

Month End Closing Process

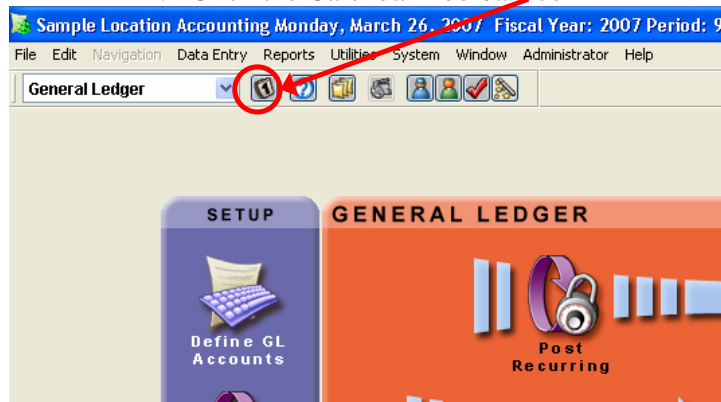
Check List to perform before closing month

- Import payroll journal entry from payroll application (Paychex or Powerflex)
- Complete bank reconciliations
- Complete all necessary account reconciliations
- Ensure you are in the period following the period you are closing

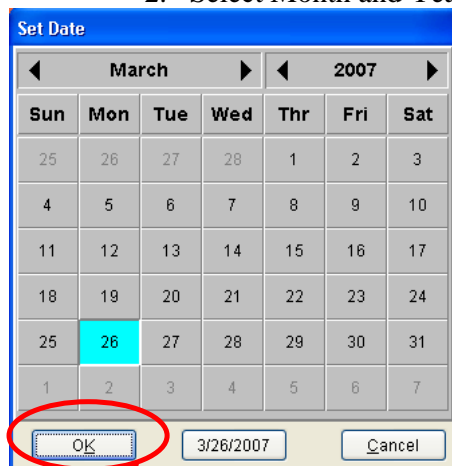
Steps to Change Logos' System Date

To close a month, the user must be in the following month of the month they want to close. Therefore, if the user needs to change their system date they would follow the steps below:

1. Click the Calendar Toolbar Icon



2. Select Month and Year



3. Click the **OK** Button

Month end Closing

When the user is ready to close the month, they would access the Month-End Closing Utility from the Custom Reports main menu. The month end close process is an electronic process. You will no longer have to fax month end reports to the Archdiocese.

Archdiocese of Atlanta (Parish):1

Archdiocese of Atlanta
Reports and Utilities

Reporting - Select your option

Print Month-end Reports

Month-end Closing

Utilities - Select your option

Create your chart of accounts

Sub_Dept Project

Clone a new Sub/Project Account

Add a New Account

Change an Existing Account

Activate/Deactivate Accounts

Location Information

Entity Number: R000

Entity Name: Archdiocese of Atlanta

Location:

Prepared By:

The information listed above comes from the Organization Tab in Preferences. If any of the information is incomplete, please open preference and make the necessary modifications. Your report cannot be submitted to the Archdiocese without complete information.

Cancel Next Process

1. Access the Month-end Closing Utility from the main window of the Custom Reports (menu option Reports -> Custom Reports)
2. The connection protocol to the Archdiocese will be pre-populated for you. For your records, we have included a screen capture and the connection protocol:

Archdiocese of Atlanta (Parish):1

Submit Reports to Archdiocese

FTP Site Address: aoaarchatl.com/Monthly

User Name: logos

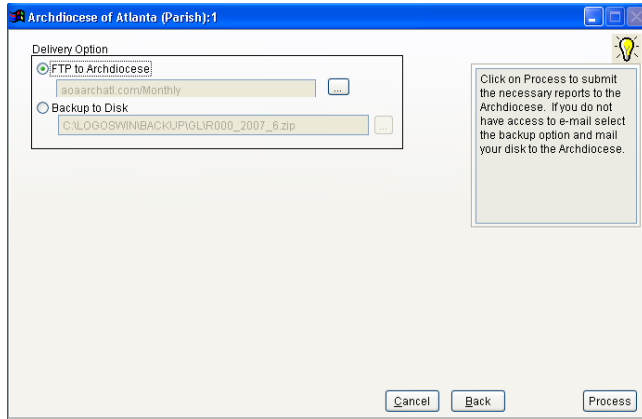
Password: *****

The data being submitted is sent to the Archdiocesan FTP Site. This is a secured site and requires a user name and password. Use the same user name and password that is used when Accessing your Archdiocesan E-mail and Parish Manual.

Test Click on Test to test the connection to FTP server.

Cancel Back Next Process

- a. FTP Site Address: <ftp://aoaftp.archatl.com/monthly>
 - b. User Name: logos
 - c. Password: sogol!#%
3. Click the **Next** button



4. Click the **Process** button

You have now submitted your monthly data to the Archdiocese. It is Archdiocesan policy that you submit at least once a quarter.