



SedonaOffice Users Conference
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Month-End Closing

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PERENNIAL SOFTWARE

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How efficient is your Month-End Close?

Closing your books takes time. Closing them right takes a little longer, right?

Not necessarily!

Processes matter as you can imagine. So, how have you documented your processes? There are certain things that need to be addressed routinely, which goes without saying, and not just at month end, but throughout the month. In this booklet, we talk about some of those processes and procedures that can, and will, help.

There are processes that can occur throughout the month that will help the month end flow a little easier. For example, reconciling your bank accounts more frequently, reviewing jobs as they are closed, rather than just at month-end, and assigning GL accounts to certain members of your team, just to name a few.

Month-End Documentation

Every item on your Balance Sheet should have a Schedule that ties out the balance. Here is an excerpt from a Balance Sheet.

Test Company			
Balance Sheet (Condensed)			
December 31, 2017			
	Feb	Mar	Incr (Decr)
ASSETS			
Current Assets			
Cash & Cash Equivalents	296,195	209,349	86,846
Accounts Receivable	481,215	649,632	(168,417)
Inventory	152,458	141,155	11,303
Work in Progress	254,226	212,592	41,634
Prepaid Expenses	21,221	3,655	17,566
Due from Employees	-	6,178	(6,178)
Other Current Assets	293,594	228,309	65,285
Total Current Assets	1,498,909	1,450,870	48,040
Fixed Assets	381,724	373,547	8,177
Other Assets	755,382	745,295	10,087
TOTAL ASSETS	2,636,014	2,569,711	66,303

Every account listed should have a schedule that details out the balance.

Check Lists

Check lists are useful because they allow for the delegation of duties related to various accounts. Your staff, if you are lucky enough to have them, can take ownership for those particular accounts. Below is an excerpt of just such a check list.

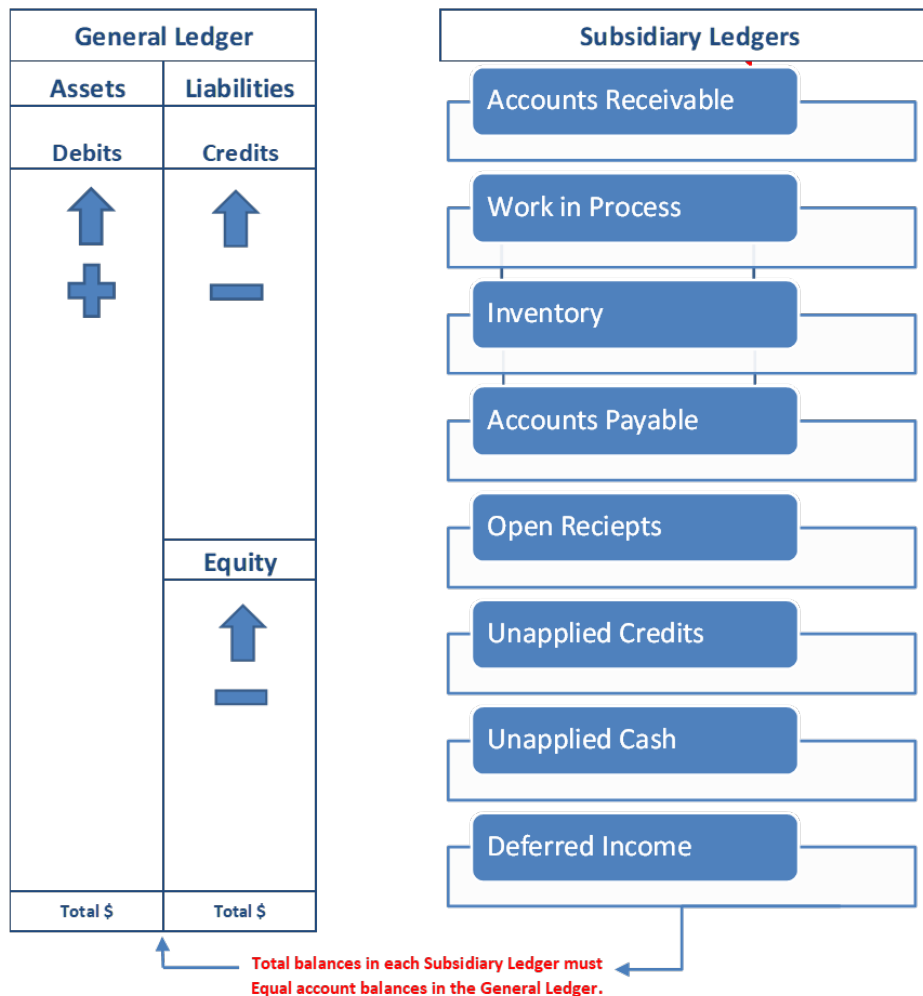
Task	Assigned to	Date to complete	Date completed
Reconcile Bank Accounts			
Reconcile Petty Cash Account			
Verify Undeposited Cash is Zeroed out			
Print AR Aging and review			
Verify / Reconcile Unapplied Cash			
Verify / Reconcile Unapplied Credits			
Verify / Reconcile Advance Deposit per Customer			
Review and process all Transfer requests			
Print Stock Status report by warehouse			
Review detail Stock Status for anomalies			
Perform and Process Physical inventory			
Reconcile PPV Account			
Analyze material balances in PPV adjustment			
Review Open receipts			
Process received parts and post to inventory			
Book Prepaid Account adjustments			
Reconcile other Balance Sheet Accounts			
Print AP Aging and review			
Reconcile vendor accounts to statements			
Review Open Purchase Orders			
Review Vendor Summary Report			
Review Commissions Reports			
Reconcile Deferred Revenue			
Assure that all Deferred revenue has been reconciled			
Accrue for Workmen's Compensation			
Review and reconcile Sales Tax Payable account			
Reconcile Notes Payable ST vs LT			
Review RMR Customer list			
Review Cancellation for Month			
Review Additions for Month			

