

## AP Year End FAQ's:

**Q: Can I enter checks or invoices for the next period or next year before closing the current period?**

A: Yes, but only for one future period. (ie.. if the current period is 5, then future transactions can only be entered for period 6.) All transactions posted for a future period are accumulated into a single field.

The future postings along with the current Period to Date, Year to Date and Last Year amounts can be viewed on the **History** tab in Vendor Maintenance.

**Q: When I perform Year End for Accounts Payable, Do I lose my 1099 information?**

A: No.

1099 information gets tracked separately using the "1099 Calendar Year" field found in AP options. This field is automatically incremented when Form 1099 printing takes place and you have answered "Yes" at the "**Do you want to Clear 1099 Payments?**" Prompt.

**Q: How long can I wait before I have to print and Clear 1099 forms?**

A: You can retain up to 2 years of 1099 information. One current year and one future year.

**Q: Does my new Invoice History File and Payment History file get purged during Year End processing?**

A No.

The system retains this data until manually purged.

- From the Period End menu select Period End Processing.
- Click on the "Purge Detailed Invoice/Payment History" radio button.
- Type in the as of date to purge. (ie... if you type in 01/01/xx, all invoice history dated on or before 01/01/xx will be purged.)

**Q: What information is stored in the Year to Date Column on the History tab in Vendor Maintenance?**

A: That column stores the year to date totals as of the current period; it does not include Future period amounts.