Month-End Close

Open **Reports > End of Month**. One brand filter runs every section and its exports, and comparisons to the prior month and prior year are available. These reports are run by accounting leads; office staff should know they exist and where the numbers come from.

REPORT	WHAT IT SHOWS
Cash Proof	Money received by tender: cash, check, wire, ACH, and card.
Finance Charge	Every finance charge assessed in the month, with account, customer, invoice, dates, and amount, plus a month total. Exports to CSV.
Fuel Sales and Taxes	Gallons, sales, and each tax per fuel and brand, for tax filing. Flags any line billed at a rate other than the one in force.
Tax Liability	Tax on posted invoices by brand, on a posted or paid-in-full basis.
Fuel Inventory Reconciliation	Every gallon out of company tanks and trucks matched to the invoice that billed it. Review the unbilled and shrinkage rows first.
Sales Summary by Product	Sales by product, including fuel sold by fuel.
Budget Delinquency	Budget customers behind on installments.
Rental Billing	Rental invoices for the month.
Credit card charges	Card charges with a filterable Results column, the employee who processed each one, and holds shown as held, not charged.

Close Checklist

1. Post all checked invoices for the month, and resolve anything that failed to post.
2. Close every bank deposit batch.
3. Run Cash Proof and match it to your bank and processor statements.
4. Review the Finance Charge report.
5. Run Fuel Sales and Taxes and Tax Liability for filing.
6. Run Fuel Inventory Reconciliation and investigate unbilled or shrinkage gallons.
7. Send statements.
8. Export the month's line items to CSV as needed.

Revision #2
Created 2026-11-02 18:00:58 UTC by Kozy Operations

Updated 2026-11-02 19:50:53 UTC by Kozy Operations