

Monthly Procedures Checklist

IMPORTANT! Follow the order of this list when completing each task.



Follow the Daily Procedures Checklist



Transfer all Internal Account balances to the "Write Off" Account



Print all Debtor Statements and mail to clients

Sysnet Toolbar > Debtors > Reports > Debtor Statements



Print a Debtor List for the Head Office or Accountant

Sysnet Toolbar > Debtors > Reports > Debtor Statements



Ensure all Liquor & Food Invoices, Credit Claims and Bonus Stock are entered and processed

➤ ONLY if Stock Control processes are in place



Ensure all Stock Transfers are entered and processed

➤ ONLY if Stock Control processes are in place



Complete the Stocktake procedures for ALL Locations

➤ ONLY if Stock Control processes are in place



Print the Cost of Goods Report (Optional if Stock Control processes are in place)

Sysnet Toolbar > Stock > Reports > Stock > Cost of Goods

- Select MONTH
- Select the required month from the drop down menu
- Use the group filters to modify the report



Note: It is a good idea to review this report carefully prior to running the End of Month. Any issues found can be addressed before the month is closed. However, to guarantee accuracy, print the final copy of this report AFTER the End of Month is run.



Print the Profit Report

Sysnet Toolbar > Stock > Reports > Sales Stock (PLU) > Profit Report > Historical

- Select MONTH
- Select the required week from the drop down menu
- Choose the location



Note: If necessary, print 2 separate reports; one for Liquor PLU Groups and one for Food PLU Groups. Using Report Templates can be a handy tool for this report.



Perform a Monthly Backup of Sysnet

Sysnet Toolbar > Processing > Backup Sysnet

Select Backup Method as "Daily" and back up to an external drive (USB Key, SD Flash Card etc.)



Age Debtors

Sysnet Toolbar > Processing > Age Debtors



Complete an End of Month

Sysnet Toolbar > Processing > End of Month

Optional Reports

- ✓ Cash Balance
- ✓ Revenue Breakdown



Automatic reports

Any of these reports can be automatically printed when the End of Period processes are performed.