v8.0 Receivables/Sales Order Year-End Checklist

The following Year-End checklist has been designed to conform to the features and functionality of the currently supported versions of the OSAS Accounting Software (version 8.0). Use of this checklist for earlier versions of your software may or may not be complete.

1. ____ Enter and post all orders/invoices, cash receipts and credit memos.

2. ____ Calculate finance charges for the period.

3. ____ Print statements for the month.

4. ____ Print the Customer Analysis, AR Analysis, Sales Analysis, Sales History, Customer Sales, Customer Activity, and Commissions Reports as needed.

5. ____ Print the **Sales Tax Report** (located in Resource Manager, Application Setup). Print this report for both sales and purchases if you are using Accounts Payable or Purchase Order.

6. ____ *(OPTIONAL)* Print or save any additional reports.

7. ____ **Backup data files.**

8. ____ Year-end is a single user function. Make sure that no one is using AR/SO.

9. ____ Use the **Clear Sales Tax** (located in Resource Manager, Application Setup) function to clear taxable and non-taxable sales from the Tax Locations.

> **NOTE:** **This function will clear values for both AP/PO and AR/SO and is only done once, make sure you have all reports printed.**

10. ____ Year-end maintenance is used to accomplish these functions:

- Accumulate balance totals for balance forward customers.
- Adjust the Customer file to match the Open Invoice file for open invoice customers if these files do not match.
- Advance the figures in the aging periods in the Customer file.
- Move year-to-date history information to the last-year column.
- Clear period-to-date, quarter-to-date and year-to-date history.
- Update the credit status field in the Customer file.
- Update the aging balances in the Summary History file.
- Clear the month-to-date and year-to-date sales amounts in the Sales Rep file and Payment Methods file.
- Post finance charges to General ledger.
- Clear YTD finance charges if selected (should be done at end of calendar year).
- Clear customer high balances if selected.
- Increment the fiscal year in the ARPDxxx table by 1 and change the period to 1.

11. ____ Print the **Customer Comment List** from the Master Lists menu. Then **Purge Customer Comments** through Periodic Processing if desired.

12. ____ Use the **Purge Selected Files** function to:

- Purge Recurring Entries for the cutoff date you enter.
- Remove summary and detail Sales History before a specified date.
- Delete Paid Invoices from the Open Invoice file before a specified date.
- Delete ACH Receipts transmitted before (Banking Required).