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Miscellaneous Year End Closing Questions

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How can I tell if I closed year end?
If it is December and no January work has been done, the mtd and ytd will both be zero on the customer, vendor and salesperson masters. If January work has been entered then mtd and ytd will be the same figure.
It can also be verified in asitools in the ayearend file for a checkmark in each option, arclose, apclose, etc. This will require calling the Support Department for assistance as well as having everyone out of the system.

Why do I have to do year end before working in January?
Mtd fields also update throughout the year and add to ytd. Ytd needs to be zeroed out and the figure moved to LYR to start the figures over for the new year.

Ran month end, year end processing twice?(Can't happen in 7.80 and higher)
System log will show initials, date and time to prove it. LYR figures will be zero in masters (customer, vendor, salesperson, product code, line item code, etc.). Restore and redo any January work.

Forgot to close year end and started January work. How do I correct the system if I forgot to close calendar year end?
Restore to your December 31st back up and redo closing and any January work.
Or correct all masters manually.
If the December month end was closed, then subtract the MTD amount out of the YTD and enter the answer in the LYR field. MTD and YTD need to match. Vendor, Customer and Salesperson masters can be modified. Source code, Product code and Line item code can be adjusted. If you have Fulfillment, ProfitPlus or ProfitPro, item masters can't be edited.

Have not closed year end. Have only done: (This will explain what will be affected)

Orders
Salesman Master updated incorrectly, Booked Billed Comparison and Commission Comparison updated for Jan. 20XX. Update commission report would need to be run first to be able to correct the salesperson master.

Cash receipts
Did December month end but not calendar year end. General ledger has been updated and customer history updated. Average pay age has been affected.
Restore to a backup of before January and do year end. Redo the January cash receipts.

Vouching
Vendor master YTD purchases have been updated for wrong year and vendor history has been updated for January.
Restore and redo month and year end for required reports.
If it isn't possible to restore and redo, then all the reports and each vendor master would need to be modified or adjusted.

Checkwriting
Restore and redo month and year end required reports. 1099 and vendor tax information are both updated. If you run year end after check writing, then the 1099 amounts will be updated and include the first January amount. YTD will be incorrect on the vendor master. January will have updated to Dec. YTD and will clear the January information with the closed years figures. Vendor history updated for Jan. Average pay age affected. Correct Vendor master YTD and LYR. For payroll/1099 vendors and commission paid, earnings deductions and adjustments can be done if can't restore and redo. Will have to redo the earnings, deductions and adjustments back in after year is closed to put figures in January where they belong.

Invoicing
Sales tax has been updated incorrectly for MTD and QTD amounts. Customer master YTD has been updated for the incorrect year. The general ledger has been posted for whatever the system date month. The Booked/billed comparison report has been updated for incorrect year. The salesperson master YTD billed has been updated for the wrong year. Product codes have been updated for the wrong year. Source codes have been updated for the wrong year. Line item codes have been updated for the wrong year.
Restore and redo month and year end required reports.
If you are unable to restore and redo the invoicing, then all the masters would need to be modified or adjusted.