# 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.

---

Revision #1
Created 2018-11-14 13:53:05 UTC by Jim
Updated 2021-09-15 23:56:00 UTC by Jim