

“Post All” Buttons

When processing month end, do you print all of your reports on the Cost Allocation menu and then click the Post All Allocations button? Do you print all of the Financial Reports and then click Post All Financials? If you answered Yes to the above questions, you are creating extra work for yourself plus increasing the time required to obtain your reports.

The Post All Allocations button was added to the menu to allow you to quickly allocate costs to produce mid-month reports. The Post All Financials button was added to allow the information on your financial reports to be stored in temporary tables so that you can then proceed to prepare various supplements at mid-month that extract data from these tables to generate reports. Neither button is designed to be used at month end, nor should they be viewed as additional steps when closing your month end. During month end processing you should print each report individually and in order. This is especially important when running the Cost Allocation menu. If you do not print each and every report on the Cost Allocation menu and in their proper order, you may discover your financial reports have either missing or inaccurate information. As you print your reports, you should always review them for accuracy before continuing to the next report.