

End of Year Procedures

1. Run the Current Fiscal Month Check located under the Company Related Files menu. After running the report, you can retrieve it in Report Capture.

The screenshot displays a software interface with several panels. At the top left, there is a calendar for December 2012. Below it is a 'Tasks' table with columns for Date, Time, Description, and Status. A red circle highlights the entry '4/28/2009 3:30pm Call Joe Smith'. To the right of the tasks is a 'Shortcuts' menu with items like 'Order Entry', 'MDS Lookup Options Maintenance', 'Stock Status Inquiry', 'Import MDS Files', and 'Product Master Maintenance'. Further right is a 'CO.MAINT on BASE.12' menu with a list of maintenance tasks. Item '20.Current Fiscal Month Check' is circled in red. Below the shortcuts is a 'Key Indicators' table. At the bottom right is a pie chart titled 'Annual Sales by Customer Class' showing a distribution of 2.0% and 97.2%.

Indicator	Daily	Monthly	This Year	Last Year
Sales Dollars	\$5	\$725,695	07,162,240	
Credit Dollars	\$0	(\$2,285)	99,917,315	

Customer Class	Percentage
00	2.0%
01	97.2%

2. Enter all billing, orders, etc. for the last day of the year.
3. Run the End of Day procedure.
4. Run all sales reports you need.
5. You will need to close the Sales EOM – so run any necessary processes that you normally run prior. For example, AR Statements.
6. At the very least, you will need to run the Sales EOM. However, if you are finished with Accounts Receivable, you can close both at the same time.

7. You will need processing code "CO" to run the End of Year.
8. Run Year End Procedure #1. This option is for Sales only.

The screenshot shows a software interface with a menu titled "YE.MENU on BASE-12". The menu items are:

- 1.EOY Update of Salesman, Pick, Prod. Mast, Bill. Mat
- 2.EOY Update of Cust. Det, Prod. Det and SALES files
- 3.EOY Update of Vendor Files

A red circle highlights the first two options. The interface also includes a calendar for December 2012, a tasks list, key indicators, and an annual sales pie chart.

Key Indicators

Indicator	Daily	Monthly	This Year	Last Year
Sales Dollars	\$5	\$725,695	07,162,240	
Credit Dollars	\$0	(\$2,265)	99,917,315	

Annual Sales by Customer Class

Pie chart showing 2.0% and 97.2% segments. Legend includes categories 00-11.

Bottom navigation bar:

CONTACTS	MAINT	DRILL	EXECINQ	REPORTS	CAPT OFF	VIEW	CRM.MENU	VRM.MENU	
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off	Popup

To begin, answer "Y***", or type END and hit <ENTER> to exit:

The screenshot shows a terminal window with a blue background. The title bar reads "base - [rs6000d.tshinc.com-BASE.12-YE.MENU]". The menu bar includes "File", "Edit", "Settings", "Reset", "Tools", "GUI", "Standard Functions", "Special Functions", and "Help". The main display area contains the following text:

```
*** END OF YEAR FILE CLEARING FOR (SALES) ***
*** THIS PROCESS IS *NOT* REVERSIBLE.          ***
*** ARE YOU SURE?? ENTER <Y> OR <END>:
```

At the bottom of the window is a navigation bar with the following buttons:

	CONTACTS	MAINT	DRILL	EXECINQ	REPORTS	CAPT OFF	VIEW	CRM.MENU	VRM.MENU		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup

At the next prompt, enter your operator code and hit <ENTER>.

The screenshot shows a terminal window with a blue background. The title bar reads "base - [rs6000d.tshinc.com-BASE.12-YE.MENU]". The menu bar includes "File", "Edit", "Settings", "Reset", "Tools", "GUI", "Standard Functions", "Special Functions", and "Help". The main display area contains the following text:

```
*** END OF YEAR FILE CLEARING FOR (SALES) ***  
*** THIS PROCESS IS *NOT* REVERSIBLE. ***  
  
*** ARE YOU SURE?? ENTER <Y> OR <END>:Y***
```

Below the main display area, the text "ENTER OPERATOR INITIALS AAA" is visible. At the bottom of the window is a control panel with the following buttons:

	CONTACTS	MAINT	DRILL	EXECINQ	REPORTS	CAPT OFF	VIEW	CRM.MENU	VRM.MENU		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup

When the first option is complete, you will be returned to the menu:

The screenshot shows a software menu interface with the following components:

- Calendar:** Shows December 2012 with the 31st highlighted.
- Shortcuts:**
 - Order Entry
 - MDS Lookup Options Maintenance
 - Stock Status Inquiry
 - Import MDS Files
 - Product Master Maintenance
- Tasks:**

Date	Time	Description	Status
4/28/2009	3:30pm	Call Joe Smith	Past
- Key Indicators:**

Indicator	Daily	Monthly	This Year	Last Year
Sales Dollars	\$5	\$725,695	07,162,240	
Credit Dollars	\$0	(\$2,265)	99,917,315	
- YE.MENU on BASE.12:**
 - EOY Update of Salesman, Pick, Prod. Mast, Bill. Mat
 - EOY Update of Cust. Det, Prod. Det and SALES files
 - EOY Update of Vendor Files
- Annual Sales by Customer Class:** A pie chart showing 97.2% for one class and 2.0% for another. Legend includes categories 00-11.
- Bottom Navigation Bar:**

CONTACTS	MAINT	DRILL	EXECINQ	REPORTS	CAPT OFF	VIEW	CRM.MENU	VRM.MENU		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

9. Now run menu item #2. This item is for Sales only.

The screenshot shows a software application window titled "base - [rs6000d.tshinc.com-BASE.12-YE.MENU]". The interface is divided into several sections:

- Calendar:** Shows the month of December 2012. The 31st is highlighted.
- Shortcuts:** A list of menu items including "Order Entry", "MDS Lookup Options Maintenance", "Stock Status Inquiry", "Import MDS Files", and "Product Master Maintenance".
- YE.MENU on BASE.12:** A list of three menu items:
 - 1.EOY Update of Salesman, Pick, Prod. Mast, Bill, Mat
 - 2.EOY Update of Cust. Det, Prod. Det and SALES files
 - 3.EOY Update of Vendor Files
 Item #2 is circled in red.
- Tasks:** A table with columns: Date, Time, Description, Status. One entry is visible: 4/28/2009, 3:30pm, Call Joe Smith, Past.
- Key Indicators:** A table with columns: Indicator, Daily, Monthly, This Year, Last Year.

Indicator	Daily	Monthly	This Year	Last Year
Sales Dollars	\$5	\$725,695	07,162,240	
Credit Dollars	\$0	(\$2,265)	99,917,315	
- Annual Sales by Customer Class:** A pie chart showing a distribution. One slice is labeled 2.0% and another 97.2%. A legend on the right lists customer classes 00 through 11.

At the bottom of the window is a navigation bar with buttons for CONTACTS, MAINT, DRILL, EXECINQ, REPORTS, CAPT OFF, VIEW, CRM.MENU, VRM.MENU, HELP, OK/END, INSERT, LDELETE, PREV PG, NEXT PG, INQUIRY, CANCEL, Off, and Popup.