Notes

Control Accounts

Control Accounts are used by SedonaOffice to store account details that are specifically created by internal SedonaOffice processes. For Example, Cycle invoicing booked through the Control Account named Accounts Receivable. These accounts are identified, at least initially, by a * placed after the account description. If there are transactions within that control account that are not generated by a designated SedonaOffice process, the balance that remains in that account will not be supported.

Control accounts are always supported by reports found within the Report Manager reporting structure. Meaning, if there is a balance in a Control Account, that balance will be supported by a report run within the Report Manager. There are over 30 Control Accounts within the SedonaOffice setup which will give you the ability to tie those balance out to specific detail. Reviewing these accounts on a routine basis will allow you to close your books at Month-End quicker.



Processes and Cut-offs

When do you cut off transactions for a given month? Are all of the employees involved in those cut-offs aware? How often are Service Tickets turned in? What happens differently at month-end? Here is a short list of items that should have defined processes and proper cut-off dates assigned.

Payment processing and Deposits: When are credit cards transmitted and later received? When are payments, that are processed, deposited? When do you expect to see those deposits hit your bank statement? How often are you reconciling?

Service Tickets: When are tickets turned in if done manually, and if using the Field Service Units, how often are resolved tickets reviewed? Are you looking at Non-Billable service tickets?

Job Costing, Billing and Accruals: How often is Job costing schedule reviewed? In order to bill and close in a given month, when does the paperwork need to get submitted?

Inventory Receipts and Transfers: How often is the Open Receipts schedule reviewed? What happens when a tech removes equipment from the warehouse? How is it documented? When does the Electronic process of that physical action happen?

Sales Bookings: When do you cut-off sales for the month? Especially, when Reps are looking to pick up accumulated sales commission amounts?

Prepays and Expense Accruals: When do you record your accruals? Is there a comprehensive schedule? If expenses are prepaid, how and when, do those expenses get allocated? Is there a materiality level?

Notes

Payroll and Accruals: When does payroll get booked? If there are reimbursements when is the cut-off to get those expenses included in pay amounts? Are you accruing for payroll at end of month? If so, when is that entry booked?

Depreciation and Amortization: Are you calculating your own Depreciation on newly acquired assets? If not, when do you reach out to your CPA to get those numbers? Do you wait until yearend? Should you? What is the materiality level related to New purchases?

Deferred Revenue Recognition: When do you recognize Deferred Revenue? Which date is it recognized then posted? Is it the first day of the Month or the last day of the month? Does it matter? Do you prorate Monitoring for job placed online mid-month?

Commission payouts: Do you provide a commission payout listing to your sale reps before payroll is processed and allow time for questions and adjustments? What is the time frame for when a commission is no longer payable?

Customer Refund requests: How often are you cutting refund checks? Is there a designated process time during the month or do you simply issue when requested?

Cancellation requests: What is your cancellation policy? Is it known company-wide? Do you have a loyalty department to save the customer and what are those parameters? Who is your Trevor Hoffman?

Notes

Schedules and Reports

We talked about Control accounts earlier and how they should be reviewed somewhat routinely. A report that has been proven useful for this purpose is the Audit Summary for Accounts Receivable.

January 7, 2018		Audit Summary		Page# 1
2:45 PM		November 2016		
<i>Accounts Receivable Audit Summary</i>				
Beginning AR Balance	3,839,696.10	General Ledger AR Beginning Balance		
+ New Invoices	2,239,407.14	Total Invoices Created		
- Payments Applied to AR	2,138,238.86	Total Payments applied to Accounts Receivable		
- Unapplied Cash to AR	70,572.13	Total Unapplied Cash applied to Accounts Receivable		
- Advanced Deposit to AR	34,889.50	Total Advanced Deposits applied to Accounts Receivable		
- Unapplied Credits to AR	243,805.90	Total Unapplied Credits applied to Accounts Receivable		
- Pre-payments to AR	0.00	Total Pre-Payments applied to Accounts Receivable		
- Credit Off AR	1,724.58	Total Auto Credits applied to Accounts Receivable		
= Ending Balance	<u>3,589,872.27</u>	Ending AR Balance per Reconciliation		
Book Balance (GL)	<u>3,589,872.27</u>	General Ledger AR Ending Balance		
Variance	<u>0.00</u>	Variance between Reconciliation and GL Balance		

January 7, 2018		Balance Sheet		Page# 1
2:50 PM		As Of 11/30/2016		
Assets				
Current Assets				
Bank Assets				
1005 - Cash on Hand			2,741.36	
1006 - Cash-Regular-PNC			769,421.84	
Total Bank Assets			<u>772,163.20</u>	
Accounts Receivable				
1020 - Accounts Receivable*			<u>3,589,872.27</u>	

Notes

As mentioned earlier, if accounts reside on your Balance Sheet, it should be supported by a schedule. Those of you that have been through audits are acutely aware of this fact. Schedules should be saved in the month-end folder that they relate to and then brought forward and maintained throughout the month.

