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## Accounts Receivable/Sales 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 6.1x and version 6.5x). 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.
5.  Print the Sales Tax Report. 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 function to clear taxable and non-taxable sales from the Tax Locations. (This function has been moved to the Application Setup menu in Resource Manager).
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
  - resequence the transaction 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 month-to-date and year-to-date sales amounts in the Sales Rep file
  - clear month-to-date, quarter-to-date and year-to-date receipt amounts from the 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 Report from the Master Lists menu. Then Purge Customer Comments through Periodic Processing.
12.  Use the Purge Selected Files function to:
  - remove summary and detail sales history before a specified date
  - purge recurring entries for the cutoff date you enter
  - delete paid invoices from the Open Invoice file before a specified date

**NOTE: This function can and should be done more than once a year.**

13. \_\_\_\_\_ (*OPTIONAL*) To delete inactive customers use File Maintenance, Customers function, select the customer ID and use the delete command. If you delete customers, we highly recommend that you rebuild the ARCUxxx file. To rebuild, select Resource Manager, Data File Maintenance, File Rebuild.