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## Job Cost Year-End Checklist

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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 6.1x and version 6.5x). 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
  - Billing Detail
  - Work-In-Process
  - Unit Cost Analysis
  - Cost Detail History
  - Job Profitability
  - Billing Summary
  - Overhead Allocation
5.  Back up data files.
6.  Complete the Post Overhead to General Ledger.
7.  Delete completed jobs.
8.  Delete outdated detail history.
9.  Run the Year-End Processing option in the Periodic Maintenance function on the Periodic Maintenance menu.
10.  Use the Change File Size utility to rebuild the Jobs file, JOBSxxx, and the Cost Codes Detail file, JOCDxxx.