

billhighway<sup>SM</sup>

# Year End Best Practices Guide

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## Table of Contents

Table of Contents	Page 2
Review Income Statement and Balance Sheet	Page 3
Review Billhighway Income & Expense Chart of Accounts	Page 3
Review Fund Balance/Retained Earnings	Page 4
Code Un-coded Prepaid Card Transactions	Page 4
Review Send Money Transactions	Page 5
How to Recode Transactions	Page 6
Cancel and Review Outstanding Checks	Page 7
Review Un-cleared Online Bill Payments	Page 7

## Review/Export Income Statement and Balance Sheet

We recommend using the Income Statement and Balance Sheet fiscal year reports, for tax filing purposes and/or to provide to your CPA.

**Income Statement:** It's important to view your income statement to identify any oddities that may need further exploration. This can be found through Reports > Financial Reports > Income Statement, and you can export this report as necessary.

**Balance Sheet:** It's important to view your balance sheet to identify any oddities that may need further exploration. This can be found through Reports > Financial Reports > Balance Sheet, and you can export this report as necessary.

## Review Billhighway Income & Expense Chart of Accounts

These accounts can be monitored through the Billhighway Budget Variance Report, Reports > Online Inquiries > Budget Variance Report. You will have needed to upload/created a budget for the fiscal year to review the Budget Variance Report, see other reporting options below.

**Income Chart of Accounts:** Funds end up coded to these accounts when income/revenue is received.

**Expense Chart of Accounts:** Funds end up coded to these accounts when you make spend transactions or fees are assessed.

If you want to view these in further detail, they can also be found on the GL detail report (Reports > Financial Reports > GL Detail).

Please see page 6 for steps on How to Recode transactions.

## Review Fund Balance/Retained Earnings

This account is used to detail the previous year's accumulated income and expense difference. At the end of each fiscal year, the total expenses and total revenue for the year are subtracted. The sum is closed out to the retained earnings account on the balance sheet.

This included the funds that you transferred into Billhighway. While it's rare, if income is coded to this account, a recode to move these funds will be needed.

Please see page 6 for steps on how to recode transactions

## Uncoded Prepaid Card Transactions

It's important to code any uncoded prepaid card transactions so that the budget report is reflected correctly for network expenses.

### How to Code:

1. Log into your Billhighway account.
2. Navigate to *Cash Out > Prepaid Card > Code Card Transactions*
3. Select the purchase/transaction that you would like to code by clicking the check box on the far left. You can select ALL transactions if they are all to be coded at the same time.
4. Choose the appropriate budget expense category for the transaction(s) selected. If appropriate, you can split across multiple categories.
5. Choose the appropriate vendor for the transaction(s) selected.
6. Click Submit.

## Send Money Transactions

Send Money is an expense management tool that gives your network the ability to electronically send donations or payments to other networks, or to send funds out to an external bank account.

To review any Send Money transactions that are unapproved, go to Cash Out > Send Money/Scheduled Payment Approval. You can approve or deny any unapproved transactions. The funds for the transactions are reserved from the network's account to prevent overdrafts. So denying any Send Money transactions will return funds to the network's cash account.

When other networks send you funds using this tool, your organization has a corresponding revenue Chart of Account for you to review and code these transactions.

### How to Review More Detail:

1. Navigate to *Reports > Financial Reports > GL Detail*
2. From the GL Detail options, select:
  - Group: ALL
  - Year: *Choose the fiscal year you are closing*
  - Category: Send Money – Incoming Revenue
    - Make sure to un-select "ALL"
  - Month: ALL
  - Transaction Type: ALL
3. Click "Submit"
4. Export the report to Excel for easier viewing

*\*You can choose to leave these balances as is when closing your books; however, we bring it to your attention to give you the opportunity to reclassify if you choose.*

You can also view these details under the Budget Variance report.

Please see page 6 for steps on how to recode the transactions.

## How to Re-Code Transactions

1. Log into your Billhighway account.
2. Navigate to *Other Tools > Recode Transaction > By Transaction*
  - From the Recode Transaction by Transaction page, select Transaction Type from the drop down. (Deposits will include Send Money – Incoming Revenue)
  - Using information from the Budget Variance report or the GL Report, enter the following information to find the transaction you are recoding:
    - Group Name
    - Billing Period in which the transaction took place
  - Select the specific transaction that needs to be recoded
  - Select the COA you wish to code the transaction to
    - To select a new chart of account category, click on the pencil icon to the right of the current chart of account
  - Select the General Ledger Date and add Comments
    - The date you enter will determine what fiscal year budget the transaction recoding will appear on. Therefore, you will want to be sure to keep the fiscal year date ranges in mind when choosing a GL date.
    - We recommend entering the exact date that the deposit was entered.
  - Click “Change COA”.

## Cancel & Review Outstanding Checks

We recommend reviewing outstanding checks that are older than 180 days of your fiscal year end date. As a reminder, when checks are created, the funds are reserved from the network account to prevent overdrafts. Cancelling the uncashed checks will return the funds to the network's cash accounts.

Since your organization has Positive Pay turned on, your networks' checks no longer need to have a stop payment added upon cancelation since Positive Pay ensures canceled checks cannot be cashed upon being presented for deposit. Also, Positive Pay will automatically cancel checks on your networks' behalf once they are 365 days old.

### How to Review/Cancel Outstanding Checks:

1. Navigate to *Cash Out > Checks > Check Cancellation > Cancel Check*

All checks available to select on this page have not yet been cashed. We recommend sorting this page by 'check date' to locate the oldest checks.

To cancel a check, select the box next to the check and click 'Submit'.

## Review Un-cleared Online Bill Payments

We recommend reviewing any Online Bill Payments that were approved but were never cleared/cashed, specifically for Online Bill Payments that were mailed out as a check to the vendor. To do this you can go to Reports > Transaction Reports > Online Bill Payments, and modify the report as necessary to include 'Cleared' and 'Clear Date' columns.

Un-cleared Online Bill Payment checks are expired/canceled at 180 days, then those funds are returned to the networks cash accounts (the funds were reserved from the networks account when the transaction was created to prevent overdrafts). You can as necessary, request un-cleared payments cancelled before the 180 days, by contacting Client Care at [support@billhighway.com](mailto:support@billhighway.com) or 866-245-5499.