Go to **Payments|ARC Settlement.** Query for the week's ARC tickets. Click on IAR Reconciliation to find the downloaded IAR file. (More details can be found in Help files.)

2. Enter any missing Refunds, Debit Memos, Voids, etc. so *Trams Back Office* agrees with IAR Sales Report.

3. Submit the IAR Sales Report.

4. Enter and balance the ARC/BSP Settlement for the week under **Payments|ARC Settlement**. Do this by comparing the amount withdrawn to the amount *Trams Back Office* calculated as the Net Remittance amount for that ARC/BSP week. If the two numbers do not balance exactly, review the ARC/BSP Settlement section of this manual.

Monthly Routine

1. Balance the bank statement to the *Trams Back Office* Check Register by using the Bank Reconciliation routine under **(Payments|Bank Reconciliation).** Print a copy of the Check Register for the month for ALL along with Check Register for items Not Cleared, and save them with your Bank Statement.

3. Create an End of Period journal entry (**General Ledger|End of Period**) for the month.

4. Compare the Four Core report balances on the Management Summary Report **(Reports|Core|Management Summary)** to their corresponding general ledger accounts on the Trial Balance and make sure they are the same. If not, print a GL Reconciliation (**Reports|General Ledger|GL Reconciliation**) to locate any possible errors.

Optional: Run a Journal Entry Query with the Status set as Unposted. Run for an appropriate posted period, year-to-date of last posted period, last-year-to date of last posted period, etc., to view any unposted items that someone might have added or changed in a posted period. You can then verify or delete those items, post them, and run new monthly financials to reflect the changes made.

5. When (and only when) the Core Reports are in balance, post the journal entries made for that month. Prepare for your accountant the Income Statement (**Reports General Ledger|Income Statement**) and Balance Sheet (**Reports|General Ledger|Balance Sheet**) along with an Account History (**Report|General Ledger/Account History**) for all General Ledger accounts for the month.