









Month/Year: \_\_\_\_\_



## Month End Checklist


-  Change System Effective Date (if applicable)
  - Tools, Change Effective Date (**Ctrl + D**)
  - Change the date to the last day of the month
  - Select **Change System Effective Date** and click **Ok**
-  Post Loan Payments
-  Post applicable Batches
- Set Accounts Dormant
  - Back Office, Set Dormant
  - Enter Last Activity Date
  - Click **OK**
- Post Member Fees
  - Excessive WD Fees
  - Share Draft Fees
  - Dormant Fees
-  Post and Rollover Certificates
  - Back Office, Post and Rollover CDs
  - Click **Post**
-  Post Level Rate Insurance (if applicable)
  - Back Office, Insurance, Post Level Rate Insurance
  - Click **Check Data**
    - ✓ **Check Data** will display messages when there is a problem with an account
    - ✓ If you have members with errors
      - Close the Level Rate Insurance screen
      - Make the proper corrections to the accounts
  - Once Check Data has completed with no errors, click **Post**
  - Print Reports
    - Note: This is an OPTIONAL step prior to closing the month. Insurance reports can be printed any time until the next Check Data or Post is done.*
    - ✓ Click **Report(s)**
    - ✓ Check off the reports you would like to print
    - ✓ Click **Print**
- Estimate Dividends (if applicable)
  - Back Office, Post Dividends
  - In the **Post To** section, verify that **All Accounts** is selected
  - Enter the **Number of Months** you are estimating
  - Select the savings types to estimate for
    - ✓ Highlight each type and click the **Add >** button to move them to the right
    - ✓ To estimate for all savings types, click **Add All >>**
    - ✓ To remove a savings type, select the type and click **< Remove**
    - ✓ To remove all savings types click **<< Remove All**
  - Change savings rate (if applicable)
    - Note: If the rate is edited from this screen, it will not be saved. To make the rate change permanent, edit it in Setup, Account Types/Dividends/Switches on the Dividend tab.*

Items marked with  can be scheduled and excluded from the Month End procedures.  
It is not necessary to stop any online processes during the Month End process.






Month/Year: \_\_\_\_\_


- ✓ Highlight the savings type click **Edit Rate**
- ✓ If it is a flat rate, a single amount will appear for you to edit
- ✓ If it is a tier, the entire tier will appear in a table and you can edit any field you wish
- Click **Estimate**
- When the estimate is complete, click **Print** for a printed copy
- Post Dividends
  - Note: If you pay dividends on the first day of the month, skip this step.*
  - If you are still in the Estimating Dividends screen
    - ✓ Click **Close**
    - ✓ Verify information
      - Update Number of Months, if necessary
      - Remove or add necessary savings types
    - ✓ Click **Post**
  - If you are starting from the main Mercury screen
    - ✓ Back Office, Post Dividends
    - ✓ In the **Post To** section, verify that **All Accounts** is selected
    - ✓ Enter the **Number of Months** you are posting
    - ✓ Select the savings types to post for
      - Highlight each type and click the **Add >** button to move them to the right
      - To estimate for all savings types, click **Add All >>**
      - To remove a savings type, select the type and click **< Remove**
      - To remove all savings types click **<< Remove All**
    - ✓ Change savings rate (if applicable)
      - Note: If the rate is edited from this screen, it will not be saved. To make the rate change permanent, edit it in Setup, Account Types/Dividends/Switches on the Dividend tab.*
      - Highlight the savings type click **Edit Rate**
      - If it is a flat rate, a single amount will appear for you to edit
      - If it is a tier, the entire tier will appear in a table and you can edit any field you wish
    - ✓ Click **Post**
    - When the posting is complete, click **Print** for a printed copy
  -  Print Pending Checks
    - Note: This is an OPTIONAL step, it is not necessary to Print Pending Checks prior to close. The pending check clearing account will hold the total pending check amount until checks are printed.*
  -  Auto Post the Member Transactions to the General Ledger
    - Note: This is an OPTIONAL step. Auto post is only necessary if you are balancing before the month end close.*
    - GL, Auto Post (**Ctrl + Z**)
    - Click **Post**
  - Post General Ledger Entries
    - Note: This is an OPTIONAL step. General Ledger entries can be made to the previous month after the close.*
    - Month End Entries
      - ✓ Post any month end Recurring Journals
      - ✓ Post any accruals or depreciations necessary

Items marked with  can be scheduled and excluded from the Month End procedures.  
It is not necessary to stop any online processes during the Month End process.



