

# MaxxTraxx Corporate Task List

## **Daily**

Make Appointments  
Contact Customers with Scheduled Appointments  
Write Repair Orders/Quotes  
Restock Parts Invoices  
Write Checks for COD Parts Purchases  
Close Repair Orders and Take Payments  
Enter Payments for Accounts Receivable  
Enter Payments for Non-Invoiced Cash In  
Enter Monthly Bills as Received  
Daily Sales & Cash Drawer Report  
Enter Cash Pay Outs (as it occurs)  
Make Bank Deposit  
Print & Review Service Counter Reports  
Print Marketing Letters and Postcards

## **Weekly/Semi-Monthly**

Run Parts Reorder Reports  
Run Payroll  
Make Payroll Tax Deposit (3 working days)\*  
State Payroll Tax Payment\*  
\*frequency varies depending on federal/state guidelines and size of payroll

## **Monthly**

Reconcile Bank Accounts  
Pay Accounts Payable/Monthly Bills (Pay Bills)  
Post Finance Charges on Accounts Receivable  
Print Accounts Receivable Statements  
Sales Tax Payment & Report\*\*  
\*\*frequency varies depending on state guidelines

## **Quarterly**

941 Payroll Tax Report  
State Payroll Tax Report\*

## **Annually**

940 Payroll Tax Report  
State Payroll Tax Report  
Print W-2s & 1099s  
Take Physical Inventory  
Print Reports for Income Tax Preparation  
*(No end of year closing required – Retained Earnings post to G/L automatically after the end of your fiscal year.)*