December 16, 2010

v7.6x Job Cost Year-End Checklist

The following Year-End checklist has been designed to conform to the features and functionality of the currently supported versions of the OSAS Accounting Software (version 7.6x). Use of this checklist for earlier versions of your software may or may not be complete.

NOTE: This year-end checklist is to be used for the standard OSAS Job Cost application only. DO NOT use this checklist if you are using the Contractors' Job Cost application.

1. ____ Enter Job and phase adjustments.
2. ____ Enter and post all transactions in applications interfaced with Job Cost.
3. ____ If the Job Cost option **"Post detail directly to master file?"** is set to **NO**, run the **Post Adjustments and Transactions** function on the Daily Work menu.
4. ____ Print the following reports:
   - _____ Cost Summary
   - _____ Cost Detail History
   - _____ Unit Cost Analysis
   - _____ Overhead Allocation
   - _____ Job Profitability
   - _____ Billing Summary
   - _____ Billing Detail
   - _____ Work-In-Process
5. ____ **Back up data files.**
6. ____ Complete the **Post Overhead to GL** function.
7. ____ **Back up data files.**
8. ____ From the **Periodic Maintenance** function on the Periodic Processing menu select and run the **Year-End** option.
9. ____ **Back up data files.**
10. ____ Purge Job Comments if desired.
11. ____ Use the **Purge Selected Files** function to delete **Finished Jobs** and or outdated **Detail History** if desired.
12. ____ Use the **Change File Size** function from the Resource Manager application to rebuild the Jobs file, **JOBSxxx**, the Cost Codes Detail file, **JOCDxxx**, and the Detail History file **JOHIxxx** if you have used the Purge Selected Files function in step 11.