How to clear YTD accumulated values in Accounts Payable if end of year option not run

This need arises when the end of year in AP is not run. It is important to understand that the only time to run this correction is before an end of month has been run for the new year.

Go to **PD**
Select **FY**

Complete the screen as shown below:
This process moves MTD data to YTD.

1. Data file SDNAME (**APSUMFLE**)
2. Source Field Numbers (**4**) (**5**) (**6**) (**7**) (**8**) (**9**)
3. Target Field Numbers (**11**) (**12**) (**13**) (**14**) (**15**) (**16**)
4. Conditional Field Number ( ) No entry
5. Conditional Operator ( ) No entry
6. Conditional Value ( ) No entry
7. On Data Errors (Skip, Clear, Quit(**Q**)

Press **enter** and it will run until you get 100%
Then Press **F7**

Select **FY** again

Complete the screen as shown below:
This process completes the moves of MTD data to YTD.

1. Data file SDNAME (**APSUMFLE**)
2. Source Field Numbers (**10**) ( ) ( ) ( ) ( ) ( )
3. Target Field Numbers (**17**) ( ) ( ) ( ) ( ) ( )
4. Conditional Field Number ( ) No entry
5. Conditional Operator ( ) No entry
6. Conditional Value ( ) No entry
7. On Data Errors (Skip, Clear, Quit(**Q**)

Press **enter** and it will run until you get 100%

This completes the correction procedure

Press **F7**

End of procedure