To begin, answer "Y***", or type END and hit <ENTER> to exit:

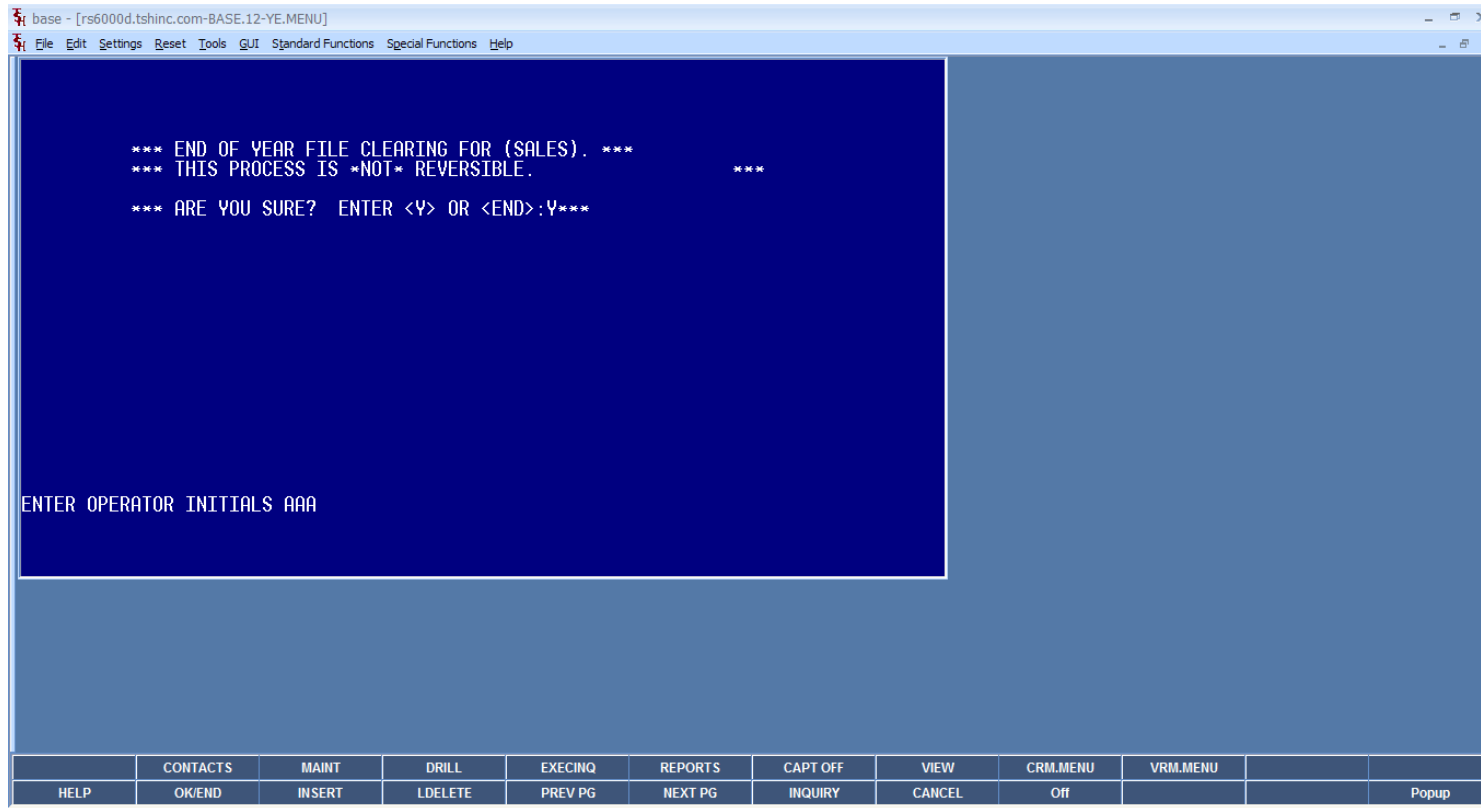
The screenshot shows a terminal window with a blue background. The title bar reads "base - [rs6000d.tshinc.com-BASE.12-YE.MENU]". The menu bar includes "File", "Edit", "Settings", "Reset", "Tools", "GUI", "Standard Functions", "Special Functions", and "Help". The main display area contains the following text:

```
*** END OF YEAR FILE CLEARING FOR (SALES). ***
*** THIS PROCESS IS *NOT* REVERSIBLE.          ***
*** ARE YOU SURE? ENTER <Y> OR <END>:|
```

At the bottom of the window is a navigation bar with the following buttons:

	CONTACTS	MAINT	DRILL	EXECINQ	REPORTS	CAPT OFF	VIEW	CRM.MENU	VRM.MENU		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup

At the next prompt, enter your operator code and hit <ENTER>.



The screenshot shows a terminal window titled "base - [rs6000d.tshinc.com-BASE.12-YE.MENU]". The terminal content is as follows:

```
*** END OF YEAR FILE CLEARING FOR (SALES). ***  
*** THIS PROCESS IS *NOT* REVERSIBLE. ***  
*** ARE YOU SURE? ENTER <Y> OR <END>:Y***
```

Below the terminal window, the text "ENTER OPERATOR INITIALS AAA" is displayed. At the bottom of the window is a navigation menu with the following items:

	CONTACTS	MAINT	DRILL	EXECINQ	REPORTS	CAPT OFF	VIEW	CRM.MENU	VRM.MENU		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup

When the second option is complete, you will be returned to the menu:

The screenshot shows a software menu interface with the following components:

- Calendar:** Displays December 2012 with the 31st highlighted.
- Shortcuts:**
 - Order Entry
 - MDS Lookup Options Maintenance
 - Stock Status Inquiry
 - Import MDS Files
 - Product Master Maintenance
- Tasks:**

Date	Time	Description	Status
4/28/2009	3:30pm	Call Joe Smith	Past
- Key Indicators:**

Indicator	Daily	Monthly	This Year	Last Year
Sales Dollars	\$5	\$725,695	07,162,240	
Credit Dollars	\$0	(\$2,265)	99,917,315	
- YE.MENU on BASE.12:**
 - EOY Update of Salesman, Pick, Prod. Mast, Bill. Mat
 - EOY Update of Cust. Det, Prod. Det and SALES files
 - EOY Update of Vendor Files
- Annual Sales by Customer Class:** A pie chart showing 97.2% for class 01 and 2.0% for class 02. Legend includes classes 00-11.
- Navigation Bar:** CONTACTS, MAINT, DRILL, EXECINQ, REPORTS, CAPT OFF, VIEW, CRM.MENU, VRM.MENU, HELP, OK/END, INSERT, LDELETE, PREV PG, NEXT PG, INQUIRY, CANCEL, Off, Popup

For this selection, you will need to choose the company. Enter the line number for the company you want to update. Then hit <ENTER>.

base - [rs6000d.tshinc.com-BASE.12-YE.MENU]

File Edit Settings Reset Tools GUI Standard Functions Special Functions Help

(SALES) END OF YEAR UPDATE

#	COMPANY	CURR YEAR	CURR PER	UPD	#	COMPANY	CURR YEAR	CURR PER	UPD
1.01	The Systems House,	I 12	1212	N					
2.02	The Company House	(0 12	1201	N					
3.03	The Company (03)	10	1012	N					
4.07	The Company (07)	10	1005	N					
5.20	The Company (20)	10	1005	N					
6.40	The Company (40)	10	1005	N					

ENTER LINE # TO CHANGE , 'A' FOR ALL, '0' TO ACCEPT, OR 'END' TO ABORT :

CONTACTS	MAINT	DRILL	EXECINQ	REPORTS	CAPT OFF	VIEW	CRM.MENU	VRM.MENU		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

Now, following the prompts, enter "Y" to update.

(SALES) END OF YEAR UPDATE

#	COMPANY	CURR YEAR	CURR PER	UPD	#	COMPANY	CURR YEAR	CURR PER	UPD
1.01	The Systems House,	I 12	1212	N					
2.02	The Company House	(0 12	1201	N					
3.03	The Company (03)	10	1012	N					
4.07	The Company (07)	10	1005	N					
5.20	The Company (20)	10	1005	N					
6.40	The Company (40)	10	1005	N					

COMPANY 01, ENTER 'Y' TO UPDATE, 'N' TO REMOVE FROM UPDATE :|
ENTER LINE # TO CHANGE, 'A' FOR ALL, '0' TO ACCEPT, OR 'END' TO ABORT : 1

CONTACTS	MAINT	DRILL	EXECINQ	REPORTS	CAPT OFF	VIEW	CRM.MENU	VRM.MENU		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

Enter "0" and hit <ENTER> to continue.

base - [rs6000d.tshinc.com-BASE.12-YE.MENU]

