ITNRides Cheat Sheet
Month End Closing Process

iTNAmerica
Dignified transportation for seniors

Your prior month will close, and rides and payments will be locked, on your month-end closing date. We recommend a month-end closing date between the 4th and the 7th.

Reports to Check Before Month End Closing Date

- **Ride Segments with Route and Driver** - Does every segment have a Driver, Route, Ride Type, Vehicle and Ride Status = Assigned?
- **Cancelled Rides with TAIs Report** - Report can be sorted by Amount to determine if cancelled ride charges are appropriate.
- **Rides with TAIs Report** - Report can be sorted by Ride Date or Rider to review ride charges.
- **Opportunity Batches by Month** - Are the transactions completed and correct? Are the Batches with good Opportunities Closed? Do you see all the payments that should have been entered?
- **Donations and Payment by Timeframe** - This report shows all Donations and Payments on Account for the selected timeframe. It shows the Opportunity Batch but also the GL Posting accounts for these transactions.
- **TLIs with Opps by Site** - This report includes such transactions as Payments on Account, Membership Charges, and Account Adjustments.

Creating the GL Posting and Statements

Go to More>Accounts and click on your site's name in the list. This will open your account page. From this page you can run your rider statements, your ride sponsor statements, and your General Ledger Posting Report.

- **Rider Statements**- Click on the "Monthly Statements" button at the top right hand corner. This creates and downloads a Word document you can edit.
- **GL Posting Report**- Click on the "Create GL Export" button at the top right hand corner. This creates an Excel sheet listing all the financial information in categories.
- **Ride Sponsor Statements**- Click the down arrow at the top right, and select "Monthly Statement for Ride Sponsor". This will create a Word document you can edit with statements for all ride sponsors.