

AP Year End Helpful Hints:

- Make separate backups of your Accounts Payable data files prior to and after performing End of Year processing. If there are any system or hardware failures, you will be able to restore the backup and start fresh.
- To preserve data integrity, such as “period to date” and “year to date” information do not post to more than 2 periods. For example, if you are on a calendar year, you will want to close the year before posting to February.
- The following settings adversely affect vendor detail history for invoices and checks:

Number of days to retain Paid Invoices: The system purges paid invoices from the A/P Open Invoice file and the A/P Invoice Transaction History file that have a payment date prior to the specified number of days. You can retain a maximum of 999 days (2.74 years) of paid invoices.

Number of months to retain Check History: The system purges the A/P Check History file of any checks dated prior to the specified number of months. You can retain a maximum of 99 months (8.25 years) of check history.