Here is a list of schedules that should be updated routinely:

- Fixed Assets Listing
- Prepaid Insurance
- Other Prepaids
- Depreciation Schedule
- Notes Receivable
- Other Assets
- Payroll Liabilities
- Accruals – Income or Expense
- Notes Payable with Current Portion defined
- Capital Contributed along with Beginning and Ending Balances

There may be schedules that tie out expense amounts as well.

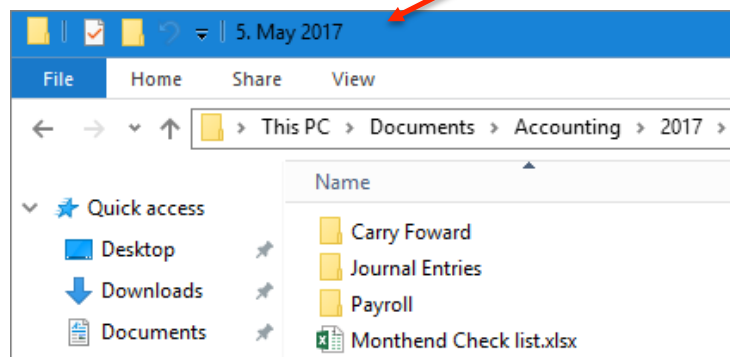
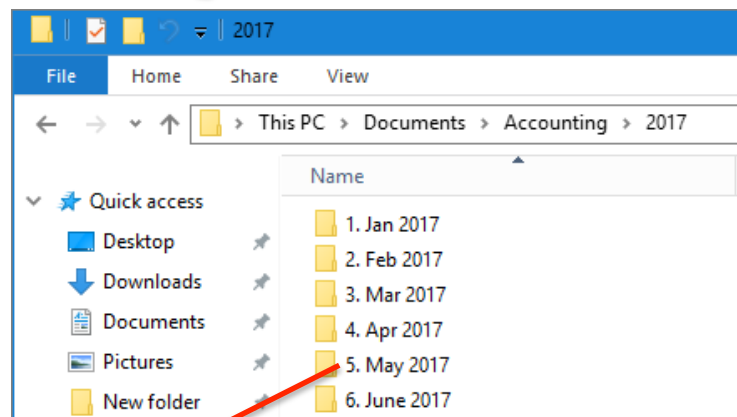
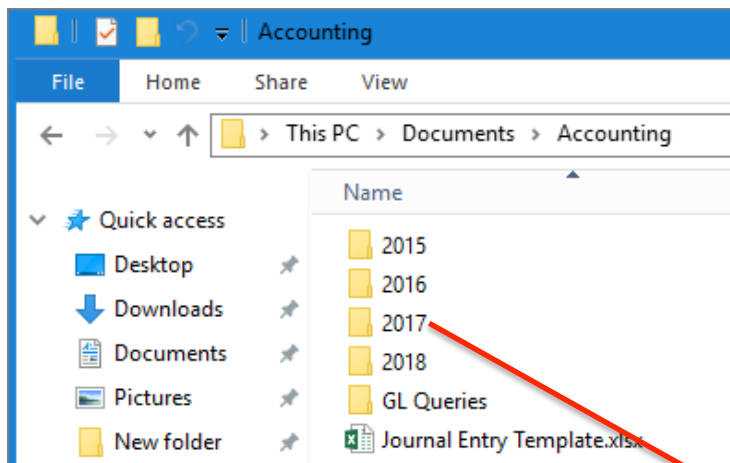
The other amounts that reside on your Balance Sheet will be detailed out by the Subsidiary Ledgers that created them.

- Account Receivable
- Work in Process
- Inventory
- Accounts Payable
- Sales Tax
- Unapplied Cash
- Unapplied Credit
- Customer Deposits
- Deferred Income

Notes

File Storing Options

How are schedules and reports stored? Is there a central location where these reports reside? Do you maintain a folder or a binder? I have seen our customers use either or, and, at the same time, store files electronically. Electronic storage is obviously best for the planet, but that is not always possible. Unless absolutely necessary, however, I would simply store all Schedules and Reports electronically in the month that they pertain. Who has access to those files can be a concern, so having an accounting folder with applicable security rights is always smart.



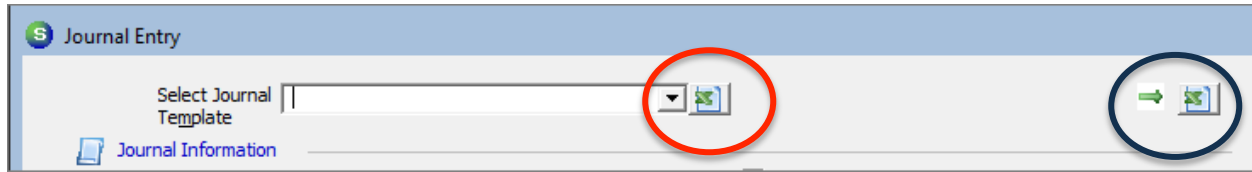
Journal Entries

There are a couple of ways to get journal entries entered into SedonaOffice. The first is through journal entry templates, and the other is copied in from an excel spreadsheet.

