

EOY CHECKLIST - AP & GL



ADVANCE STEPS CHECKLIST

To prepare for year end close, there are steps that should be done in advance.

- Purchase 1099 forms.
- Test print a 1099 and forward to Data Plus if printing needs to be adjusted.
- Create a directory to store any files or reports to be saved. In Data Plus all files and reports are already programmed to write to disk and can be viewed using Notepad or WordPad. Since each run of the report overrides the last run of the report, these reports will need to be renamed to suit the end of year naming convention. We suggest you save them as pdf files for easier viewing and legibility. (If you do not have pdf there are free versions of this software online that can be downloaded.)

ACCOUNTS PAYABLE

- Print required monthly reports and/or save them to your hard drive. [Accounts Payable>Monthly Reports]
- Print 1099 audit report. [Accounts Payable>Vendor Reports>1099 Audit Report]
- If adjustments are needed for any 1099, then use the Review Vendor 1099 Info utility [Accounts Payable>Utilities> Review Vendor 1099 Info]
- Close month in AP. [Accounts Payable>Close Month]
- Print 1099 Forms. [Accounts Payable>Vendor Reports>1099 Forms]
- Create 1099 magnetic media file (only for States that support magnetic media). [Accounts Payable>Vendor Reports>1099 Magnetic Media]
- Check recurring payments for monthly amounts and/or limits. Adjust accordingly. [Accounts Payable>File Maint>Recurring Payments]

GENERAL LEDGER

- Print Monthly Reports and/or save them to your hard drive. [General Ledger>Monthly Reports]
- Print Yearly Reports and/or save them to your hard drive. [General Ledger>Yearly Reports]
- Set up fiscal periods for the new year [General Ledger>File Maint>Fiscal Periods]
- Validate the retain earnings account is correct [General Ledger>File Maint>Parameters]
- Run Chart of Accounts to validate classes. [General Ledger>File List>Chart of Accounts]
- Close the month. [General Ledger>Close Month]
- Print Closing Entries Report (Optional). [General Ledger>Yearly Reports>Closing Entries]
- Budgets (Optional). [General Ledger>Utilities>Budgets]

If there are any questions, please contact Support at 978-888-6300 x3 or at support@dphs.com.