**Annual Clean-Up**

The following items need to be done regularly throughout the fiscal year, this will ensure a smooth year end process.

1. **Verify Accounts Receivable Balances**
   - Verify that the balances are correct. Incorrect balances will need to be fixed before the end of the fiscal year on a customer by customer basis. Any small balances/credits due may need to be written off to Bad Debt.
   - Verify the following accounts balance:
     - 1100 – Accounts Receivable account should equal the Total Amount Due on Accounts Receivable Trial Balance report found under Reports, Accounting and Accounts Receivable Trial Balance.
     - 1150 – Accounts Receivable Pending account should equal the total of Transaction Code 62’s on the Installment Listing report found under Reports, Accounting and Installment listing, Click Create with no dates entered.

2. **Verify Payables**
   - Company and Producer Payables should be verified on a routine basis throughout your fiscal year. This will help verify the integrity of the information in Eclipse and make for a smooth year end processing. Any questions or concerns should be discussed with NASA Customer Support.
   - These transactions should be verified with a company statement and/or the customer history before clearing or reversing from the Company/Producer Payables listing.
   - Inaccurately reported company and/or producer payables could affect:
     - Accounts Receivable balances
     - Production Report accuracy
     - Agency reported income on the General Ledger Trial Balance (If applicable)
     - Payments to agency Producers

   **To Proceed:**
   - **Agency Billed Reconciling**
     - Click Reports on the Button Bar:
       - Report Type = Payables
       - Report = Company Payables Open Item Report
       - Company = All
       - Report Type = Agency Billed
     - Verify by Company that all items on the report are actually unpaid to the Company. Any incorrect balances will need to be cleaned up before the end of the fiscal year.
     - Clear out any reversals and/or old transactions before processing Year End.
   - **Direct-Billed Reconciling (If Direct Billed Transactions are Reconciled)**
     - Click Reports on the Button Bar:
       - Report Type = Payables
       - Report = Company Payables Open Item Report
       - Company = All
       - Report Type = Direct Billed
     - Verify by Company that all items on the report are actually unpaid to the Agency. Any incorrect balances will need to be cleaned up before the end of the fiscal year.
     - Clear out any reversals and/or old transactions before processing Year End.
**Producer Reconciling** (If Paying Producers out of Eclipse)
Producers can be paid in several ways within Eclipse. One of two main reports should be verified routinely to ensure accurate producer commission payments and reporting.

- **“Producer Payable” Option Set on Producer**
  - Click Reports on the Button Bar:
    - Report Type = Payables
    - Report = Producer Payables Open Item Report
    - Producer = All
  - Verify by Producer that all items on the report are actually unpaid to the producer. Any incorrect balances will need to be cleaned up before the end of the fiscal year.
  - Clear out any reversal and/or old transactions before processing Year End.

- **“Report Accumulation” Option Set on Producer**
  - Click Reports on the Button Bar:
    - Report Type = Payables
    - Report = Producer Commission Report
    - Company = All
    - Producer = All
    - Date = Today’s date
    - Report Type = Transcript
  - Verify by Producer that all items on the report are actually unpaid to the producer. Any incorrect balances will need to be cleaned up before the end of the fiscal year.

3. **Verify Bank Statements** (Only applicable to agencies using the General Ledger)
   - Verify by Checking Account that all statements have been reconciled through-out the year.
   - The Unreconciled Check/Deposit Summary Report may be used to get a list of all unreconciled checks and deposits.
   - Click Reports on the Button Bar:
     - Report Type = Checkwriter
     - Report = Unreconciled Check/Deposit Summary
     - Account = All
     - Click Create
   - Verify that any checks/deposits on this report are actually outstanding.
   - Verify the following General Ledger accounts balance:
     - 1075 – Undeposited Account, as found under General Ledger Account Information, should equal the total of payments in the Undeposited List found under Checkwriter and Undeposited List.
     - Record any interest earned or finance charges to fiscal year being closed.

4. **Print and Clear your Daily Reports**
   It is strongly recommended that the daily reports are routinely cleared. These reports show posting information based on activity entered into Eclipse and should be viewed and cleared to ensure the accuracy of the data entered into Eclipse. To verify that the Daily Reports are cleared or to start a routine to clear these reports:
   - Click Reports on the Button Bar:
     - Report Type = Daily
     - This screen will show an accumulation of daily reports since the last time they were cleared from this list.
     - To view a single report, click the box next to the Report.
   - To clear these reports hold the Control Key (Ctrl) down while selecting the row(s) of the Reports that wish to Create/Print and Clear.
With the Reports selected:
  o Click Create & Clear Selected Reports at the bottom of this window.  
  
  ***When Create & Clear Selected Reports is clicked, this report will automatically be 
  saved for future reference in the Eclipse Report History. This history can be found 
  under the Report Type - Daily under Report History at the bottom of the screen. 

To view the report before it is cleared:
  o Click ‘Yes’ to ‘Would you like to view Daily Reports?’
  o Click ‘Yes’ to Print the report(s) if desired.  
  
  ***This report may be very large; printing the report would be at the agency’s 
  discretion.
  o When ready to clear them Click ‘Yes’ to ‘Are you ready to clear the Report Specified?’

To clear the report without viewing them:
  o Click ‘No’ to ‘Would you like to view Daily Reports?’
  o When ready to clear them Click ‘Yes’ to ‘Are you ready to clear the Report Specified?’

When ready to clear them Click ‘Yes’ to ‘Are you ready to clear the Report Specified?’

Once the reports are cleared, the Daily Report screen will be blank. New data will 
start accumulating immediately upon posting transactions in Eclipse. Repeat these 
steps as needed for an agency routine to be established.

5.__ Verify Policy Exception Report
The Policy Exception Report shows a listing of all the policies in the Eclipse that have a status of Inactive, 
Past Renewal or Renewal-Approaching. This report should be viewed and cleaned up regularly to ensure 
accurate reports are obtained from Eclipse. If policies continue to show on this report there may be errors in 
download or manual policy processing. These should be addressed immediately to prevent policies from 
continually accumulating and causing further errors.

Click Reports on the Button Bar:
  o Report Type = Management
  o Report = Policy Exception Report
    ▪ Inactive Policy status – This status indicates that the policy was added into 
      Eclipse but was never billed.
    ▪ Past Renewal Status – This status indicates that the policy was billed and its 
      expiration date has lapsed with no new policy transaction entry to advance 
      those dates. These policies are considered active by reports that are 
      generated in Eclipse and could cause inconsistency in information obtained 
      from Eclipse.
    ▪ Renewal Approaching – This status indicates that the policy was billed and is 
      within 20 days of its expiration date and needs attention.

6.__ Run Data Verification Report
The Data Verification checks the database for errors. These errors can generally be fixed with a utility built 
into Eclipse or with manual adjustments to the data in Eclipse.

Click Reports on the Button Bar:
  o Report Type = Utilities
  o Report = Data Verification
  o Leave all the fields defaulted with Y
  o Click Create
  o A box should appear that says ‘There were no errors found for this report’. If a report 
    appears you should contact NASA Customer Support for the proper procedures to fix 
    these database errors.