Weekly Checklist

Although you can complete these tasks at any time, FTD suggests you do so on a weekly basis:

» Report phoned-in Mercury Orders to FTD by sending REC messages.

» Print an Orders Filled report for other wire services.

» Run a Symantec AntiVirus Live Update.

To run a Symantec AntiVirus Live Update:

1. On the **Windows Start** menu, point to **All Programs**, then to **Symantec Client Security**, and click on **Symantec AntiVirus**.

2. Click **Live Update**.

3. Follow the on-screen instructions to update your virus definitions.

For monthly tasks, see the other side of this card…

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Monthly Checklist

On a monthly basis, you should perform these tasks:

» Print the Aged Analysis report (you should also save an electronic copy of it). Review the report to ensure it is accurate, and make any necessary corrections to accounts.

» Generate customer statements.

» When you receive your Combined Report, perform wire reconciliation.

» Print the Sales Tax report.

» Print the Sales Summary report.

» Print any other applicable reports.

» Complete a General Ledger export.

» Run a Windows Update.

To run a Windows Update:

1. On the **Windows Start** menu, point to **All Programs**, and click **Windows Update**.
2. On the Microsoft Web site, follow instructions to update Windows.

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