

## AR YEAR END FAQ

**Q: Which module should I closed first, Sales Order Processing or Accounts Receivable?**

**A:** Sales Order is closed before Accounts Receivable. Refer to the [MAS 90 Order of Closing Chart](#) for the recommended order of processing MAS 90 modules at Year End.

**Q: Does my Invoice History file get purged during year end processing?**

**A** No.

The system retains this data until manually purged. Follow the steps below to clear dated invoices from the Invoice History file:

- Change the Accounts Receivable accounting date to reflect the as of date to purge. (ie... changing the date to 01/01/xx will remove all invoices from history dated on or before 01/01/xx.)
- From the Period End menu select Period End Processing.
- Select "Only Clear Invoice History File".
- Click "Proceed".

**Note:** Invoice history will be purged as of the current accounting date.

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

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