AR/SO

Make sure all orders or invoices, cash receipts, and credit memos are entered and posted.

Calculate finance charges. You can change finance charges that have been calculated by going to file maintenance, customer, credit and balance information. The amount in the new finance charge field can be changed to zero or a different amount.

Print Statements

Print optional reports.

Print the Sales Tax Report. If AP sales tax report has been printed you can now clear the sales tax information for the month. It is in RM, Sales Tax Reporting.

Periodic Maintenance – Use #1 for month end and #3 for year end. At month or year end 12/31 you can clear the YTD FC. I would never clear the customer high balance unless you are told to do so.

Month end does only a period end, year end does a period end, quarter end, and a year end.

Make sure the Current Period/Fiscal year is correct.

Purge selected files