Journal Entry Templates: are first created then selected from the drop-down window within the journal entry screen as you can see in red identified below. Those templates are first created using the selection at the top right of the Journal entry window seen in blue below. You also have the ability to auto reverse an entry at another designated period in time. Example might be booking accruals for jobs in one month and auto reversing in the next month, since those job will be fully billed in the subsequent month.

General Ledger						
Account	Description	Debit	Credit	Memo	Branch	Category
8040	Amort Expense	496.15		Amort Intang Assets-†	Branch D	Commercial Fire
8040	Amort Expense	496.15		Amort Intang Assets-†	Branch D	Commercial
1105	Accum Amort		992.30	Amort Intang Assets-†	Branch B	
8040	Amort Expense	60.37		Amort Intang Assets-f	Branch B	Commercial Fire
8040	Amort Expense	60.37		Amort Intang Assets-f	Branch B	Commercial
8040	Amort Expense	120.74		Amort Intang Assets-f	Branch E	Commercial Fire
8040	Amort Expense	482.98		Amort Intang Assets-f	Branch E	Commercial
8040	Amort Expense	96.60		Amort Intang Assets-f	Branch D	Commercial Fire
8040	Amort Expense	386.38		Amort Intang Assets-f	Branch D	Commercial
1105	Accum Amort		1,207.44	Amort Intang Assets-f	Branch B	
8040	Amort Expense	617.69		Amort Intang Assets-†	Branch D	Security
1105	Accum Amort		617.69	Amort Intang Assets-†	Branch B	
8040	Amort Expense	4,581.98		Amort Intang Assets-†	Branch A	Security
1105	Accum Amort		4,581.98	Amort Intang Assets-†	Branch B	
8040	Amort Expense	57.85		Amort Intang Assets-†	Branch A	Security
1105	Accum Amort		57.85	Amort Intang Assets-†	Branch B	
8040	Amort Expense	100.00		Amort Intang Assets-†	Branch D	Security
1105	Accum Amort		100.00	Amort Intang Assets-†	Branch B	
8040	Amort Expense	281.35		Amort Intang Assets-†	Branch A	Security

Journal Entries copied in from Excel: Journal entries can be both imported and exported in Excel.



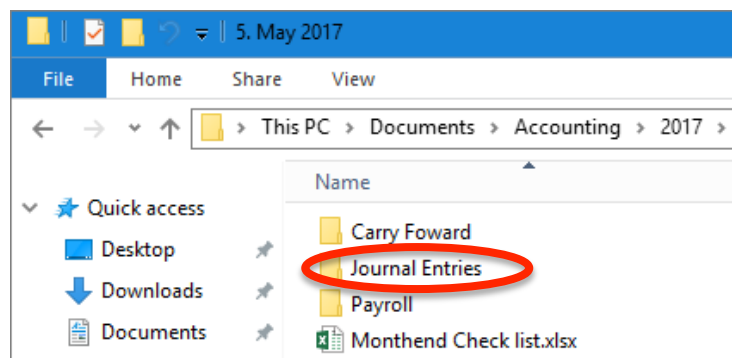
The Left Excel button allows you to copy and paste (Import) from Excel, and the right button will allow you to copy and paste (export) to Excel.

The benefit of having the journal started in Excel is that the support that generated the entry can be saved along with the entry. That particular journal entry could be labeled first by the initials of the person that created it then followed by the number of journal entries they have created for that given month. Example, if Bob Esquerra created the entry and it is his 5th entry of the month, the Journal entry reference would start with BE05.

All routine month-end entries might start with ME for Month-End then given numbers based on the parameters you provide.

- ME01 – Prepaid expense allocations
- ME02 – Depreciation and amortization
- ME03 – Payroll month-end accrual

Note: If all month-end accounting adjustments, along with their support, are in one folder when you are reviewing month-end balances and a journal entry presents itself as a potential problem, you will know exactly where to look.



Notes

Here is an example of an entry created in Excel. As you can see, the format of the entry is exactly the same as the journal entry window. Simply have the journal entry window open in SedonaOffice first then highlight the entire journal entry in Excel. Hit copy. Move back to the SedonaOffice journal entry window and hit the left Excel Icon to import.

	A	B	C	D	E	F	G
1	Journal Template						
2	General Ledger						
3	Account	Description	Debit	Credit	Memo	Branch	Category
4	8040	Amort Expense	496.15		Amort Intang Assets-McCluskey	Branch D	Commercial Fire
5	8040	Amort Expense	496.15		Amort Intang Assets-McCluskey	Branch D	Commercial
6	1105	Accum Amort		992.3	Amort Intang Assets-McCluskey	Branch B	
7	8040	Amort Expense	60.37		Amort Intang Assets-Fayette	Branch B	Commercial Fire
8	8040	Amort Expense	60.37		Amort Intang Assets-Fayette	Branch B	Commercial
9	8040	Amort Expense	120.74		Amort Intang Assets-Fayette	Branch E	Commercial Fire
10	8040	Amort Expense	482.98		Amort Intang Assets-Fayette	Branch E	Commercial
11	8040	Amort Expense	96.6		Amort Intang Assets-Fayette	Branch D	Commercial Fire
12	8040	Amort Expense	386.38		Amort Intang Assets-Fayette	Branch D	Commercial
13	1105	Accum Amort		1207.44	Amort Intang Assets-Fayette	Branch B	
14	8040	Amort Expense	617.69		Amort Intang Assets-Diversified	Branch D	Security
15	1105	Accum Amort		617.69	Amort Intang Assets-Diversified	Branch B	
16	8040	Amort Expense	4581.98		Amort Intang Assets-Aparco	Branch A	Security
17	1105	Accum Amort		4581.98	Amort Intang Assets-Aparco	Branch B	
18	8040	Amort Expense	57.85		Amort Intang Assets-Hamilton	Branch A	Security
19	1105	Accum Amort		57.85	Amort Intang Assets-Hamilton	Branch B	
20	8040	Amort Expense	100		Amort Intang Assets-Whitestone	Branch D	Security
21	1105	Accum Amort		100	Amort Intang Assets-Whitestone	Branch B	
22	8040	Amort Expense	281.35		Amort Intang Assets-Buckeye	Branch A	Security
23	1105	Accum Amort		281.35	Amort Intang Assets-Buckeye	Branch B	
24	8040	Amort Expense	883.56		Amort Intang Assets-Viper	Branch D	Security
25	1105	Accum Amort		883.56	Amort Intang Assets-Viper	Branch B	

