

Disabling Proc Files at Year-End

What It Does

Your year-end procedures include month-end procedures. Before you begin year-end, you need to disable your month-end proc, so these functions are not performed twice.

You should also disable your day-end proc before doing year-end, because it will save time. Your day-end proc may take five hours to complete tasks that you could do manually in much less time.

How to Do It

We'll explain two procedures here: how to disable your procs before year-end, and how to reactivate them once you've completed year-end.

Disabling Procs

- 1 Go to the (Z) screen, and select the [E7] Activities Scheduler.
- 2 At Enter Action, type **C**
- 3 At Enter Number of Desired Event, specify the number of the proc you want to disable. (Each proc

has a number, displayed in the first column on the left in this screen.) If you specify a single digit, press RETURN.

- 4 In the Active Window, select Inactive by typing **I**
- 5 Press RETURN until the system displays the Enter Number of Desired Event prompt again. (The proc you disabled should now display an **I** in the A column.)
- 6 If you have additional procs to disable, repeat **Steps 3-5**.

Note: If you use the Automated Short-Buy, you'll have a line labeled ;SPC:BEGPO in the (E7) Activities Scheduler. ***Do not disable this line.***

Once you've finished disabling procs, press ESC until the Master Menu appears.

Reactivating Procs

After you complete your year-end procedures, reactivate your month-end and day-end procs by following these steps:

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- 7** Go to the (Z) screen, and select the [E7] Activities Scheduler.
 - 8** At Enter Action, type **C**
 - 9** At Enter Number of Desired Event, specify the number of the proc you want to enable. If you specify a single digit, press RETURN.
 - 10** In the Active Window, select Active by typing **A**
 - 11** Press RETURN until the system displays the Enter Number of Desired Event prompt again. (The proc you disabled should now display an **A** in the A column.)
 - 12** If you have additional procs to enable, repeat **Steps 9–11**.
- Once you've finished enabling procs, press ESC until the Master Menu appears.