File Edit Settings Reset Tools GUI Standard Functions Special Functions Help

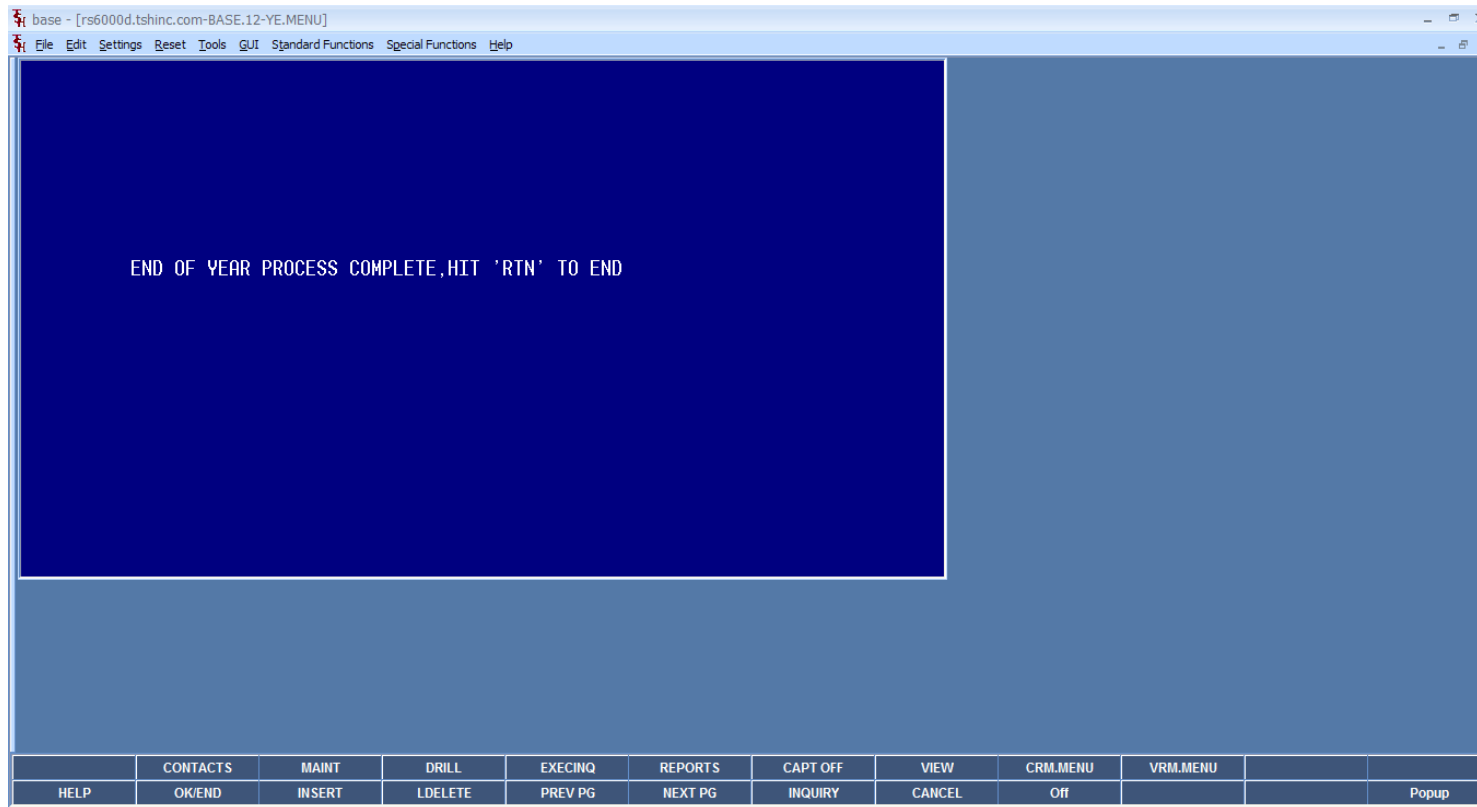
(SALES) END OF YEAR UPDATE

#	COMPANY	CURR YEAR	CURR PER	UPD	#	COMPANY	CURR YEAR	CURR PER	UPD
1.01	The Systems House,	I	12	1301	Y				
2.02	The Company House	(0	12	1201	N				
3.03	The Company	(03)	10	1012	N				
4.07	The Company	(07)	10	1005	N				
5.20	The Company	(20)	10	1005	N				
6.40	The Company	(40)	10	1005	N				

ENTER LINE # TO CHANGE , 'A' FOR ALL, '0' TO ACCEPT, OR 'END' TO ABORT : |

CONTACTS	MAINT	DRILL	EXECINQ	REPORTS	CAPT OFF	VIEW	CRM.MENU	VRM.MENU		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

Once the End of Year is complete, hit <ENTER> to return to the End of Year menu.



10. Run the Accounts Payable End of Year. This step is optional. If AP is still open – do not perform this step. The following should be done prior to this step:
 - a. Complete all voucher entry for the last period of the year.
 - b. Complete all cash disbursements for the last period of the year.
 - c. Run the AP End of Month for the last period of the year.
11. Run option #3 off the End of Year menu:

base - [rs6000d.tshinc.com-BASE.12-YE.MENU]

File Edit Settings Reset Tools GUI Standard Functions Special Functions Help

2:18:34 PM

December 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Shortcuts

- Order Entry
- MDS Lookup Options Maintenance
- Stock Status Inquiry
- Import MDS Files
- Product Master Maintenance

YE.MENU on BASE.12

- 1.EOY Update of Salesman, Pick, Prod. Mast, Bill. Mat
- 2.EOY Update of Customer, Product and SALES MGR
- 3.EOY Update of Vendor Files

Tasks

Date	Time	Description	Status
4/28/2009	3:30pm	Call Joe Smith	Past

Key Indicators

Indicator	Daily	Monthly	This Year	Last Year
Sales Dollars	\$5	\$725,695	07,162,240	
Credit Dollars	\$0	(\$2,265)	99,917,315	

