

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.