Accounts Receivable Procedural Checklist

Company: _______________

AS REQUIRED

- ☐ Maintain the masterfiles:
  - ☐ Code Files (Parameters, Bank, Billing, Class, Discount, Posting, and Terms Codes, Credit Rating, Dunning Message, Sales Rep, Sales Tax, and Shipping Methods)
  - ☐ Customer Files (additions and corrections)
- ☐ Process invoices:
  - ☐ Use Recurring Invoice Entry to make additions and corrections.
  - ☐ Select invoices to be billed using the Recurring Invoice Register, verify for accuracy, and then update if correct.
  - ☐ Use Invoice Entry to add new invoices, adjust existing invoices, and modify recurring invoices.
  - ☐ Verify with the Sales Journal, then update if correct.
- ☐ Process cash receipts:
  - ☐ Use Cash Receipts Entry to enter all cash receipts (de-posits) then match invoices, credit memos, and prepayments.
  - ☐ Verify with the Cash Receipts Journal, then update if it is correct.

MONTHLY

- [ ] Make sure all invoices for the month have been entered and updated.
- [ ] Make sure all cash receipts for the month have been entered and updated.
- [ ] Process finance charges:
  - [ ] Finance Charge Calculation
  - [ ] Print the Finance Charge Report, check for accuracy, then update if correct.
  - [ ] Use Finance Charge Maintenance to edit incorrect finance charges, and then reprint the Finance Charge Report.
- [ ] Print reports:
  - [ ] Aged Trial Balance
  - [ ] Sales Representative Commission Report
  - [ ] Sales Tax Report
  - [ ] Customer Statements
  - [ ] Billing Code Analysis
  - Customer Sales Analysis
  - Sales Representative Analysis
  - Historical Sales Journal
  - Historical Cash Receipts Journal
- Perform Period End Update (Month End).

> **Have these reports been printed?** If these reports have not been printed, the system terminates the update and returns to the Accounts Receivable Main Menu.
> **Do you have a current backup?** See the Solution-IV Utilities manual for information on backups. Once you have the backup and you answer **Yes**, you will be prompted for the following?
> **Full month-end processing?**
> **Full year-end and month end processing?**
> **Removes zero balance invoices?** Zero-balance invoices are cleared, as part of full month-end processing, however, there may be times when you want to remove them mid-month. This may happen if there is not enough space on the disk to expand the file when it gets full.
> **Remove zero balance temporary customers?** Zero-balance temporary customers are removed, as part of full month-end processing, however, there may be times when you want to remove them mid-month.
> **Remove paid commission information?** Commissions are cleared during month end. However, you can use this option if you need to clear them mid-month.
> **Re-age customer masterfile?** During the course of a month, the aging buckets in the customer masterfile may become incorrect. You may have noticed that it recalculates them each time they are displayed on the screen in such places as Customer Inquiry and Finance Charge Maintenance. It is not really necessary to run this function unless you have a custom report on your system that is dependent on these buckets to be accurate.

Clear historical transactions? Every transaction in the system is saved in a combination of historical transaction files. This is done so events can be recreated if necessary. These transaction files however, can become very large. Therefore, this option allows you to clear these files periodically.

Clear transactions older than: Enter the oldest date for which you wish to maintain historical information.

Copy transactions before clear? This feature copies transactions to be deleted to a separate file before deleting them from the main history files. This feature allows you to create a file of deleted history records that you can then back up before erasing from the hard disk.

Filename for copy Enter up to seven characters for the file name to which you wish to copy the transactions. A number, 1, 2, or 3, is added to the end of the file name, corresponding to one of the three Accounts Receivable history files.

Perform Status Change Update.

Before you Start

Before you start the Status Change Update, you must do the following:

- Make a current backup-this is for your own protection
- Make sure that the invoice entry, cash receipts, and finance charge files have been updated.
- Make sure no one else is using Solution-IV

Steps in Status Change

The Status Change Update works as follows:

1. Makes sure the entry files are empty and that no one else is using the Solution-IV Accounting System.
2. Builds a list of all the records that are marked to be changed or deleted (Status **C** or **D**)
3. Once the list is built, it checks all of the records to be deleted and makes sure that they are not being used anywhere.
4. Records that are marked to be changed are checked to insure that the "change to" is not going to be changed to something else and is not going to be deleted.
5. A report is printed showing the changes to be made and any conflicts found in steps three and four. If there are any conflicts, the remaining steps are skipped and you are returned to the Accounts Receivable Main Menu. If there are no conflicts, the system prompts:
6. **Are you sure you want to continue the update?**
7. The requested changes are performed.
8. The requested deletes AR performed
9. The history files are marked if anything was changed. There are multiple flags in each history record in each of the history files-one for each element that could be changed. They are normally blank. If the element has been changed, the associated flag is set to "C."

YEARLY*

Perform all the steps for monthly processing.

Perform Period End Update (Year End).

- Yearly procedures should be done as soon as all invoices and cash receipts have been entered for the last month of the year, but before anything is done for the first period of the next year.