Annual Sales by Customer Class

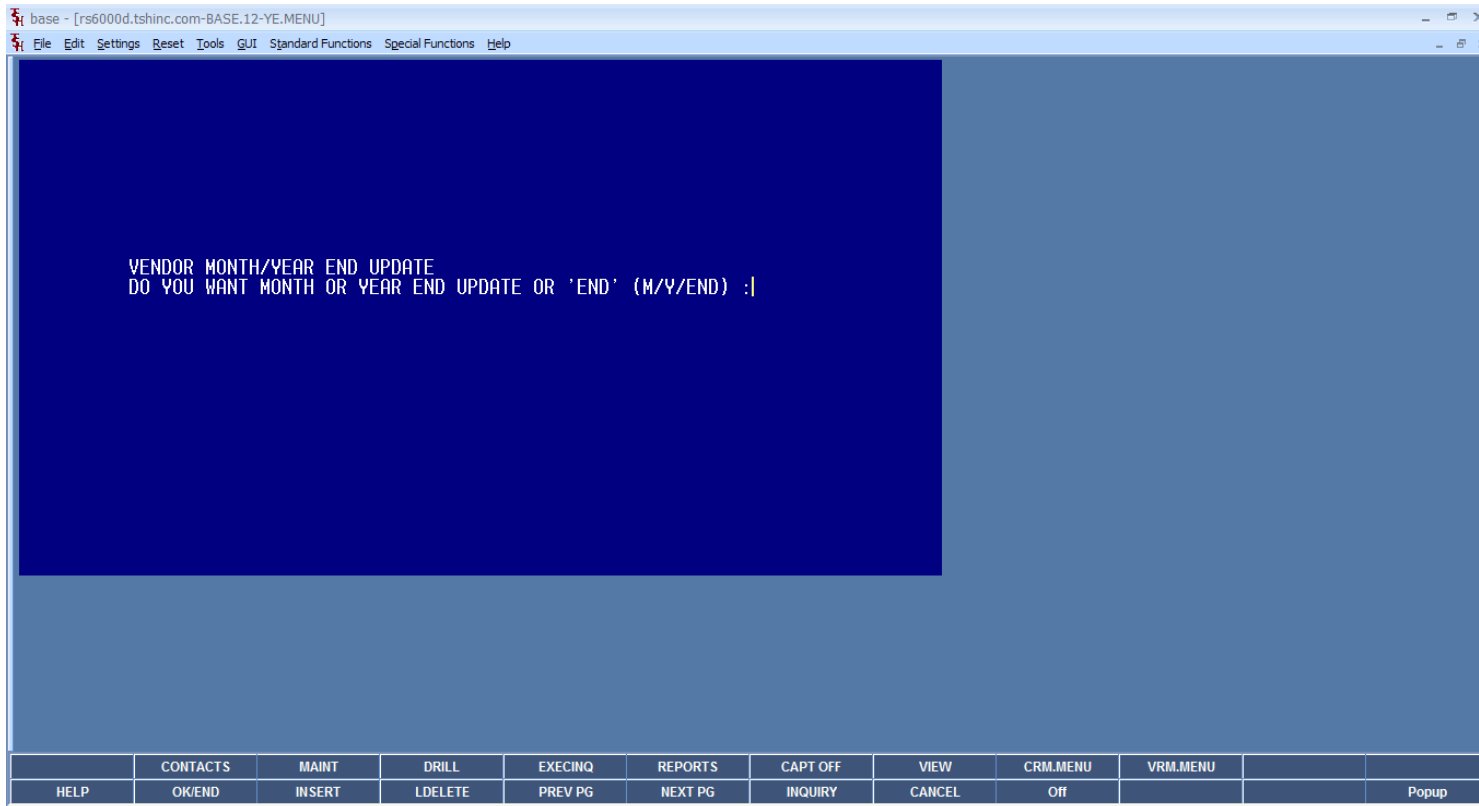
Legend

- 00 001 01
- 02 03 04
- 05 07 08
- 11

Back Home

CONTACTS	MAINT	DRILL	EXECINQ	REPORTS	CAPT OFF	VIEW	CRM.MENU	VRM.MENU		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off		Popup

Enter “Y” and hit <ENTER> to perform the year end update.



Once complete, you will be brought to the End of Year menu.

12. Run the Current Month Fiscal Check report again and verify your fiscal information is correct.
13. You may need to close the GL as well. Check the report, if you need to close the GL EOY if you will have more than 2 years open. For example, the new year is 2013; you can only have 2012 and 2013 open. If 2011 is still open, you must close it to continue.
14. GL End of Year. Located: Accounting Menu -> General Ledger -> Year End Reports
15. Run Preliminary Year-end C/A Close

base - [rs6000d.tshinc.com-BASE.12-GL.YE.RPT]

File Edit Settings Reset Tools GUI Standard Functions Special Functions Help

3:06:04 PM

December 2012

Sun	Mon	Tue	Wed	Thu	Fri	Sat
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31	1	2	3	4	5

Shortcuts

- Order Entry
- MDS Lookup Options Maintenance
- Stock Status Inquiry
- Import MDS Files
- Product Master Maintenance

GL.YE.RPT on BASE.12

- 1.Preliminary Year-end C/A Close
- 2.Year-End Tape Backup
- 3.Annual General Ledger Detail Report
- 4.G/L History Inquiry (CO#:NATURAL GL#)
- 5.G/L Inquiry (Current / History)
- 6.Final C/A Update and Close
- 7.GL History File Purge
- 8.Update Header Records to History File for New Ye
- 9.G/L by P&L Number Report

Back Home

Tasks

Date	Time	Description	Status
4/28/2009	3:30pm	Call Joe Smith	Past

Key Indicators

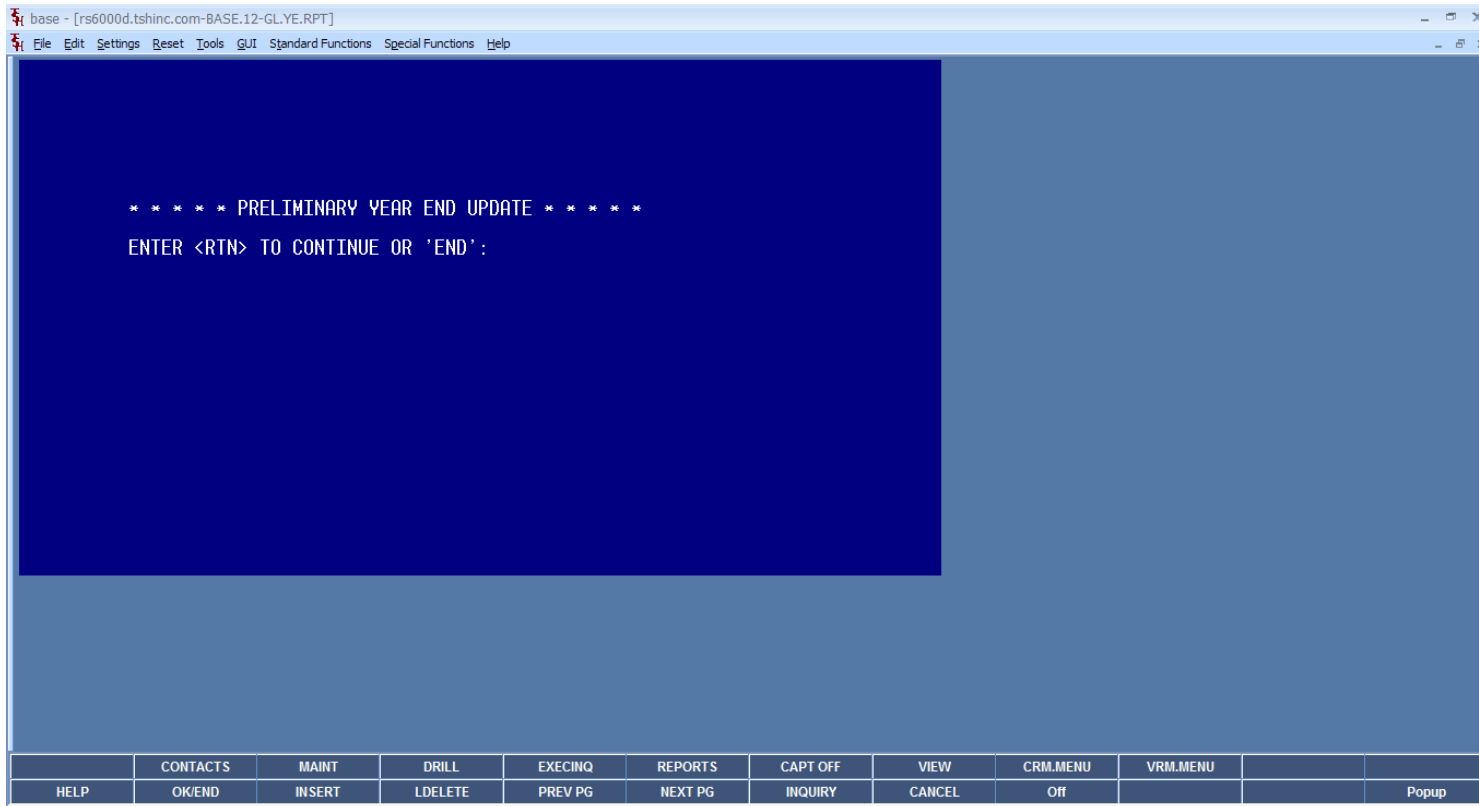
Indicator	Daily	Monthly	This Year	Last Year
Sales Dollars	\$5	\$725,695	07,162,240	
Credit Dollars	\$0	(\$2,285)	99,917,315	

Annual Sales by Customer Class

Legend

00	001	01
02	03	04
05	07	08
11		

Hit <ENTER> to continue:



Hit <ENTER> to continue:

base - [rs6000d.tshinc.com-BASE.12-GL.YE.RPT]

