

# Year-End Procedures for UNIX Systems

## What It Does

This document lists the steps necessary to perform the year-end procedures for UNIX systems. These steps are essential to preserve your data and establish your company's financial position and status.

***Do not perform these steps until you have completed day-end and month-end procedures.*** If you need instructions, see:

- *Fax File 42: Day-End Procedures for UNIX Systems*
- *Fax File 45: Month-End Procedures for UNIX Systems.*

**Note:** If you normally use procs for day-end and month-end procedures, you should disable them before beginning year-end procedures. Disabling your month-end proc can prevent you from accidentally doing month-end twice. Disabling your day-end proc saves time, because it includes built-in delays; you can perform these steps faster manually. For instructions, see *Fax File 27: Disabling Proc Files at Year-End.*

All period ending procedures are **dedicated functions**. Before beginning, check the (Y) screen to be sure all devices are idle.

**Note:** Payroll **must** be closed at the end of December. If your fiscal year and the calendar year are different, perform the year-end function for payroll at the end of the calendar year, not at the end of your fiscal year. If you run 1099s, you must also perform the year-end procedure for vendors at the end of the calendar year. Otherwise, you can wait until the end of your fiscal year to close out vendors.

This will perform the year-end function for customer history for all locations, unless you are using split volume serials. (You keep separate customer or inventory databases, parameters, payrolls, and so on, for different locations on different disk units of your system). If this is the case, perform this procedure separately for each location.

# Year-End Procedures for UNIX Systems

---

## How to Do It

Unless otherwise noted, the following steps **must** be performed at the close of the year in the order they are listed. Do not begin the next year's business until you have performed these steps.

**[maint]** Put the system in maintenance mode. From the Keyop Menu, select option **M** for maintenance mode.

**[backup]** Back up your system. To do this, go to the Keyop Menu and select option **4**. When the system displays the DDMS BACKUP message, press RETURN.

**[reports] (optional but recommended)** Print any annual reports such as usage and hits reports.

**(R) (optional)** Print an Item Catalog Master Listing sorted by hits. You may want to limit the sort to items with a range of hits between 1 and 9999. You may also want to limit the report to the first 2,000-5,000 records, depending on the size of your business. Although this is an optional step, it will be your last chance to print this report using the current year's history.

For instructions, see *Fax File 28: Printing the Inventory Hits Report*.

**(N) (optional)** Print a Customer Master Listing w/ History sorted by sales or hits. If you are going to clear your HITS field in the (AH) screen (optional), this will be your last chance to print this report using this year's history.

For instructions, see *Fax File 50: Printing a Customer Report Sorted by Sales or Hits*.

**(UR)[F] (optional)** If you want a Full Sales Analysis that includes year-to-date figures for the current year, you *must* print the report at this point. If you print the report after performing the year-end function for salesperson history, the YTD column on the report will be incorrect.

**(EZ+P)[Y]** If you are using the O/M Dealer system, perform the year-end procedure *only* if you are using depreciation for serialized inventory. This will clear the YEAR-TO-DATE field in the (EZH) screen.

**(MK)[Y] Change Current Period (L2)** If the new business period and fiscal year are displayed, press TAB. If these entries are **not** correct, enter the new business period and fiscal year. This will change the fiscal year and the Current Period field in the (L2) screen. You **must** do this before beginning the next year's business.

# Year-End Procedures for UNIX Systems

---

**Note:** The President's Screen year-end function is done through the (MK) Current Business Fiscal Year step. Also, fiscal year must reflect the new year's date.

---

**(MK)[Y] Reset Finance Charges** If this is the end of your calendar year, use this field to reset customer finance charges. These charges are displayed in the Fin \$ field in the (AH) Customer History screen. This function lets you reset finance charges for all customers to zero. All the finance charges applied to the current year will be moved to the previous year. Unless the current system month is 12 (December), this field will be blank.

**(MK)[Y] Execute Customer Period End** This will perform the year-end function for the (AH) Customer History, (AQ) Customer Service Quality and (AS) Customer Sales History screens. In addition to performing the month-end functions in the (AH) screen, this will move all of the figures in the Year To Date column in the (AH) Customer History screen to the Last Year column.

It will also perform the month-end functions in the (AQ) screen and move all of the quantities

and amounts from the YTD column to corresponding fields in the Last column.

The year-end function will also clear the sales and cost totals and hits for the next month from the Year To Date column of the (AS) screen to make room for the new month's business. The total sales and hits will be moved to the Last Year column and the total cost will be used to calculate the gross profit percentage displayed in this column.

**(MK)[Y] Execute Vendor Period End** Performs the year-end function for vendor. In addition to performing the month-end function, this will move the amount displayed in the YTD \$ field in the (C) Vendor Master screen to the Last Year field.

---

**Note:** Do not perform this step until you have printed and released A/P checks. If you are using 1099s only, do this step at the end of the calendar year, **after** you have run your 1099s. If you are not using 1099s, you may perform this step at the close of your fiscal year or calendar year.

---

**(MK)[Y] Execute Item Period End** Perform the year-end function for inventory. In addition to perform-

# Year-End Procedures for UNIX Systems

---

ing the month-end function, this moves the current sales figures to the last year column and clears the YTD Hits field.

---

**Note:** The Month To Update Hits & Sales field defaults to the new business period, but you should enter the calendar month for the month you are closing.

---

**(MK)[Y] Execute Salesperson Period End** Perform the year-end function for salesperson history. In addition to performing the month-end function, this moves the sales figures displayed in the Year To Date column to the Last Year column.

**[normal]** Return your system to normal mode. From the Keyop Menu, select option **N**. The system should display several STARTING UTILITY messages.

**(OR)** Run an age-only trial balance.

---

**Note:** Several other reports you may want to print for year-end include: Monthly Invoice Register, Recap Sales Analysis, Sales Tax Report, and Commissions and Restock Reports. You can print these reports at almost any time, without disturbing daily operations.

---

Save the hard copies of all year-end reports.

This completes the year-end procedures, except for payroll and G/L.

To complete your year-end procedures, see the following:

- *Fax File 51: Closing Payroll at Year-End*
- *Fax File 54: Year-End G/L Procedures for UNIX Systems.*