

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 your customers' 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.

BEFORE CONTINUING

Menu Option 1.7.1 Backup Company file. Make sure to make a backup to keep for 7 years. Call the Backup "ARYE2008"

Menu Option 3.3.6. -Reset File Totals. "Make sure to take a backup prior to resetting totals and save for 7 years, name the backup ARYE2008." 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].

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.

Menu Option 3.3.8. Print Aged Payment History. (Optional)