A/R Year End Checklist

____ **Menu Option 4.4.x.** -Print Sales Analysis Reports.

____ **Menu Option 3.3.1.** -Print Aged Trial Balance.

____ **Menu Option 3.3.2**. -Calculate Late Charges. This option is used to calculate late charges for your customer's past due invoices. (Optional)

____**Menu Option 3.3.3.** -Print the End of Period Reports. This option is used to print your End of Period Reports and should balance to each other and to our other A/R reports.

____ **Menu Option 3.3.4.** -Print Customer Statements. This option is used to print customer statements and can be performed before or after the month-end process.

____ **Menu Option 3.3.5.** -Print Monthly Sales Tax Report. This option is used to print your Monthly Sales Tax report.

____ **Menu Option 3.3.6**. -Reset File Totals. "Make sure to save your backup prior to resetting totals and save for 7 years. This option is used to reset your current and/or year-to-date sales totals for the new month/year. If you are processing for the Month and YEAR END, advance the selector to **[Current and Year-to-Date Totals]**. If only processing for the month, select [Current Totals Only] . This step is ***very important*** and controls all year to date sales figures and comparisons for Items, customers, salesman etc., If you're uncertain of how to answer this question please call before proceeding!

____ **Menu Option 3.3.7.** -Month End Processing. This option is the final Month End procedure and is what moves the invoiced that have been paid in full out of the current trial balance and into AR history.

To verify you are ready to start posting to January, You can go into Menu Option 1.5.2 on the first screen there is a field called "Current Sales Bucket" It should say " 1 ". If it does not, please stop and call support. If it does, just hit F4 to return to the menu