Month/Year: \_\_\_\_\_

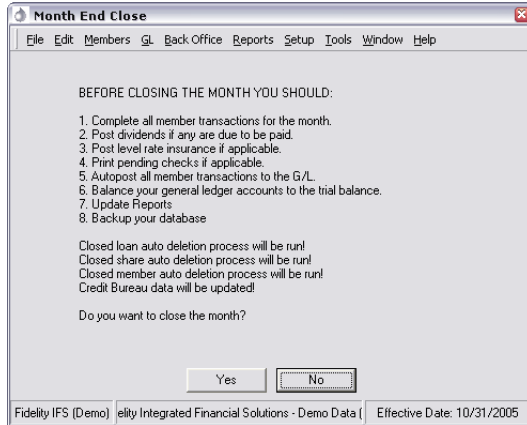
- ✓ Write any month end checks
  - Post Quarter Entries (if applicable)
    - ✓ Clear out Net Gain/Loss
    - ✓ Post to Undivided Earnings
    - ✓ Post to Regular Reserves
  - GL Balance
    - ✓ GL, GL Balance
    - ✓ Verify that Assets and Liabilities are in balance
- To activate or review Month End Account Deletion
  - Setup, Deletion Setup
  - The Month End Deletion options default to No
  - To activate any or all of the automatic deletion options
    - ✓ Click **E**dit
    - ✓ Change the drop-down on the desired setting(s) to **Yes**
    - ✓ Click **O**K to save your changes
    - ✓ Click **C**ancel to leave the settings unchanged
  - Click **C**lose to exit
  - Any changes now will take effect during this Month End Close
    - Note: To print a list of all accounts flagged for deletion, use the new Deleted Accounts Report on the Non-Financial Reports menu.*
-  Update Report Tables
  - Note: This is an OPTIONAL step. It is not necessary to refresh reports prior to closing the month unless you wish to print reports prior to closing the month.*
  - Reports, Refresh Report Tables
  - Enter the number of GL history to refresh
    - 0 = No GL History
    - 1 = Current Month GL History
    - 2 = Current Month and Last Month GL History
    - etc.
  - Click **Yes** to Update
-  Print Reports
  - Note: This is an OPTIONAL step. All reports can be printed after closing the month. Balancing and GL corrections can also be done after closing the month. We recommend printing reports after month end close to speed up the close process. If you prefer to print reports and balance prior to closing the month, do so at this time.*
-  Backup
  - Delete existing backup off the server
    - ✓ On the server, open the Mercury Backup folder
    - ✓ Press **Ctrl + A** (Select All), then press **Delete**
    - ✓ Click **Yes** to Remove the files
  - Backup Databases
    - ✓ File, Backup Databases
      - Click **Yes** to Backup
      - Click **Yes** to Continue
  - Copy backup to external media
    - ✓ CD or DVD recommended

*Items marked with  can be scheduled and excluded from the Month End procedures. It is not necessary to stop any online processes during the Month End process.*



Month/Year: \_\_\_\_\_

- MERCURY Scheduler** Close the Month
  - Back Office, Closing Periods, Month End Close
  - Review Month End Close recommendations





