Year End Instructions

Everyone should run Year End at the end of December, even if your Fiscal year ends in a different month.
The Year End program consists of the following:
   Clears YTD Fields in the Customer Master
   Clears YTD Field in the Vendor Master
   Prints various report for inventory, salesmen totals, etc.

The Year End program **DOES NOT** have anything to do with your General Ledger, Accounts Payable, Payroll, or Qtrly Reports. You must choose to update these from other menu options within the software.

BEFORE RUNNING YEAR END PROGRAM:
1. Day End: Run on December 31st at the end of the day as usual.
2. Cash Receipts: Update any receipts for that day.
3. Bad Debts: If you are going to have any bad debts for the year, now would be a good time to mark these off. This is done on the Accounts Receivable Menu option #3.
4. Make absolutely sure no one tries to invoice after running the Day End.
5. Sign off all machines/users except yourself.
6. Use two workstations/sessions during Year End. Use one for System Operator Messages, and one for the Year End Program.
7. Reports: Decide if you want to print or put on hold all reports. You will be given this option for both Month End and Year End.
8. Month End: Perform Month End as usual with the Initialization of your tape for Month End.
9. Now start Month End. **Answer NO you do not want to power down after Month End. Answer YES you do want to start Year End when Month End if finished.**

Accounts Payable
Even after you have ran the YEAR END PROGRAM you can still key in Accounts Payable invoices and expense them to December.

General Ledger
The Year End for your General Ledger if ran though the General Ledger Menu, option #6 (PERIOD UPDATE OF GENERAL LEDGER option 2).   This is only done at the end of your calendar year.   Make sure to do the following:

1. Do any manual entries for adjustments.
2. Update all general ledger entries through the last day of the month you are ending your year. Use OPTION 6 – and OPTION 1.
3. Now run GL Report – ALL or SELECTED ACCOUNT TRANSACTIONS for SPECIFIC PERIOD. Need to select ALL.
4. Now you can do OPTION 2 – GENERAL LEDGER YEAR END. This procedure clears all accounts except assets. Your asset accounts will have a balance brought forward for the New Year.

If you need additional information, email support@southpoint.net or call our office.