

# Files Affected During Accounts Receivable Year End Processing

When Period or Year End Processing is performed in Accounts Receivable, records are modified, written to, and/or deleted from several files. The following table illustrates these changes.

<b>Accounts Receivable Parameters File (AR0)</b>
<p><b>Current Fiscal Year:</b> Current fiscal year gets set to the next sequential year.</p> <p><b>Current Period:</b> The current period changes to "1".</p> <p><b>Days to Retain Paid Invoices:</b> Paid invoices get purged from the A/R Open Invoice file and the A/R Transaction/Payment 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. How long you decide to retain paid invoices will directly impact the size of the A/R Open Invoice file (AR4) and the A/R Transaction/Payment History file (AR6) and therefore the hard disk space needed to store these files. The size of these files will also impact the time needed to process the Aged Invoice Report.</p>
<b>Accounts Receivable Customer Masterfile (AR1)</b>
<p>All "Period to Date" and "Year to Date" fields are reset to \$0.00</p> <p>The system purges Temporary Customers with a balance of \$0.00.</p>
<b>Accounts Receivable Monthly Cash Receipts File (AR3)</b>
<p>The A/R Monthly Cash Receipts File is purged. This file only contains records pertaining to the current period.</p>
<b>Accounts Receivable Open Invoice File (AR4)</b>
<p>When performing Year End, records are deleted from the Accounts Receivable Open Invoice File based on the value set in the "Days to Retain Paid Invoices" field in A/R Options. For more detailed information on this option, see the "Accounts Receivable Parameters File" section above.</p>
<b>Accounts Receivable Transaction/ Payment History File (AR6)</b>
<p>Records are deleted from the A/R Transaction/Payment History File based on the value set in the "Days to Retain Paid Invoices" field in A/R Options. For more detailed information on this option, see the "Accounts Receivable Parameters File" section above.</p>
<b>Accounts Receivable Invoice Data Entry File (AR7)</b>
<p>The system searches the A/R Invoice Data Entry File to determine if there are invoices in the data entry process. The system will not proceed with Period or Year End Processing until all invoices have been updated.</p>
<b>Accounts Receivable Cash Receipts Entry File (AR9)</b>
<p>The system searches the A/R Cash Receipts Entry File to determine if there are cash receipts in the data entry process. The system will not allow you to proceed with Period or Year End Processing until all cash receipts have been updated.</p>

<b>Accounts Receivable Salesperson Masterfile (ARD)</b>
<p>The "Period to Date" column gets set to \$0.00.</p> <p>The "Year to Date" column is moved to the "Last Year" column and then gets set to \$0.00.</p> <p>The "Last Year" column gets cleared and then is populated with the data from the "Year to Date" column.</p>
<b>Accounts Receivable Sales Analysis by Salesperson File (ARH)</b>
<p>The "Period to Date" column gets set to \$0.00.</p> <p>The "Year to Date" column is moved to the "Last Year" column and then gets set to \$0.00.</p> <p>The "Last Year" column gets cleared and then is populated with the data from the "Year to Date" column.</p>
<b>Accounts Receivable Invoice Split Commission File (ARI)</b>
<p>Records are purged from the Accounts Receivable Invoice Split Commission File based on:</p> <ol style="list-style-type: none"> <li>1. The invoice has a balance of \$0.00</li> <li>2. The invoice date coincides with or is prior to the period being closed.</li> </ol>
<b>Accounts Receivable Customer Memo File (ARP)</b>
<p>The system purges memo's associated with temporary customers that were purged due to \$0.00 balances.</p>
<b>Accounts Receivable Cash Sales Transaction File (ARS)</b>
<p>The Accounts Receivable Cash Sales Transaction File holds records relating to cash sales invoices. (Invoice type "CA") These records are purged during Period End Processing if the invoice date coincides with or is prior to the period being closed.</p>
<b>Accounts Receivable Analysis Data File (ARX)</b>
<p>Year end processing performs just as period end processing, which replaces the existing record in the A/R Analysis Data File with a new record. This new record contains the following information:</p> <ul style="list-style-type: none"> <li>• The date the file was last updated, (when processing Period End, it will use the last day of the period)</li> <li>• The period end dates for the prior 6 periods.</li> <li>• The number of invoices, the total receivables amount, over 30 days amount, and over 60 days amount for the prior 6 periods</li> </ul> <p>This information is used when printing the A/R Analysis Report and the accompanying graph.</p>

This table does not reflect the exact order in which the files are affected. It is for informational use only. It should not be used in an attempt to correct data, which may be incorrect after completing Year End Processing.