

# AP Year End

2. ACCOUNTS PAYABLE...à8. month end processing...à6. Year end update

The **Accounts Payable Year End Update** will clear the YTD information for purchases, memos and discounts from the **2. Accounts payable... à 1. DATA maintenance... à Vendor MASTER** screen. It should only be run **once**, immediately following completion of the **2. Accounts payable... à 8. MONTH END PROCESSING... à 5. ACCOUNTS PAYABLE month end update** process.

The **2.Accounts payable... à 3. REPORTING...à 2. STATUS REPORTS...à2. VEndor Analysis report** should be run before completing this process.

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Revision #1

Created 14 November 2018 13:53:05 by Jim

Updated 15 September 2021 23:56:00 by Jim