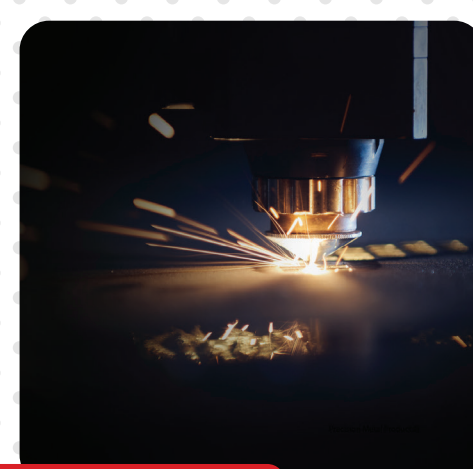


VISUAL ERP

2024 Year-End Procedures & Costing Utilities



MAXIMIZE YOUR VALUE FROM VISUAL ERP

As the leaves on the trees begin to fall, companies bunker down to prepare year-end processes and re-optimized plans for the year ahead. Fall might be the best time to streamline and re-optimize your VISUAL utilization.

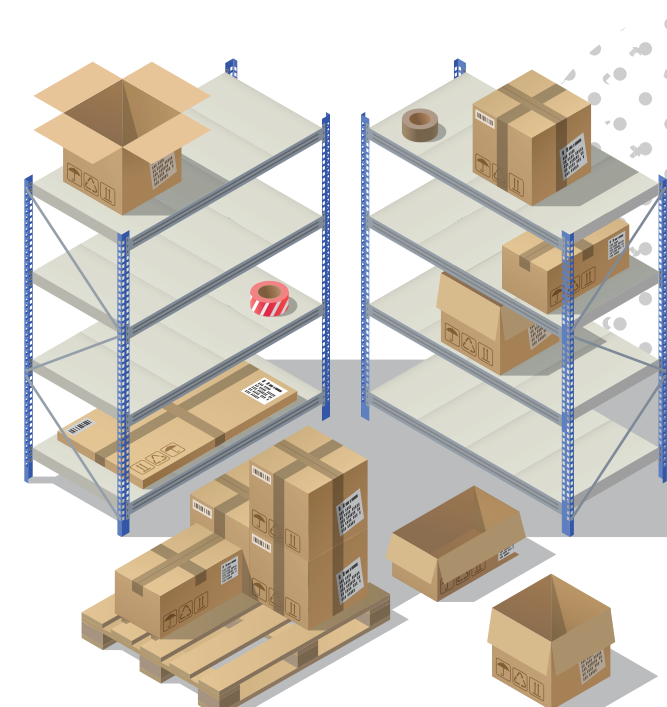
To align your systems and practices perfectly, it might be time to book your annual ERP Health Assessment?

[Schedule A Call](#)

In the meantime, you are welcome to use this complimentary year-end procedures check list below.

Inventory Clean Up & Reconciliation

- Eliminate Negative Inventory – The Deep Dive module can easily make this a non-event.
- Update Standard Costs (important prior to any inventory count.)
- Costing Tools Exceptions – Deep Dive is faster than costing tools. The Inventory Rollforward can find the exceptions and set them up for fixing. Work order Discrepancies find any receipt value that is unequal to the work order cost. This can cause an imbalance that is hidden in the General Ledger.
- Inventory Counts



System Admin Tasks

- Review Windows, SQL Server Balancing and Security, and all directories supporting VISUAL.
 - Clean up as required and update documentation.
- Database Backups:**
- After closing, archive year-end backups of all databases for retention and audit purposes.
 - Archive year-end reports.