If you have a journal entry that is created first in SedonaOffice simply hit the export button and copy into Excel so that all documentation related to journal entries reside within the Journal entry folder in that given month.

Notes

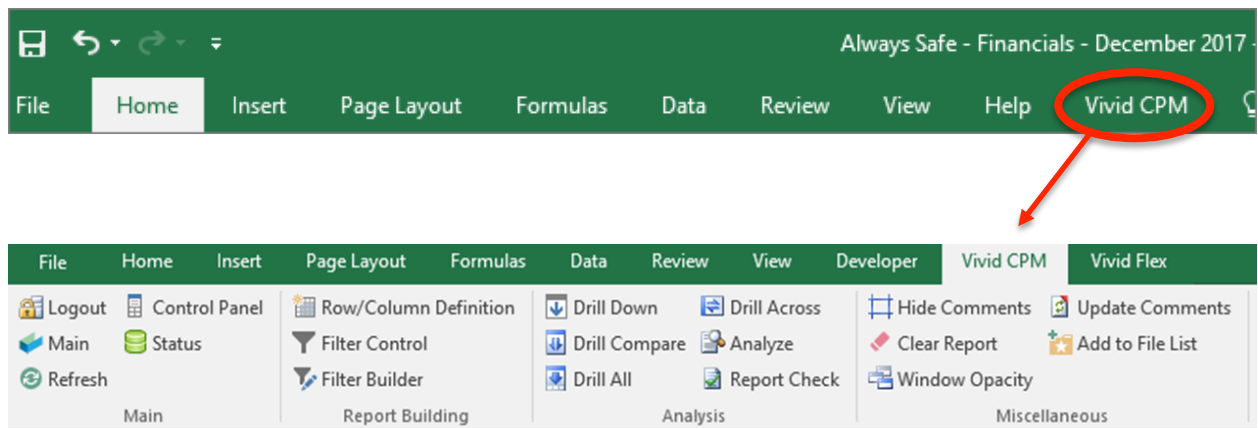
Vivid, CPM

How are you reviewing variances within your Profit and Loss statement? Are you exporting the Account Register based on the account you are reviewing then creating a journal entry? How are you finding variances to review? Are you exporting the Profit and Loss statement all together and running a variance analysis calculation based on all balances, then running the Account Register related to the balance you need to look at? Vivid, CPM can make that process much easier.

What is Vivid, CPM?

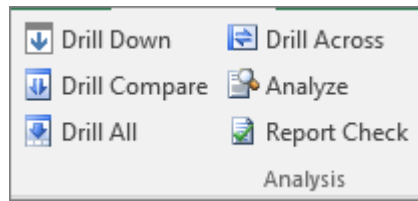
Vivid, CPM is an add-on module to SedonaOffice that allows you to not only review variances and anomalies quickly, but also allows you to create financial reports in either expanded or condensed versions. So, with a detailed Chart of Accounts, Vivid, CPM will allow you to group those accounts where you see fit. Vivid also comes with a Cash Flow report currently not generated in SedonaOffice.

The Vivid, CPM ribbon, once installed, will appear within your Excel Program



Notes

Vivid, CPM along with the ability to write reports gives you tools to analyze balances on the financials faster than ever before. These dynamics features can be found in the Analysis section of the ribbon. Here is what those features can do for you.



Drill Down

Drilling down into an account balance is easy. No need to go to the Account Register to enter the account number. All you need to do is click directly down into the account from your Excel spreadsheet. It is all there. It's a quick and easy way to feel comfortable about the numbers that are hitting your financial.

