

## TRAVERSE - Year End Checklist

### Payroll

- Include Auto Fringe Amounts with your last Payroll of the year, so that all taxes will be withheld. Also include any GTLI or DCB.
- BACK UP data files when payroll is complete.
- Open Server Manager and expand Traverse and your company ID. Expand applications and right click on PA and select Add Year. Then add 2009 and select the 2008 database on the Copy Data tab and click OK. Next, change the Payroll year to 2009 in Periodic Processing.
- Consolidate sick and vacations balances using the Roll Up Leave Balance Information on the Periodic Processing Menu. If using the Vacation and Sick accruals this function will sync your employee's master file with the vacation and sick history file and correct any discrepancies.
- Delete any outdated recurring entries.
- Install the Payroll Tax Routine CD for 2009 & 2008 in Server Manager or, AFTER creating the new year. Install according to directions that are included with the CD.

### General Ledger

- Print the Chart Of Accounts answering YES to Print Clear/Consolidate. Check that all income statement accounts have an account type between 500-899, all Balance sheet accounts have an account type between 005-499 AND verify that the step and Clear To account information is included for each GL account that will be cleared (These would be Revenue and Expense accounts)
- BACK UP data files.
- Go to Periodic Processing, Year End Maintenance, Select the New Year tab and create the year 2009.

- Go to System Manager, Company Set Up/Period Conversion. Enter the Year 2009 and click the AutoFill button. Enter the first day of your year and it will fill in each period's dates.
- In Periodic Processing switch to 2009.
- Remember to Update Current Year each time you post back into the GL Year 2008 so your 2009 year beginning balances will reflect these changes. Until the Periods are closed in 2008 you can continue working in both years. When making Journal Entries make sure the Lower right hand corner reflects the correct Year for entry.

### **Accounts Receivable/Sales Order**

- Complete normal processing for the month
- Write off any Bad Debt or other year-end adjustments.
- Calculate Finance Charges
- Print Statements
- Print and Clear Sales tax Report
- BACK UP your data files
- Run any Period end reports that you normally do.
- Select Period End Maintenance in the Periodic Processing menu. Purge the Paid invoices file with dates before 01/01/09.
- Purge any detail or summary histories that you want to now OR you can wait until another time when you are not so busy with year end.
- Print an Open Invoice Report or Aged Trial Balance so you will have one as it looked on 12/31/08. You can add sales and adjustments to post to the last year (date driven) and re-running your report using proper dates.

## Accounts Payable/Purchase Order

- Complete normal processing for the month.
- Run period end reports that you normally do.
- BACK UP your data files
- Select Periodic Processing, Periodic Maintenance. Purge files to remove all paid invoices in the open invoice file dated before 01/01/08.
- Run an Open Invoice Report and/or an Aged Trial Balance Report to have one printed at the exact year-end. (You can run this report later to include the rest of the purchases that were entered after the year end and posted to the last year.)
- 1099's can be run by selecting the year you want to run them for, when you are in the 1099 menu selection.



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