

## **Agency Appointment Sheet for Setting Up The General Ledger**

**Complete and email (ONLY IF CORE REPORTS HAVE BEEN STARTED) to [Support@TresTechnologies.com](mailto:Support@TresTechnologies.com), ATTN.: Appt Desk.**

Once received, we'll set up a one-hour telephone appointment with a Support Representative to walk you through implementing *TRAMS*. If you need more than an hour, we'll make arrangements at the end of the appointment.

Agency Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

General Ledger Implementation Date: \_\_\_\_\_  
(Date you want to begin pulling accurate financial statements from *TRAMS*):

**The 4 Core Reports must be up and running in order to properly implement the General Ledger in *TRAMS*.**

(Separate appointment sheets are available for setting up the Core reports if they are not up and running, and should be completed prior to this appointment sheet.)

***Please email the following to TRAMS:***

(1) Go to Reports/Core/Client Balances, and run this report "As Of" the day *prior* to your implementation date in a *Detailed* format. Even if it just shows 0, include this report with your email.

(2) Go to Reports/Core/Vendor Balances, and run this report "As Of" the day *prior* to your implementation date in a *Detailed* format. Even if it just shows 0, include this report with your email.

(3) Go to Reports/Core/Check Register, and run this report for each bank account *From* and *To* the day *prior* to your implementation date, leaving Bank Reconciliation Status set to "All". Include this report/s with your email.

(4) From your manual system, complete the following information about your ARC reports for the month *prior* to your implementation date. (For example, if your implementation date is 2/1/2021 look up the following ARC payments for each ARC week in January 2021.)

**ARC Week 1:**

Ending Date: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Payment Amount: \_\_\_\_\_

**ARC Week 2:**

Ending Date: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Payment Amount: \_\_\_\_\_

**ARC Week 3:**

Ending Date: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Payment Amount: \_\_\_\_\_

**ARC Week 4:**

Ending Date: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Payment Amount: \_\_\_\_\_

**ARC Week 5:** (This may overlap between the two months)

Ending Date: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Payment Amount: \_\_\_\_\_

(5) To tailor your General Ledger accounts, go to General Ledger/Accounts and Insert, Delete, and Rename the accounts you need. Once done, go to Reports/General Ledger/Chart of Accounts and run this report. Include this report with your email.

(6) Please include (if available) your beginning General Ledger balances provided by your accountant (or your previous bookkeeping system) with your email.