

# Key End of Year Accounts Receivable Reports

Andrew:

Year end is coming up soon. I'm supposed to prepare Accounts Receivable for the transition to the new year, where do I start?

Robert:

You'll want work through the reports in the Year End queue. Accounts receivable has five of them.

Andrew:

Oh! That must be what's on the buttons!

Robert:

Yup, they're likely already set up in the queue, but understanding what they do is important too. Why don't you pick one and I'll explain what it does!

## Topics

- Tax Information Report
- Salesperson Report
- Sales Analysis Report
- A/R Flex Report
- Monthly Recap Report

## Tax Information Report

The Tax Information Report provides crucial month-end and year-end tax totals. This includes taxable sales, non-taxable sales, and collected tax liability.

Tax codes appear with their individual totals, and the report includes all store locations.

This report pulls information from Tax Code Maintenance in Accounts Receivable.

If you're running the report for Year End processing, use Print Setup option A to print and spool the report.

On the Options tab, enable Y: Year-end Update, so Eagle will clear the Tax Code Maintenance data for Period To Date and Year To Date.

Enable this only if you want to reset those totals for a new year to start clean.

Select Run to process the report.

## Salesperson Report

The Sales Person report provides Month-to-Date and Year-To-Date details for Sales, Cost of Sales, Gross Profit Dollars, and Gross Profit Percent for each Salesperson from the Maintain Salesperson function.

While this report is not mandatory, including it in your year-end procedures can help you track productivity and pay commissions.

If the Salesperson Report is not in your End of Year queue, talk with the Eagle Advice Line if you want to add it. They can ensure that you set it up correctly for your year-end queue.

Open the Sales Person Report from Accounts Receivables Reports.

If you're running the report for year-end, select Print To option A.

On the Options tab, enable Y: Year-end Update.

With this option selected, Eagle sets the sales person data to zero for Month-to-Date and Year-To-Date, so it can start a new year of Salesperson data.

With your options selected, run the report.

This report includes Salesperson data across all store locations, so you do not need to repeat it for each store.

## Sales Analysis Report

The Sales Analysis Report enables you to analyze and categorize your Accounts Receivable customers based on sales and profitability.

You can use this to identify your top-rated customers.

Most retailers run multiple Sales Analysis Reports at year end, selecting varying ways to rank their customers.

If you decide to do this, put these reports ahead of the Sales Analysis Report that closes out the expanded departmental history at the end of the year.

This is not a mandatory end of year report.

To add or remove it from a queue, check with the Eagle Advice line to ensure that it is done correctly.

Open the Sales Analysis Report and set your print settings. Choose option A at year end to print and spool the report.

On the From/To tab choose the Print Sequence. This adjusts how the report ranks your customers. The key ranking options to consider are: Sales, Gross Profit Dollars, and Gross Profit percent.

Use the Max Number of Customers field to limit the results.

For year-end processing, select Option Y, and if you keep expanded departmental customer history, Option E. These options clear all Month-to-Date and Year-to-Date departmental sales figures from the Department tab of Customer Maintenance, ensuring that the new year records start with a blank slate.

Press Run to process the report.

## A/R Flex Report

The Accounts Receivable Flex report is a mandatory Year-End report.

Use it to preserve the integrity of your Accounts Receivable data.

It gives Month-to-Date and Year-to-Date sales, cost of sales, and gross profit information for your A/R customers.

It also shifts the information to Last Year when processed in the End of Year queue to start a fresh year.

Open the Accounts Receivable Flexible Report.

For end of year, we recommend selecting Print Setup option S to spool this report.

For year-end processing, on the From/To tab, set the Flex Name to YTDROLL.

On the Options tab, enable option Y: Year End Update.

Once the report processes with these settings, Eagle sets year to date totals to zero.

For that reason, if you want to include Year-to-Date Finance Charge Totals on statements, you must process them before running the Accounts Receivable Flexible Report.

Select Run to complete the report.

## Monthly Recap Report

The Monthly Recap Report provides you with sales information for the last month of the year.

It displays daily cost of sales, gross profit, and price exceptions.

When the report prints or spools, Eagle resets the information in the recap file, so the new month's totals begin with zero.

When running the report as part of the end of year queue, set the print option to A: Print and Spool.

On the Options tab, enable option F to update and finalize all sales information, preparing it for next year.

Select Run to process the report.

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