File Edit Settings Reset Tools GUI Standard Functions Special Functions Help

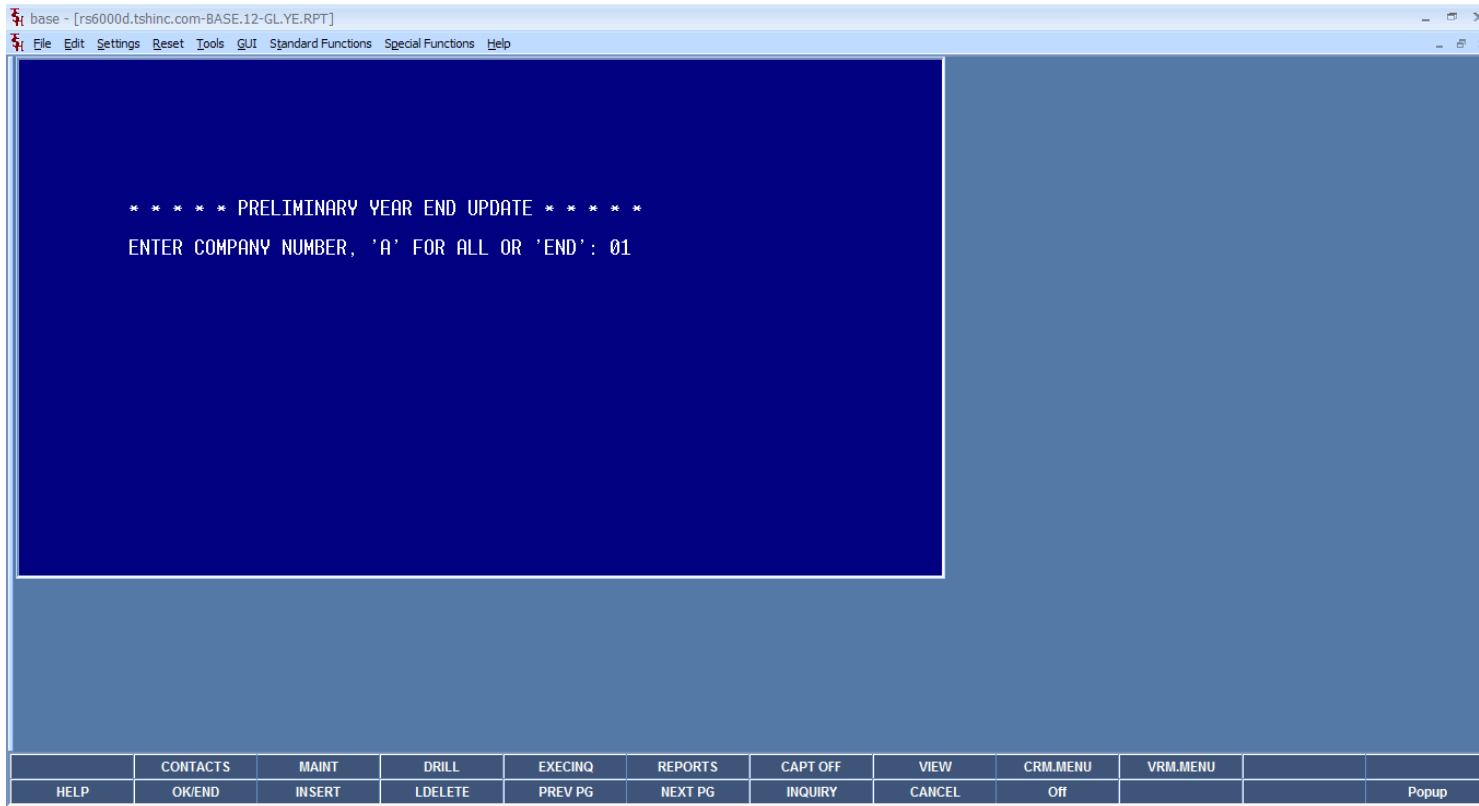
CAUTION !!!

THIS PROGRAM WILL UPDATE YOUR CHART OF ACCOUNTS FOR A NEW FISCAL YEAR !
AND ALLOW THE RUNNING OF INTERIM TRIAL BALANCES AND FINANCIALS

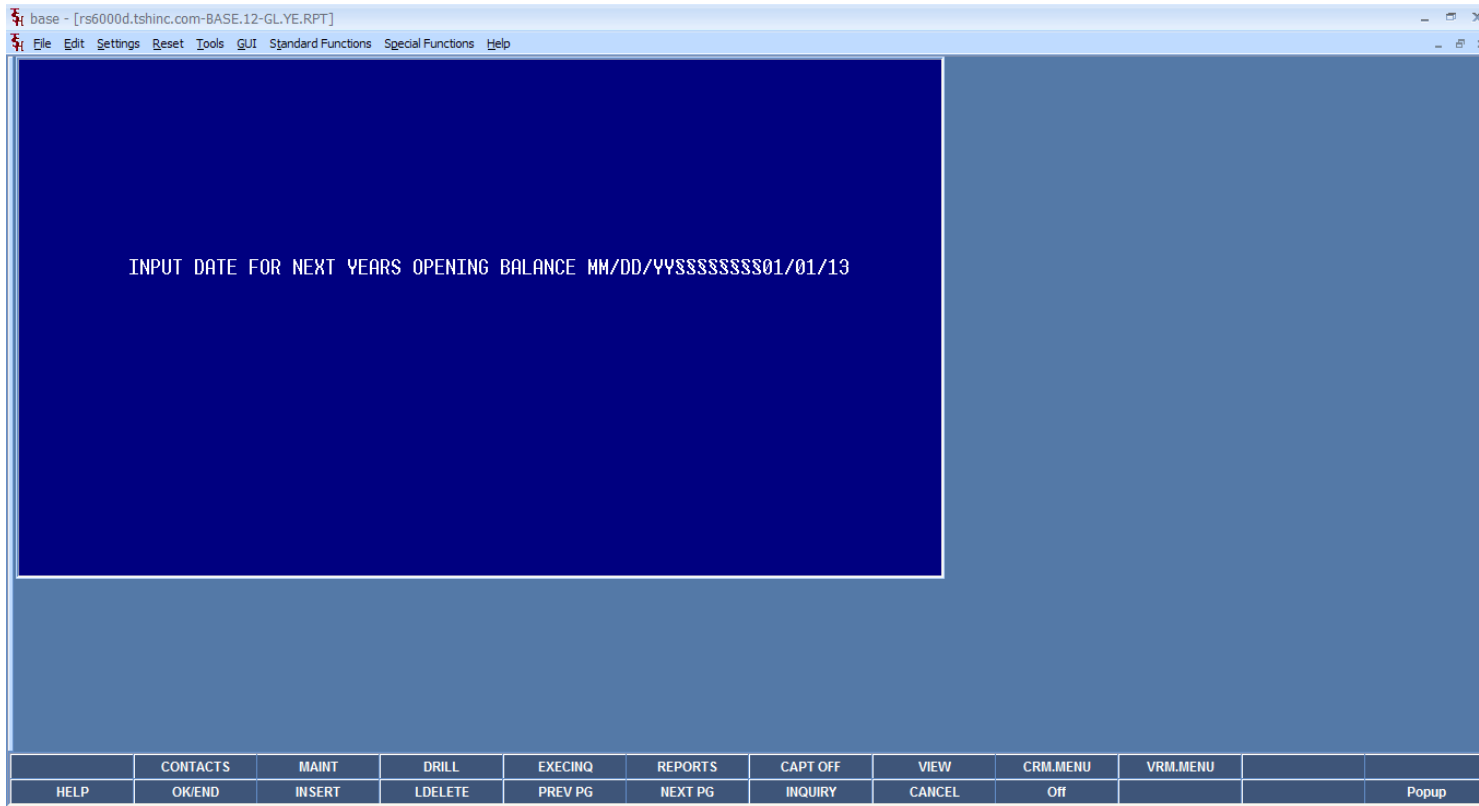
HIT NL TO CONTINUE OR END

	CONTACTS	MAINT	DRILL	EXECINQ	REPORTS	CAPT OFF	VIEW	CRM.MENU	VRM.MENU		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup

Enter the company number, or "A" for All companies. Then hit <ENTER>.

