While the system is date driven and there is no monthly close off or batch processing, there are a number of recommended housekeeping functions that should be performed at the end of each month.

Tip Create a folder inside your Infusion folder called **Month End** reports. Inside this folder create a separate folder for each of the months for the year April, May etc. Save each of the reports created at month end as a PDF to this folder.

At the End of Each Month

Customers

- Under Admin / System Reports run the **Check for Partially Posted Invoices** for the month. If any appear here contact Support or your Partner. NB not all invoices on here require repair but please check.
- Run the **Customers / Reports / Customers Unallocated Payments** report and match any Credits and Payments with the unpaid Invoices.
- Run the **Pending Invoices** report to the end of the current month. Have all invoices been posted that should be?
- Run the **Duplicated Customers** report and fix accounts where required.
- Run the **Sales Analysis by Date Range** report
- Update the **Statement Message** if necessary
- Run the **Customer Verification** report – You will be prompted to include the G/L Balance. This should always be done, as it will confirm that the Customer data file balances with the General Ledger File.
- Run the **Customers Aged Trial Balance** report
- Run the Customer **Transactions by Type** report

Suppliers

- Run the **Purchase Orders / Reports / Un-invoiced Received Orders** A Journal may need to be processed to accurately account for the cost of Goods Sold for un-invoiced Received Orders.
- Run the **Purchase Orders / Reports / Purchase Orders Receipt /Invoice Date Check** Have products been received in One Month, with the Invoice dated in the previous month.
  - Goods dispatched by your Supplier on the 28th of the month may not arrive in store until the following month. However, the Supplier invoice will be dated the 28th
  - When the goods are received, they should be received at the same date the invoice was created, the 28th
- Run the **Suppliers / Reports / Suppliers Aged Trial Balance** report
- Run the **Suppliers Verification** report - You will be prompted to include the G/L Balance. This should always be done, as it will confirm that the Supplier data file balances with the General Ledger File.
- Run the **Supplier Transactions by Type** Report
- Run **Supplier / Reports / Invoices not Authorised for Payment** to make sure all invoices are Authorised.

Products

- Complete rolling Stocktakes and print **Stocktake Audit trail** report
- Review the **Product Status** report
- Run the **Product Valuation Detail by Group** tick flag to identify any Products with negative on hand quantities
- Run the Product Valuation Summary by Group
- Make any Products Inactive if required. Merge to latest product code
- Run the **Update Stock Value to G\L** after Supplier Invoices have all been received (about 12 to 15 of the month)
- Run **Product Transactions by Type** report
- Run **Product Movement** report

- Run the **Kitset Buildup** - With Prices report
- Recalculate the Kitset Cost Prices and Sell prices if necessary

Jobs – Service Workshop

- Review the **Work In Progress Detail** Has all the work been charged out?
- Review the **Staff Timesheet Analysis** report for the month
- Review the **Job Summary** report with the Include completed ticked. This will show any Products not invoiced on Jobs.

Cashbook / Financials

- Run the required **Profit and Loss** report(s)
- Run a **Balance Sheet** report
- Run a **Trial Balance** report
- Run a **Cash flow Forecast** report

Admin

- Backup and Reindex your data files on a regular basis
- Restore the backup to an offsite computer and check it works
- Run the **System Verification** report
- Review the Audit Trail for deletions and changes to system settings**.**
- Re-set the **Lockout Dates**