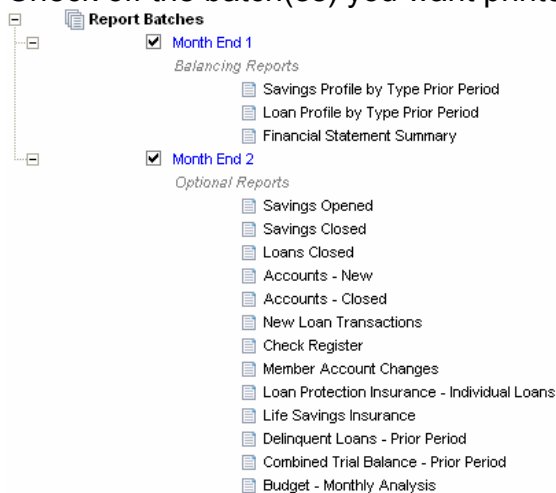
- If something was missed
  - ✓ Click **No**
  - ✓ Complete the missed step
  - ✓ Return to Back Office, Closing Periods, Month End Close
- Click **Yes** to close the month
- When the close is complete
  - ✓ You will receive a message letting you know the month is closed
  - ✓ Click **Ok**
  - ✓ Log back in to Mercury
- Credit Bureau Reporting (if applicable)
  - Back Office, Credit Bureau, Reporting
  - Note Report Output Location
  - Create Test File
    - ✓ Check this box if you are TESTING with the Bureau(s)
    - ✓ Leave unchecked to create a real reporting file
  - Click **Report**
  - Copy the file that was created from the Report Output Location noted above
  - Send to the Bureau(s)
- Post Dividends
  - Note:** If you pay dividends at the end of the month, skip this step.
  - Back Office, Post Dividends
  - In the **Post To** section, verify that **All Accounts** is selected
  - Enter the **Number of Months** you are posting
  - Select the savings types to post for
    - ✓ Highlight each type and click the **Add >** button to move them to the right
    - ✓ To estimate for all savings types, click **Add All >>**
    - ✓ To remove a savings type, select the type and click **< Remove**
    - ✓ To remove all savings types click **<< Remove All**
  - Change savings rate (if applicable)
    - Note:** If the rate is edited from this screen, it will not be saved. To make the rate change permanent, edit it in Setup, Account Types/Dividends/Switches on the Dividend tab.

Items marked with **MERCURY Scheduler** can be scheduled and excluded from the Month End procedures.  
It is not necessary to stop any online processes during the Month End process.




Month/Year: \_\_\_\_\_

- ✓ Highlight the savings type click **Edit Rate**
- ✓ If it is a flat rate, a single amount will appear for you to edit
- ✓ If it is a tier, the entire tier will appear in a table and you can edit any field you wish
- Click **Post**
- When the posting is complete, click **Print** for a printed copy
-  Update the report tables
  - Reports, Refresh Report Tables
  - Enter the number of GL history to refresh
    - 0 = No GL History
    - 1 = Current Month GL History
    - 2 = Current Month and Last Month GL History
    - etc.
  - Click **Yes** to Update
-  Print Reports and Balance
  - Adding your month end reports to a batch
    - ✓ Check off all reports you would like included in the batch
    - ✓ Select Options on each report and fill out applicable options
      - Change Output Option to Printer on each report
      - When the batch is saved, each report will be sent directly to the printer
      - This is recommended for speed over Displaying then printing
    - ✓ Click **Save Selection as a Batch**
    - ✓ Enter a Name and Description
    - ✓ Click **Ok**
  - Printing an entire batch
    - ✓ Reports, Report Viewer
    - ✓ Expand Report Batches
    - ✓ Check off the batch(es) you want printed



- ✓ Click **Print**
- ✓ All reports included in the batch will be printed

*Items marked with  can be scheduled and excluded from the Month End procedures. It is not necessary to stop any online processes during the Month End process.*



Month/Year: \_\_\_\_\_

- Recommended Balancing Reports
  - ✓ Member Prior Period Reports
    - Savings Profile by Type Prior Period
    - Loan Profile by Type Prior Period
  - ✓ General Ledger
    - Financial Statement Summary
- Balance Profiles to GL

	Profiles	General Ledger	Difference
✓ Total Loans:	_____	_____	_____
✓ Total Savings:	_____	_____	_____

- Optional Reports
  - ✓ General Ledger
    - Budget – Monthly Analysis
  - ✓ Member Prior Period Reports
    - Combined Trial Balance – Prior Period
    - Delinquent Loans – Prior Period
  - ✓ Miscellaneous Reports
    - Life Savings Insurance
    - Loan Protection Insurance
  - ✓ Non-Financial Reports
    - Member Account Changes
  - ✓ Transaction Lists
    - Check Register
    - New Loan Transactions
  - ✓ Trial Balance Reports
    - Accounts – Closed
    - Accounts – New
    - Loans Closed
    - Savings Closed
    - Savings Opened

MERCURY Scheduler  
*Items marked with MERCURY Scheduler can be scheduled and excluded from the Month End procedures.  
 It is not necessary to stop any online processes during the Month End process.*