Purchasing

- Review and update vendor agreements, quotes (prices), and effectivity dates
- Review vendor activity and update status to Phased out or define Inactive if needed
- Close-out and re-issue blanket purchase orders as required
- Review and close out old purchase orders
- Delete empty order headers
- Reset vendor performance score-card statistics

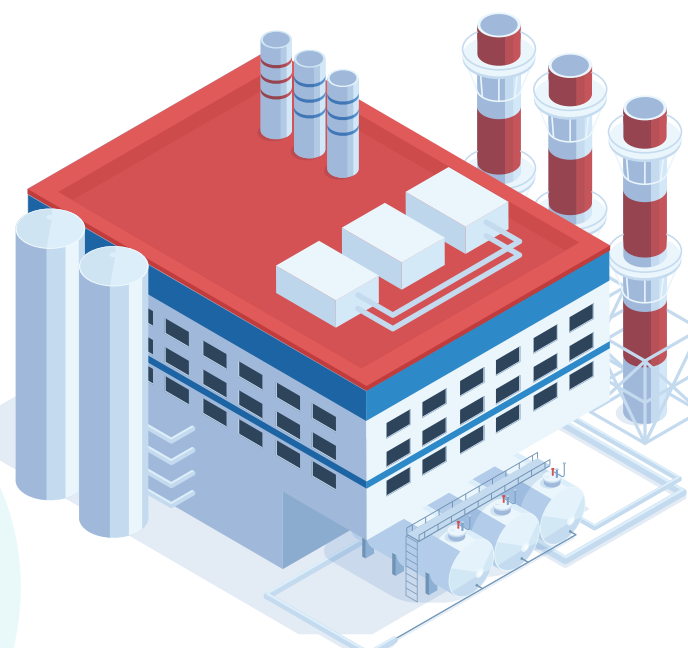


Update Number Sequence

- Typically, AR invoices, AR credit memos, journal entries, cash sets, and manual shipment sequence numbers even though do not need to be updated, a review is always recommended.
- Also if required review and update recurring invoices.

Manufacturing

- Review shop calendar plan vs actuals for 2024 and adjust for 2025
- Load 2025's Master Production Schedule and update planning parameters accordingly
- Perform ABC analysis updating item class codes to prepare/apply cycle counting
- Review and close out old manufacturing orders
- Delete empty order headers
- Clear and reconcile the Backflush report