		November 2016 Actual SedonaSecuri	November 2015 Actual SedonaSecuri	November YTD 2016 Actual SedonaSecurity	November YTD 2015 Actual SedonaSecurity
Revenue - T & M Service	420331	5,643.75	3,467.74	128,127.00	30,615.07

DBID	Database	Account	Description	Balance
1	SedonaSecurity	420331-11-612-IN	Revenue - T & M Service	\$0.00
1	SedonaSecurity	420331-11-613-IN	Revenue - T & M Service	(\$150.00)
1	SedonaSecurity	420331-11-623-IN	Revenue - T & M Service	(\$115,285.88)
1	SedonaSecurity	420331-20-623-IN	Revenue - T & M Service	(\$8,751.65)
1	SedonaSecurity	420331-27-623-IN	Revenue - T & M Service	\$0.00
1	SedonaSecurity	420331-40-623-IN	Revenue - T & M Service	(\$273.47)
1	SedonaSecurity	420331-44-623-IN	Revenue - T & M Service	(\$25.00)
1	SedonaSecurity	420331-70-623-IN	Revenue - T & M Service	(\$3,640.00)
1	SedonaSecurity	420331-77-623-IN	Revenue - T & M Service	(\$1.00)
DTC Cash adj				(\$128,127.00)

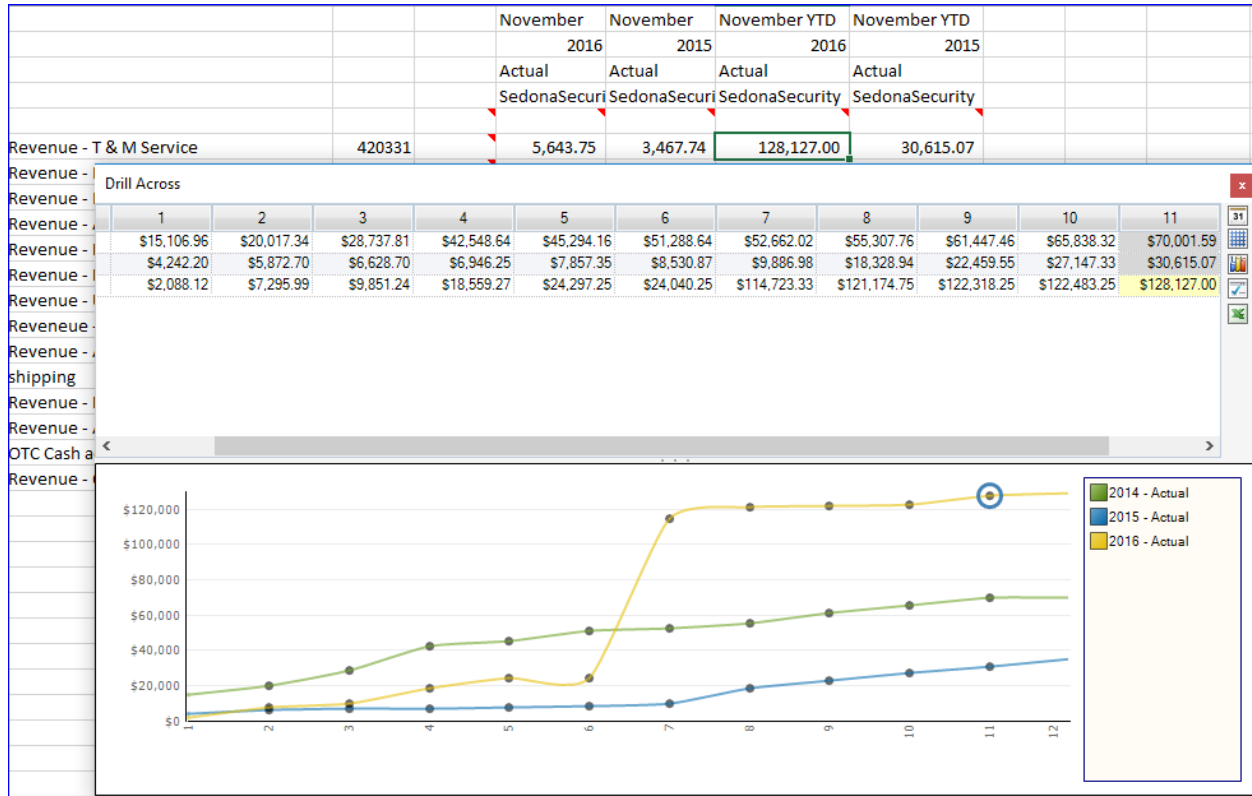
Account	Date	Period	Description	Reference	Document	Journal	Amount	Vendor	Cus
420331-11-613-IN	09/14/2016	9		366841		642951	(\$150.00)	N/A	Mick Jagger
420331-11-623-IN	01/07/2016	1		299791		570723	\$806.98	N/A	Jesslynn Lupo
420331-11-623-IN	01/28/2016	1		299955		571238	(\$210.00)	N/A	Lady Admiral Meek
420331-11-623-IN	02/10/2016	2		299979		571342	\$1,009.30	N/A	Our Lady Of The A
420331-11-623-IN	02/13/2016	2		300006		571432	(\$25.00)	N/A	Paws A While
420331-11-623-IN	02/15/2016	2		300394		571952	(\$160.00)	N/A	Paws A While
420331-11-623-IN	02/01/2016	2		307984		579705	(\$532.25)	N/A	Ward Autoworks
420331-11-623-IN	04/01/2016	4		324564		590712	(\$128,127.00)	N/A	Little Building Res



There are export capabilities here as well. If you see something that needs further review, simply hit the Excel icon on the lower left hand of the screen and export happens instantaneously.

Drill Across

Here, we are looking at the same number we just drilled down into. Only now we are seeing the trends over time. Those trends can either be seen year over year, or in a time line fashion.



Both the Drill and the Drill Across can be opened at the same time, allowing instant access to both the detail and the trend at one time.

