Datahawk Software
Debtors End of Month Check List

( ) All Avgas, Oil and Jet A1 outside sales entered (If applicable)
( ) Landing Fees for visiting aircraft entered (If applicable)
( ) All Flight Cards/Sheets entered
( ) All Instructor Cards entered (If applicable)
( ) All Receipts entered.
( ) All Item Debits entered.
( ) All Item Credits entered.
( ) All Bank Account Direct Credits receipted.
( ) Cash Sales Account – (Should have a zero balance)
( ) Bar Sales Account – (Should have a zero balance)
( ) Trial Flight Account – (Should have a zero balance)
( ) Student Loan Invoices Charged (If applicable)
( ) Final Banking Batch – Only receipt CreditCard+Eftpos total for last day of month.
( ) Check Journal Balance – *Reports* -> Transactions (Journals) – Balance = $0.00

Bank Reconciliation – (If applicable) - Complete before debtors update.
Print the 'Reconciliation' and 'Not Presented - All' report copies for both office and Treasurer/Accountant (use Bank Account Report button)

Schedules - *Transactions Menu* - Schedules - (Run any due)

Verify Balances – Tools Menu, Verify Accounts. (If any errors, Contact Support)

Monthly Statements - *Statements Menu*

> Statements - Print Statements
> Statements - Run Email Statements

Address Labels - *Statement Menu - Labels* - (Load Labels Into Printer)

> **If using Window Envelopes for Statements:**
> Select the 'No Statements' option on the Labels screen, read the message, continue and just click the 'Print Labels' button. This special option will print labels for accounts that want a newsletter but have no statement.

> **If using Normal Envelopes for Statements:**
> Simply open the Labels screen, leave all settings as the defaults and click the Print Labels button.

Reports - *Reports Menu, Report Options*

( ) Staff Pilot (Hours) - (2 Copies - 1 to Manager, 1 to CFI)
( ) Summary (Debtors)
( ) Account Balances (All)
( ) Account Class (Balances)
( ) Accounts (New Members) – (If required)
( ) Aircraft Hours - Current
( ) Sales Revenue (This Month)
( ) Transactions (Special)
( ) Tutor Hours Report (All) – (If applicable)

Optional Reports

( ) Audit - Airways Fees – (Optional use this to verify incoming airways fees)
( ) Audit - Landing Fees – (Optional use this to verify incoming landing fees)
( ) Accounts (All, Alphabetic) – (Optional. Easy to reprint from Copilot at any time)
( ) Transactions (Current) – (Optional. Easy to reprint from Copilot at any time)

End of Month Update - *Updates Menu* - **Debtors End of Month Update**

Purge Short Term Accounts – File Menu - Accounts File**.** Click the 'Purge' button after end of month update to delete all closed zero balance Short Term Accounts.

** Completed **