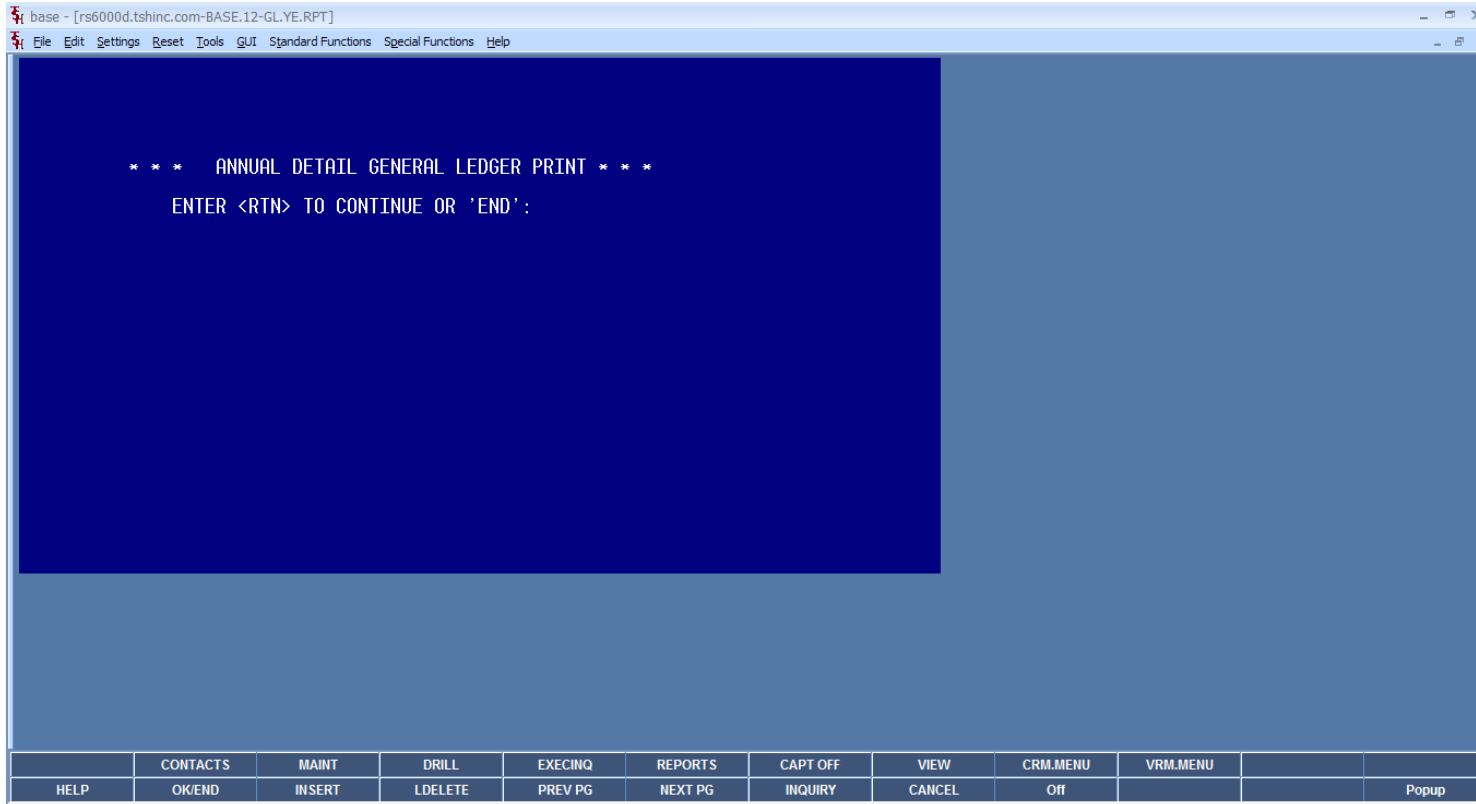


Enter the date for the next year's open balance. For example, the current date is 12/31/12, so enter 01/01/13. Then hit <ENTER>.



Next run the Annual General Ledger Detail Report. The report will print to Report Capture. Verify the report is in report capture before proceeding.

Hit <ENTER> to continue:



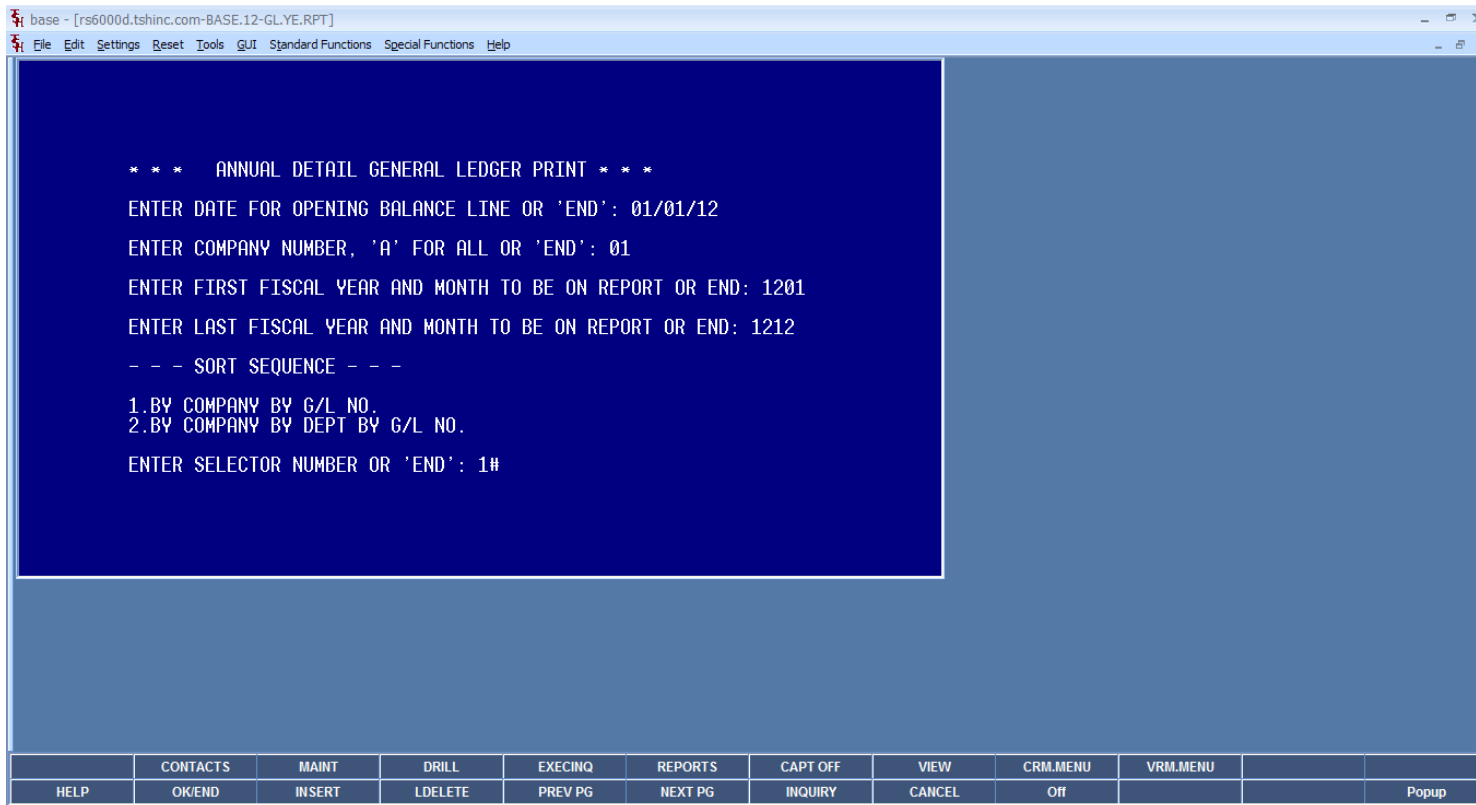
Enter the date for the opening balance line. For example, we are closing 2012, then 01/01/12 is entered. After entering the data, hit <ENTER>.

Enter the company number, or "A" for All companies. Then hit <ENTER>.

Enter first fiscal year and month to be on the report: For example we are closing 2012, so 1201 is entered. Then hit <ENTER>.

Enter last fiscal year and month to be on the report: For example we are closing 2012, so 1212 is entered. Then hit <ENTER>.

