## Accounts Payable Year End

This section provides you with a quick overview of what you need to do to complete your A/P Year End procedures.

**Warning!!!**

Even if your business’s **FISCAL** Year End occurs sometime other than December 31, the A/P **CALENDAR** Year End ends 12/31.

## A/P Year End Procedures Checklist

1. Post all **A/P Invoices and Checks** for vendors that you wish to include as part of the calendar year you are ending. Be sure to date all payments for the year IN that calendar year.
2. Post all Invoices and Checks for those individuals needing a 1099 Form with a date in that calendar year.
3. Print the **1099 Forms (1099)** when all payments for the 1099 vendors are in. The system keeps track of the amounts paid to each vendor based on the pay date.

***TIP—A/P Year End Supplies*:** Be sure to order your 1099 Forms early. Check that you have a new printer ribbon or ink cartridge for clean, crisp A/P Aging and 1099 printouts.