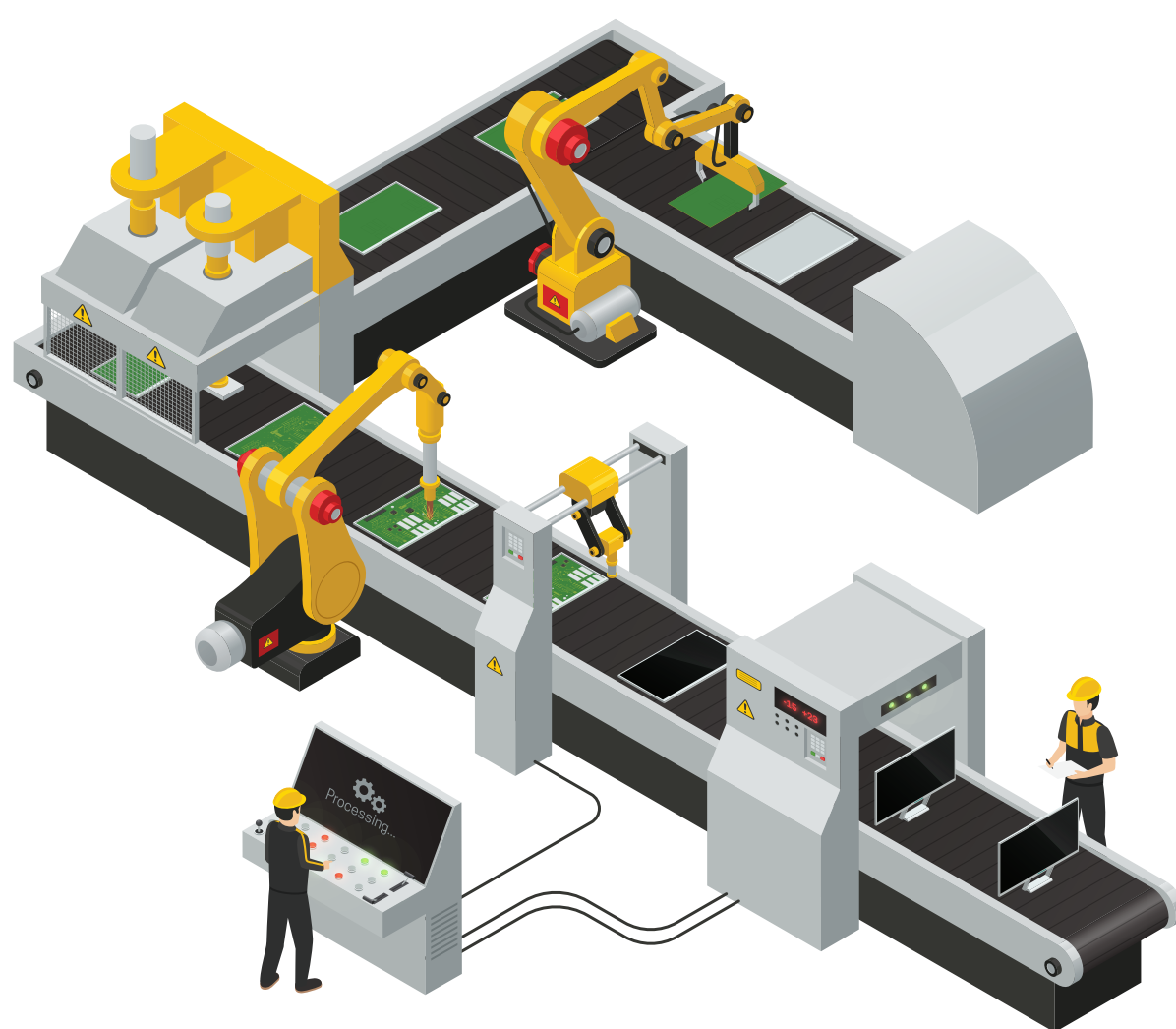


Shipping

- Review and close out completed shipments still in release status

WIP Balance Review

- Close work orders that have been partially received but are completed. Deep Dive can identify these for you.
- Assess if there are any older work orders that should be received, closed or cancelled. Deep Dive can easily calculate the date of these last activities. Then it calculates how many days old.
- Review and eliminate work orders closed with no received quantity. There could be values being carried as an asset but they may not have any value.
- Confirm WIP reconciles. Deep Dive has WIP Roll forward to find the problem work orders.
- The Deep Dive module has filters for these as shown in the Screen Capture below. This popular module also shows work orders over x% complete.



Financial

- Specify the financial calendar for the next year
 - Run costing utilities and prepare manufacturing journals for year-end processing
 - Printing of the vendor 1099s
 - Conduct backups after closing of VISUAL Databases for auditing purposes
- Reconcile Subledgers to General Ledger balances:**
- Bank/Cashbook
 - Accounts Receivable
 - Vendor Deposits
 - Inventory
 - Work In Process
 - Accounts Payable
 - PO Accrual
 - Customer Deposits

It is much easier to reconcile items before year-end than after. Review for old records to see if they can be eliminated:

- Stale-dated payment vendors – Void or Replace, if necessary.
- Old AR Invoices – Are they collectible? Should they be written-off? Or should the allowance for doubtful accounts be updated? Are there any small balances that could be written off?
- Old AP Invoices – Will they be paid? If there are credit memos, will the money be collected from the vendors or can it be applied against open invoices?
- Purchase Order Accrual – Are there any older receivers, where the AP invoices has not yet been recorded?
- Could the AP invoices have been recorded directly to a General Ledger account instead of using a receiver?
- Knowing this will help when processing the receivers and correcting double counting (one receiver and one AP voucher).

Need help?

Contact us to start your Visual ERP Health Assessment with us.

[CONTACT US](#)