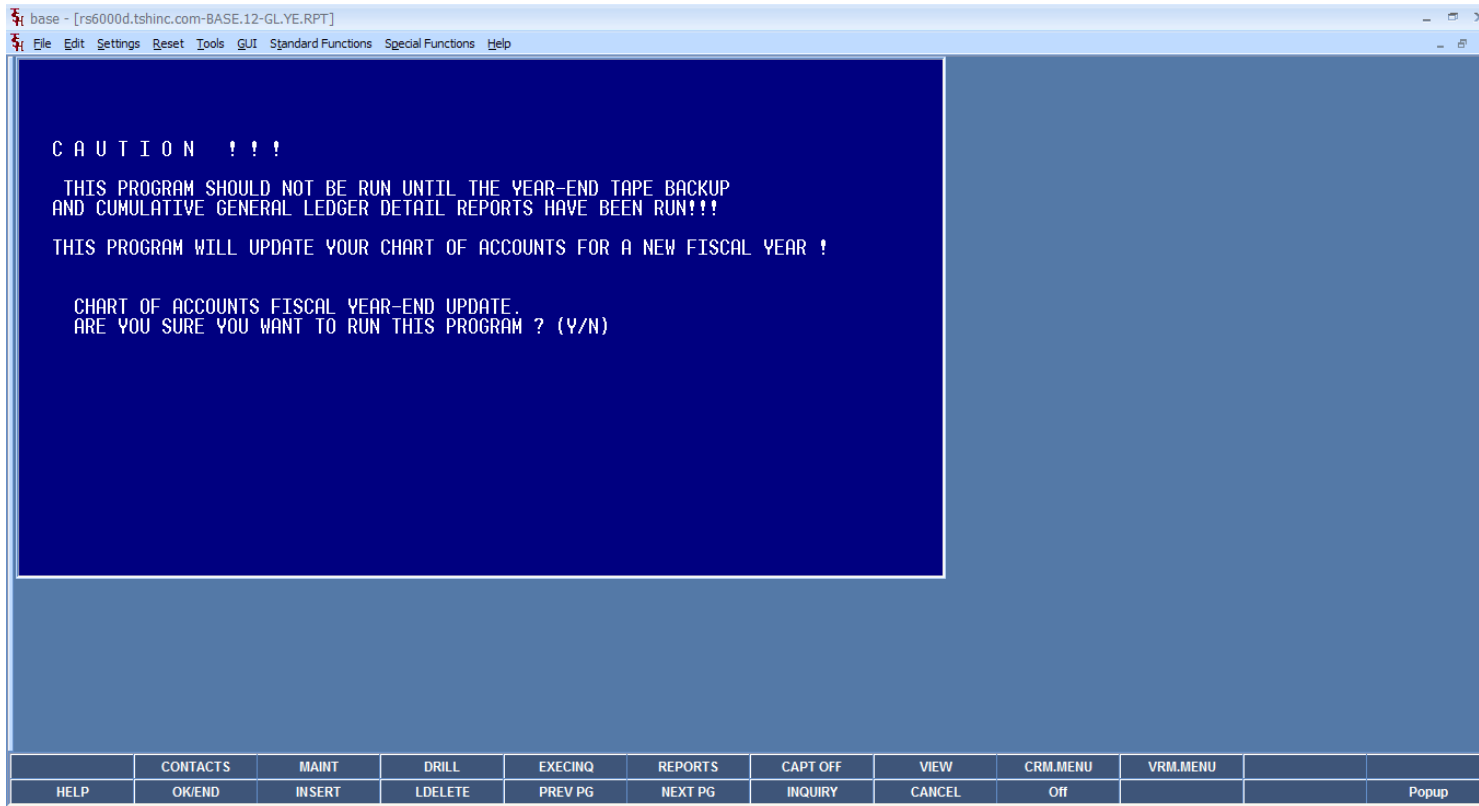
Enter the preferred sort sequence, then hit <ENTER>.



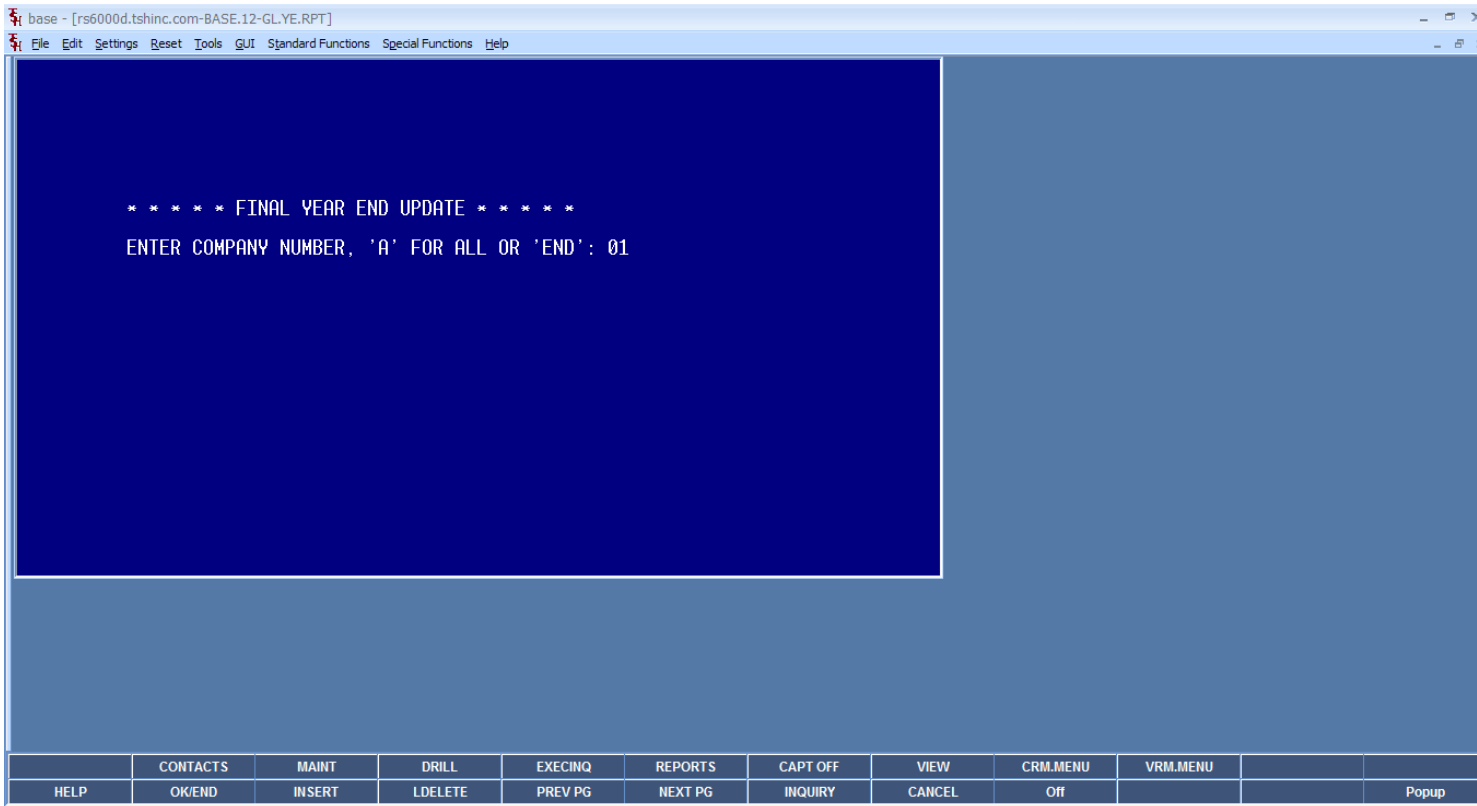
16. Run the Final C/A Update and Close
Hit <ENTER> to continue.



Enter "Y***" and hit <ENTER> to continue.