Notes

The Drill Compare icon will allow you to look and compare two different columns side by side along with any identified variance between the two. Below, you will see that we are comparing column F and G, or November YTD 2016 to November YTD 2015. When large variances are seen, you have the ability to drill down into each of the line items to better understand their differences.

	A	B	C	D	E	F	G	H	I
10				November	November	November YTD	November YTD		
11				2016	2015	2016	2015		
12				Actual	Actual	Actual	Actual		
13				SedonaSecuri	SedonaSecuri	SedonaSecurity	SedonaSecurity		
15									
28	Revenue - T & M Service	420331		5,643.75	3,467.74	128,127.00	30,615.07		

Drill Compare

Compare Column: **F** Selected Column: **G**

DBID	Database	Account	Description	Compare	Selected	\$ Variance	% Variance
1	SedonaSecurity	420331-11-612-IN	Revenue - T & M Service	\$0.00	\$0.00	\$0.00	0.00 %
1	SedonaSecurity	420331-11-613-IN	Revenue - T & M Service	(\$150.00)	\$0.00	(\$150.00)	-Infinity
1	SedonaSecurity	420331-11-623-IN	Revenue - T & M Service	(\$115,285.88)	(\$21,961.91)	(\$93,323.97)	-424.94 %
1	SedonaSecurity	420331-20-613-IN	Revenue - T & M Service	\$0.00	(\$3,000.00)	\$3,000.00	100.00 %
1	SedonaSecurity	420331-20-623-IN	Revenue - T & M Service	(\$8,751.65)	(\$3,213.41)	(\$5,538.24)	-172.35 %
1	SedonaSecurity	420331-27-623-IN	Revenue - T & M Service	\$0.00	\$0.00	\$0.00	0.00 %
1	SedonaSecurity	420331-33-623-IN	Revenue - T & M Service	\$0.00	\$25.00	(\$25.00)	-100.00 %
1	SedonaSecurity	420331-40-623-IN	Revenue - T & M Service	(\$273.47)	(\$347.95)	\$74.48	21.41 %
1	SedonaSecurity	420331-41-623-IN	Revenue - T & M Service	\$0.00	(\$1,408.53)	\$1,408.53	100.00 %
1	SedonaSecurity	420331-44-623-IN	Revenue - T & M Service	(\$25.00)	\$0.00	(\$25.00)	-Infinity
1	SedonaSecurity	420331-70-623-IN	Revenue - T & M Service	(\$3,640.00)	(\$708.27)	(\$2,931.73)	-413.93 %
1	SedonaSecurity	420331-77-623-IN	Revenue - T & M Service	(\$1.00)	\$0.00	(\$1.00)	-Infinity
				(\$128,127.00)	(\$30,615.07)	(\$97,511.93)	-318.51 %

Transaction Count: 120

Account	Date	Period	Description	Reference	Document	Journal	Amount	Vendor	Cust
420331-11-623-IN	01/07/2016	1		20161715479		570762	(\$500.00)	N/A	N/A
420331-11-623-IN	01/28/2016	1		299955		571238	\$0.00	N/A	Lady Admiral Meek
420331-11-623-IN	02/10/2016	2		299977		571325	(\$565.00)	N/A	Chapman, Annabel
420331-11-623-IN	02/01/2016	2		299990		571382	(\$240.00)	N/A	Anne Terwilliger
420331-11-623-IN	02/13/2016	2		300005		571424	\$115.00	N/A	A. Demello Gem La
420331-11-623-IN	02/18/2016	2		300407		572031	(\$75.00)	N/A	Chromalloy Of Micr
420331-11-623-IN	03/28/2016	3		334204		606940	(\$355.00)	N/A	Anne Terwilliger
420331-11-623-IN	04/01/2016	4		324664		596713	(\$25.00)	N/A	Huttig Building Proc
420331-11-623-IN	04/18/2016	4		334296		607394	(\$50.00)	N/A	Tudelu
420331-11-623-IN	04/20/2016	4		334406		607818	(\$175.00)	N/A	S.H. Smith Compan
							(\$115,285.88)		

Notes

Drill All

The Drill All feature will allow you to drill down into any of the items in a given row. Thus, giving you quick access to all data in that particular account code.

		SedonaSecuri	SedonaSecuri	SedonaSecurity	SedonaSecurity
		Not Filtered	Not Filtered	Not Filtered	Not Filtered
Revenue - Service Agreements	420330	180,859.49	66,193.93	3,485,038.25	2,033,743.08

DBID	Database	Account	Description	D	E	F	G
1	SedonaSecurity	420330-11-100-IN	Revenue - Service Agreements	\$0.00	\$0.00	\$500.00	\$0.00
1	SedonaSecurity	420330-11-300-IN	Revenue - Service Agreements	(\$85.49)	(\$37.00)	(\$997.89)	(\$712.20)
1	SedonaSecurity	420330-11-622-IN	Revenue - Service Agreements	(\$167,135.44)	(\$65,191.23)	(\$2,906,181.83)	(\$1,508,994.36)
1	SedonaSecurity	420330-20-300-IN	Revenue - Service Agreements	\$0.00	\$0.00	(\$57.33)	\$0.00
1	SedonaSecurity	420330-20-622-IN	Revenue - Service Agreements	(\$13,375.06)	(\$965.70)	(\$576,818.78)	(\$524,036.52)
1	SedonaSecurity	420330-27-300-IN	Revenue - Service Agreements	(\$200.00)	\$0.00	(\$1,351.25)	\$0.00
1	SedonaSecurity	420330-27-622-IN	Revenue - Service Agreements	\$0.00	\$0.00	\$0.00	\$0.00
1	SedonaSecurity	420330-33-622-IN	Revenue - Service Agreements	\$0.00	\$0.00	(\$4.17)	\$0.00
1	SedonaSecurity	420330-70-622-IN	Revenue - Service Agreements	(\$63.50)	\$0.00	(\$127.00)	\$0.00

