

Accounts Receivable Period-End and Year-End Processing Checklist



- 1. Select the module's Period End menu > Period End Processing.
- 2. In the Period End Processing window, verify that the correct period is displayed. If the correct period is not displayed, change the period in the module's Options window.
- 3. Select the Print Period End Reports check box to print period-end or year-end reports.
- 4. Click Proceed.
- 5. You are prompted to confirm that the closing period will be changed to the next open period. Click Yes to complete period-end or year-end processing.