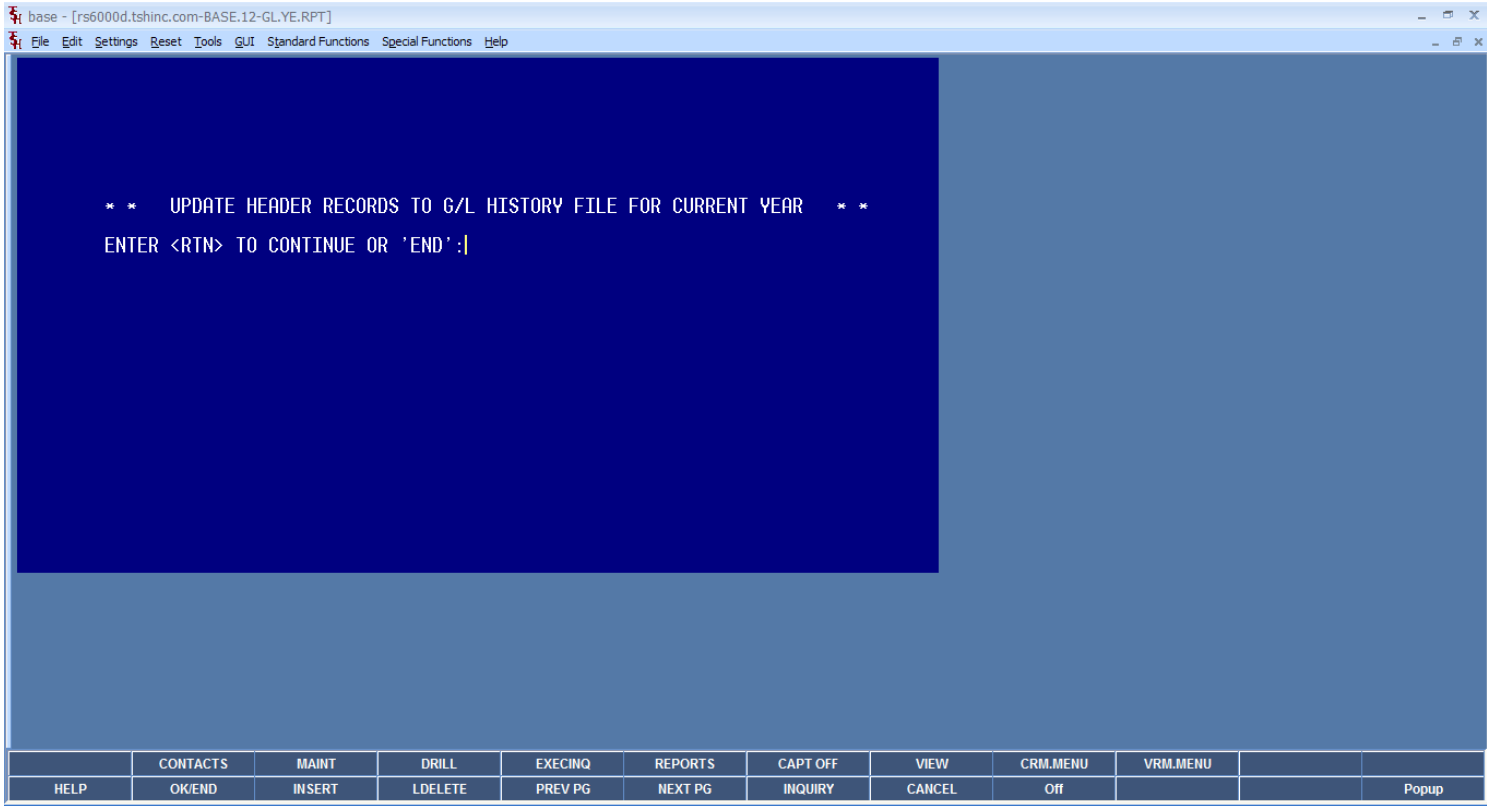


Enter the company number, or "A" for All companies. Then hit <ENTER>.

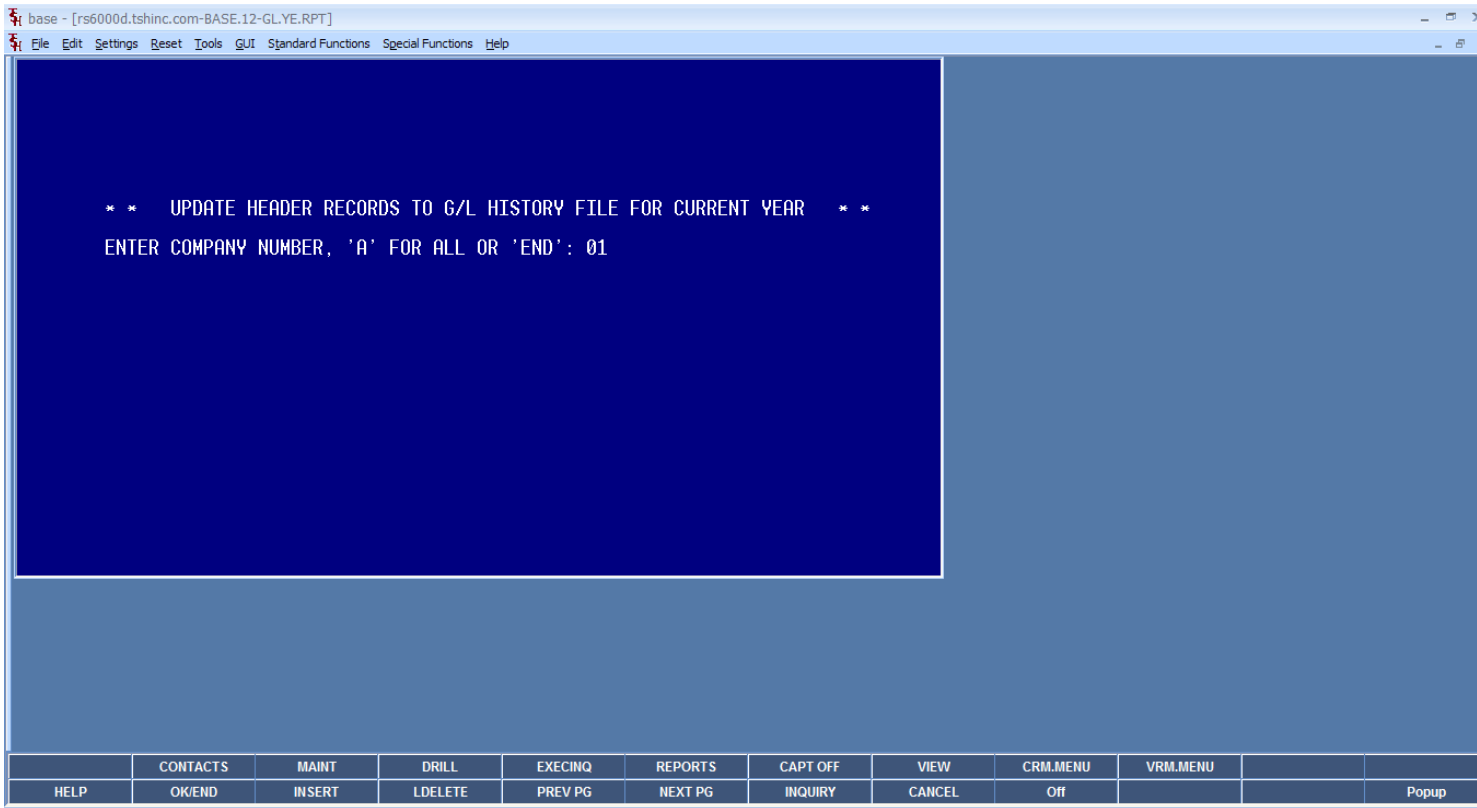


17. DO NOT run the GL History File Purge

18. Run the Update Header Records to History File for New Year
Hit <ENTER> to continue.



Enter the company number, or "A" for All companies. Then hit <ENTER>.



Enter the date for the Opening Balance Line of the Current Year. This is the date for the New Year. In this example, we are setting the opening balance date for the new year of 2013.

base - [rs6000d.tshinc.com-BASE.12-GL.YE.RPT]

File Edit Settings Reset Tools GUI Standard Functions Special Functions Help

```
* * UPDATE HEADER RECORDS TO G/L HISTORY FILE FOR CURRENT YEAR * *  
ENTER COMPANY NUMBER, 'A' FOR ALL OR 'END': 01  
  
ENTER DATE FOR OPENING BALANCE LINE OF CURRENT YEAR OR 'END': 01/01/13
```

	CONTACTS	MAINT	DRILL	EXECINQ	REPORTS	CAPT OFF	VIEW	CRM.MENU	VRM.MENU		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup