"End-of-Year" Procedures

For your firm's "End-of-Year" procedures, the following documents have been made available to assist you with this process (click the heading of each section to be directed to the appropriate document):

Processing 1099 Forms in Orion

Processing and creating 1099 Forms is done once a year and can be a challenging and intimidating task. Procedures performed on a daily, weekly or monthly basis are easy to remember. Those performed only once per year require "refreshing" your memory every time you need to use the procedure. The key to making the production of 1099 Forms easier and less stressful is in setting up Vendors correctly on the front end and in knowing how to get the most out of the 1099 processing program.

Orion End of Year Procedures

Closing a year (2011) in Orion is a very simple process if you follow the correct procedures. The actual Year End Close is performed through the General Ledger Manager, End of Period Processing program. There are several procedures you should perform in each of the other modules prior to entering activity for the new year (2012). *Please review all of the procedures discussed in the document prior to proceeding with any end of year processing functions. If you have any questions, please do not hesitate to contact us.*

Orion Interface - Cash Accounting
Orion Interface - Accrual Accounting

The Orion General Ledger is simply the program that collects transactions from each of the other modules for reporting purposes. No transactions are automatically posted in the General Ledger. The transactions are created by the other Orion modules and must be approved and posted by the user in the General Ledger. Users may also enter any adjusting journal entries needed. *(Please click the above headers to read more in regards to Orion Interface - Cash Accounting and/or Orion Interface - Accrual Accounting.)*