



Accounts Payable/Purchase 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 TRAVERSE Accounting Software (version 9.41 and version 10.x). Use of this checklist for earlier versions of your software may or may not be complete.

- ___ 1. Enter and Post all Transactions and Payments.
- ___ 2. Print the AP Aged Trial Balance Report from the Management Reports menu to reconcile your Accounts Payable GL account with the total on the report.
- ___ 3. Print the following summary history reports from the Management Reports menu. In order to print these reports, the option to save purchase history must be selected in Options and Interfaces.
 - AP Analysis Report to analyze payables.
 - Purchase Analysis Report to summarize purchase trends based on the last 12 months.
 - Vendor Purchase History Report to show the quantity purchased from vendors.
- ___ 4. Print the following detail history reports from the Management Reports menu. In order to print these reports, the option to save summary and detail purchase history must be selected in Options and Interfaces.
 - Payments History Report to list paid invoices, check numbers, check dates, and payment types.
 - Vendor Activity Report to show how often purchases were made from each vendor for the year.
 - Vendor Detail History Report to display the posted purchases and returns made to vendors during the year.
- ___ 5. **BACK UP DATA FILES!** The next step makes changes to your data.
- ___ 6. You can print 1099's before or after you run Period-End Maintenance. Simply select the calendar year to use when printing the 1099 forms. It is recommended that you print a worksheet first.
 - Verify limits in the 1099 Field Indicators function on the Setup and Maintenance menu.
 - Print 1099 Worksheets from the Print 1099 Forms function on the Periodic Processing menu.
 - Verify Year-To-Date payments and adjust as needed.
 - Use the Print 1099 Forms on the Periodic Processing menu to print 1099 forms.

NOTE: If the company is not on a calendar fiscal year, this step becomes part of month-end for December.

- ___ 7. Select the Periodic Maintenance Period-End function within the Periodic Processing menu (This is a single user function). This is an optional function. Use the Activity Button on this screen to print an Activity Log to verify which tasks have been performed.

If Selected:

- Delete Temporary Vendors if balances are paid in full.
- Delete paid invoices before a specified date. If a date is not specified and the check box is not selected, paid invoices are not removed.
- Delete summary and detail purchase history before a specified date. If a date is not specified and the check box is not selected, history is not removed.
- Delete Payment History before a specified date. If a date is not specified and the check box is not selected, history is not removed.
- Delete Vendor Detail History before the year you specify. If a year is not specified and the check box is not selected, history is not removed.
- Purge recurring entries for the specified cutoff date. If a date is not specified and the check box is not selected, recurring entries are not removed.

- _____ 8. Select Vendors from Setup and Maintenance menu to delete inactive vendors. Use the Delete function key to delete the inactive vendors. This step is optional.

NOTE: Vendors must have zero for an outstanding balance before they can be deleted.