Account	Date	Period	Description	Reference	Document	Journal	Amount	Vendor	Customer
420330-11-622-IN	11/30/2016	11	Post Deferred Income	308865		668986	(\$51.47)	N/A	First Housing Corp.
420330-11-622-IN	11/30/2016	11	Post Deferred Income	308866		668986	(\$51.47)	N/A	First & Second Village
420330-11-622-IN	11/01/2016	11		385643		662403	(\$51.00)	N/A	Christian Embassy Church
420330-11-622-IN	11/01/2016	11		386374		663138	(\$51.00)	N/A	Restoration Worship Center
420330-11-622-IN	11/01/2016	11		390585		667349	(\$51.00)	N/A	Willcare
420330-11-622-IN	11/30/2016	11	Post Deferred Income	360214		668986	(\$50.77)	N/A	Judicial Support Enforcement
420330-11-622-IN	11/30/2016	11	Post Deferred Income	360279		668986	(\$50.77)	N/A	Cssd
420330-11-622-IN	11/30/2016	11	Post Deferred Income	360307		668986	(\$50.77)	N/A	Cssd
420330-11-622-IN	11/30/2016	11	Post Deferred Income	366824		668986	(\$50.77)	N/A	Cssd-Adult Probation
420330-11-622-IN	11/01/2016	11		385702		662462	(\$50.72)	N/A	Fpc-Ap Center/Napa Ct
420330-11-622-IN	11/30/2016	11	Post Deferred Income	361450		668986	(\$50.65)	N/A	Pearinn Distributors, Inc

Notes

Analyze

The Analyze feature is one of my favorites. This feature allows you to analyze rows on a spreadsheet that exceed or represent a dollar amount or percentage over a certain threshold. The analyze function does all the work. No need to export your comparative income statement any longer and they run variance calculations looking for anomalies. In the example below, you see that the actual drill down window is still open. So, looking at the underlying detail is easy.

	A	B	C	D	E	F	G	H	I
10				November	November	November YTD	November YTD		
11				2016	2015	2016	2015		
12				Actual	Actual	Actual	Actual		
13				SedonaSecuri	SedonaSecuri	SedonaSecurity	SedonaSecurity		
15									
27	Revenue - Service Agreements	420330		180,859.49	66,193.93	3,485,038.25	2,033,743.08		

Analyze

Compare Column: D Base Column: E

Row	Description	Compare	Base	\$ Variance	% Variance
27	[420330] Revenue - Service Agreements	\$180,859.49	\$66,193.93	\$114,665.56	173.23 %
28	[420331] Revenue - T & M Service	\$5,643.75	\$3,467.74	\$2,176.01	62.75 %
29	[420340] Revenue - Inspection Contracts	\$19,896.63	\$3,953.00	\$15,943.63	403.33 %
30	[420341] Revenue - Inspection T & M	\$892.00	\$55.00	\$837.00	1,521.82 %
31	[420900] Revenue - Adjustments-Service	\$50.00	\$202.00	(\$152.00)	-75.25 %
32	[430110] Revenue - Monitoring	\$706,086.57	\$552,952.12	\$153,134.45	27.69 %
33	[430130] Revenue - Managed Access Fees	\$216.25	\$0.00	\$216.25	Infinity
35	[430190] Revenue - Monitoring Discounts	\$10.00	\$0.00	\$10.00	Infinity
38	[480110] Revenue - Lease Recurring	\$18,651.62	\$1,390.67	\$17,260.95	1,241.20 %
42	[490900] Revenue - Other	\$97.33	\$0.00	\$97.33	Infinity
		\$932,403.64	\$628,214.46	\$304,189.18	48.42 %

% Only \$ Threshold: \$ 5,000.00 % Threshold: 10.00% % Variance % Base Export Analyze

Account	Date	Period	Description	Reference	Document	Journ	Amount	Vendor	Customer
420330-11-300-I...	11/30/2016	11	Post Deferred Inco...	334168		668986	(\$49.44)	N/A	Test Inc
420330-11-300-I...	11/01/2016	11		385772		662532	(\$18.05)	N/A	CreditCard, Crystal
420330-11-300-I...	11/01/2016	11		385775		662535	(\$18.00)	N/A	CC, Cameron
420330-11-622-I...	11/30/2016	11	Post Deferred Inco...	366675		668986	(\$2,598.00)	N/A	Harrison High
420330-11-622-I...	11/30/2016	11	Post Deferred Inco...	390750		668986	(\$2,548.00)	N/A	Harrison High
420330-11-622-I...	11/30/2016	11	Post Deferred Inco...	366686		668986	(\$2,432.24)	N/A	American Cruise Lin...
420330-11-622-I...	11/30/2016	11	Post Deferred Inco...	366448		668986	(\$2,219.10)	N/A	Unison Engine
							(\$180,859.49)		

Sub Ledger

Notes