OPERA SALES LEDGER CLOSE CheckList

DISABLE SHORTCUT – go to OPERAUK server Y. find file OPERA and rename it it a number 2 , this way the short cuts on everyone's PC's will not work. SO no one can log in while backing up and closing down.

[ ] DISABLE SHORT CUT
[ ] BACK UP
[ ] CORRECT DATE WHERE TO THAT OF MONTH CLOSING DOWN
[ ] CLEAR TEMPORY FILES
[ ] CLEAR SYSTEM LOG
[ ] EXCHANGE RATE DOLLAR - SALES
[ ] EXCHANGE RATE EURO – SALES
[ ] SALES LEDGER TRANSFER
[ ] DEBTORS REPORT - PDF
[ ] TRIAL BALANCE SUMMARY PDF
[ ] DELIVERED NOT INVOICE REPORT – PRINTED ON PAPER
[ ] CLOSE SALES
[ ] RE ENABLE SHORTCUT – REMOVE 2
[ ] CHECK EXCHANGE RATE ON LIVE OPERA – A DOUBLE CHECK YOU CLOSED LIVE NOT BACK UP.