



END OF MONTH/YEAR PROCEDURES

Softpower SoftBiz Windows Program

Please run the following reports on the last business day of December:

1. A/R Customer Aging Report
2. Inventory Stock Value Summary Report
3. *Optional - Unsold Serialized Report (this report will help verify the accuracy of your wholegoods inventory)

All other reports are date sensitive and can be run after the end of the year.

Perform a year-end data backup and place in a secure location.