



Open Systems Accounting Software

Year End Processing

In A Nutshell



PAYROLL

- _____ Include Auto Fringe Amounts with your last Payroll of the year, so all taxes will be withheld.
- _____ BACK UP data files when payroll is complete.
- _____ Select Periodic Processing, Periodic Maintenance, Year End. This process will create Last Year Files, and clear out all figures Period, Quarter and Year to Date in the employee history file. It will also remove terminated employees from the New Year Files. Transaction and Check History remain unless you specifically ask the system to purge those files.
- _____ Consolidate sick and vacation balances using the Roll Up Leave Balance Information on the Periodic Processing Menu. If using the Vacation and Sick accruals, this function will sync each employee's master file with the vacation and sick history file and correct any discrepancies.
- _____ Delete any outdated recurring entries.
- _____ AFTER you have created the 2008 Payroll year, install the Payroll Tax Routines for 2008 or manually adjust Federal, State and Local Tax Tables where necessary.

GENERAL LEDGER

- _____ Print the Chart Of Accounts answering YES to Print Clear/Consolidate. Check that all income statement accounts have an account type between 500-899, all Balance sheet accounts have an account type between 005-499 AND verify that the Step and Clear To account information is included for each GL account to be cleared (These would be Revenue and Expense accounts)
- _____ Press F9 to access Last Year files (2006). Make sure all entries have been posted to the GL Master and that the current year has been updated and match your taxes filed for 2006.
- _____ BACK UP your data files.
- _____ Select Periodic Processing, Create Last-Year Data. Enter your Retained Earnings Account number and answer the questions about moving Budgets. **NO ONE ELSE MAY BE IN THE SYSTEM WHEN PERFORMING THIS FUNCTION.**
- _____ Remember to Update Current Year each time you go back into the GL Year 2007 and post entries to the GL Master so your 2008 year beginning balances reflect these changes.

ACCOUNTS RECEIVABLE/SALES ORDER

- _____ Complete normal processing for the month
- _____ Write off any Bad Debt or other year end adjustments.
- _____ Calculate Finance Charges
- _____ Print Statements
- _____ Print and Clear Sales Tax Report
- _____ BACK UP your data files
- _____ Run the Period End reports you normally print.
- _____ Select Periodic Processing, Periodic Maintenance, Year End. This process will clear the history information, Period, Quarter and Year to Date in the Customer Master file. It will not delete any detail or summary history.
- _____ Using Purge Select files Purge Paid invoices with dates before 01/01/06 or Period 01/2006.
- _____ Purge any detail or summary histories that you want to now OR you can wait until another time when you are not so busy with year end.
- _____ Print the Open Invoice and Aged Trial Balance reports so you will have one as it looked on 12/31/07. You can add sales and adjustments by posting to the last year and re-running your report using proper dates.

ACCOUNTS PAYABLE/PURCHASE ORDER

- _____ Complete normal processing for the month.
- _____ Run period end reports that you normally do.
- _____ BACK UP your data files
- _____ Select Periodic Processing, Periodic Maintenance, Year End. Answer YES to Move 1099 Payments YTD to last year.
- _____ Use Purge Selected files to remove all paid invoices in the open invoice file dated before 01/01/08 or by Period/Year 01/2008.
- _____ Run the Open Invoice and Aged Trial Balance Report to have one printed at the exact year end. (You can re-run this report later to include additional invoices entered after the year end that were posted to the last year.)
- _____ 1099's can be run using last year 1099 information that was just moved over whenever you wish. This allows you time to adjust 1099 vendors and amounts.

INVENTORY

____ BACK UP your data files

____ Perform the Physical Inventory. Run either Work sheets or tags for the count, freeze inventory quantities, enter Physical Count, run the Physical Count List, Variance Report and Physical Count Valuation Report. Update Perpetual Inventory.

____ Print and post all transactions, transfers, and General Ledger Adjustments.

____ Change any prices and costs as necessary

____ Select Periodic Processing, Purge Selected Files. This allows you to delete outdated Lots with zero quantities, alternate items, price promotions, bin numbers, serialized history and serial numbers, lot information and detail history.

____ Run Quantity Cross Verification to verify total quantity and cost information stored in the Quantity Totals File (INQTx)

____ Run Year End Maintenance to increment the current fiscal year to period 1, create a new Year-to-date record in Summary History file, (INHSx) for the new fiscal year.

____ Run Rebuild Item Quantities to sync Inventory with on-order, committed, and in-use quantities from other applications that interface with Inventory.

____ Print the final Valuation Report to file for audit.

JOB COST

____ BACK UP your data files.

____ Select Periodic Processing, run the Overhead Allocation report, and post to the General Ledger.

____ Select Periodic Maintenance, Year End to clear the Period-to-date and Year-to-date figures.

____ Purge Job Comments where needed.

____ Run any Cost and Billing Reports that you wish to keep on file for this year.

____ Delete completed jobs and their related histories for those jobs you no longer need. (To delete a job the Ovhd and Fin Goods to Post must be zero and there must be an actual completion date in the Job's Master File.

BANK RECONCILIATION

____ There is no Year End Function for Bank Reconciliation. Purge your Reconciled Transactions once you have reconciled for December.

____ Remember to update current year in the General Ledger before reconciling so you will reconcile to the correct balances. Bank Reconciliation has no distinction between this year and last year. Only the untagged (uncleared) checks remain on file. The Application will pick up the beginning bank account balance from the General Ledger Master file's beginning balance. If this balance has not been updated for entries made in the Last year you will not be able to reconcile to zero.

FIXED ASSETS

____ Calculate and post the Period Depreciation.

____ Run the reports that you normally run at period end and any other reports within the year end menu selection.

____ Select Year End Maintenance to clear all the types of depreciation. This will also delete retired assets as of the date you enter.

YEAR END ORDER

There is no strict order for your applications to perform year end. Generally you want to Create the New Year in General Ledger AS SOON AS POSSIBLE.

Our recommended order is:

____ Payroll

____ General Ledger

____ Accounts Receivable/Sales Order

____ Accounts Payable/Purchase Order

____ Inventory

____ Job Cost

____ Fixed Assets

Also, remember that history files can be purged at any time and do not need to be done right at year end when you are so busy. Do them in later on when things slow down.



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