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## Accounts Payable/Purchase Order Year-End Checklist

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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 6.05 and version 6.1x). Use of this checklist for earlier versions of your software may or may not be complete.

1.  Make sure all purchase transactions, orders, material requisitions and miscellaneous debits have been entered and posted.
2.  Complete and post the final payment cycle for the year.
3.  Print the Vendor Analysis, AP Analysis, Purchase Analysis, Purchase History, and Payment History Reports.
4.  (*OPTIONAL*) Print or save additional reports.
5.  **Backup data files.**
6.  Print the Sales Tax Report (located in Resource Manager, Application Setup).
7.  If using Accounts Receivable/Sales Order wait until closing that application, to perform this step. Otherwise, use Clear Sales Tax to clear sales tax paid on purchases.

**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.**

8.  If you need to print 1099's, perform these tasks:
  - Verify the D1099xxx and F1099 tables (File Maintenance, Tables)
  - Print and review the 1099 worksheet information for accuracy
  - As needed, adjust any YTD payments amounts
  - Print 1099's <sup>1</sup>
9.  Verify no one is using the AP/PO system.
10.  Select Year-End Maintenance in Periodic Maintenance function on the File Maintenance Menu. Use it to accomplish these tasks:
  - transfer YTD totals to the last-year fields in the Vendor file
  - clear the period-to-date, quarter-to-date and year-to-date amounts in the Vendor file
  - delete temporary vendors with no open invoices
  - select whether to move the YTD 1099 payments amount to the last-year field<sup>2</sup>
  - set the period in the APPDxxx table to 1 and increment the fiscal year by one
11.  Print the Vendor Comments List from the Master Lists menu.
12.  Use the Purge Vendor Comments function on the File Maintenance Menu to purge vendor comments.
13.  Use the Purge Selected Files function on the File Maintenance Menu for the following tasks:
  - remove unnecessary paid invoices
  - delete out-of-date recurring entries
  - remove excess detail and summary history
  - delete unneeded check history
14.  (*OPTIONAL*) Use the Vendor function in File Maintenance to delete inactive vendors. Use the File Rebuild/Verify function on the Data File Maintenance menu in Resource Manager to rebuild the APVExxx file.

<sup>1</sup> You can also produce 1099's after you complete year-end maintenance. You can post payments to the last-year 1099 payments field. When you have entered all the payments for last year, make sure you are in the last year files, select 1099 Forms and print them using the 1099 payments amount from last year. <sup>2</sup> This is performed at calendar year end only.