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.

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.

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

```
base - [rs6000d.tshinc.com-BASE.12-YE.MENU]                                    _ □ x
File  Edit  Settings  Reset  Tools  GUI  Standard Functions  Special Functions  Help    _ □ x




        *** END OF YEAR FILE CLEARING FOR (SALES) ***
        *** THIS PROCESS IS *NOT* REVERSIBLE.              ***

        *** ARE YOU SURE??  ENTER <Y> 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

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

```
*** END OF YEAR FILE CLEARING FOR (SALES) ***
*** THIS PROCESS IS *NOT* REVERSIBLE.           ***

*** ARE YOU SURE??  ENTER <Y> OR <END>:Y***




ENTER OPERATOR INITIALS AAA
```

| | 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:

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

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

```
base - [rs6000d.tshinc.com-BASE.12-YE.MENU]                                    _ ☐ X
File  Edit  Settings  Reset  Tools  GUI  Standard Functions  Special Functions  Help    _ ☐ X



        *** END OF YEAR FILE CLEARING FOR (SALES). ***
        *** THIS PROCESS IS *NOT* REVERSIBLE.            ***

        *** ARE YOU SURE?  ENTER <Y> 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

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

```
base - [rs6000d.tshinc.com-BASE.12-YE.MENU]                                    _ ☐ x
File  Edit  Settings  Reset  Tools  GUI  Standard Functions  Special Functions  Help     _ ☐ x



        *** END OF YEAR FILE CLEARING FOR (SALES). ***
        *** THIS PROCESS IS *NOT* REVERSIBLE.              ***

        *** ARE YOU SURE?  ENTER <Y> OR <END>:Y***







ENTER OPERATOR INITIALS AAA
```

	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:

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]                                    _  □  x
File  Edit  Settings  Reset  Tools  GUI  Standard Functions  Special Functions  Help    _ ⵗ x
            (SALES) END OF YEAR UPDATE

#  COMPANY              CURR CURR  UPD #  COMPANY              CURR CURR  UPD
                        YEAR PER               YEAR PER
 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.

```
base - [rs6000d.tshinc.com-BASE.12-YE.MENU]                                    _  □  X
File  Edit  Settings  Reset  Tools  GUI  Standard Functions  Special Functions  Help         _  ⅌  x

            (SALES) END OF YEAR UPDATE

#  COMPANY              CURR CURR  UPD #  COMPANY              CURR CURR  UPD
                        YEAR PER                              YEAR PER
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]                                    _ □ X
File  Edit  Settings  Reset  Tools  GUI  Standard Functions  Special Functions  Help        _ ⊡ x

           (SALES) END OF YEAR UPDATE
#  COMPANY            CURR CURR  UPD #  COMPANY            CURR CURR  UPD
                      YEAR PER               YEAR PER
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:

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 Cust.Det, Prod.Det and SALES files
3. EOY Update of Vendor Files

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	($2,265)	99,917,315	

Annual Sales by Customer Class

20%

97.2%

Legend
00 001 01
02 03 04
05 07 08
11

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.

```
VENDOR MONTH/YEAR END UPDATE
DO YOU WANT MONTH OR YEAR END UPDATE OR 'END' (M/Y/END) :|
```
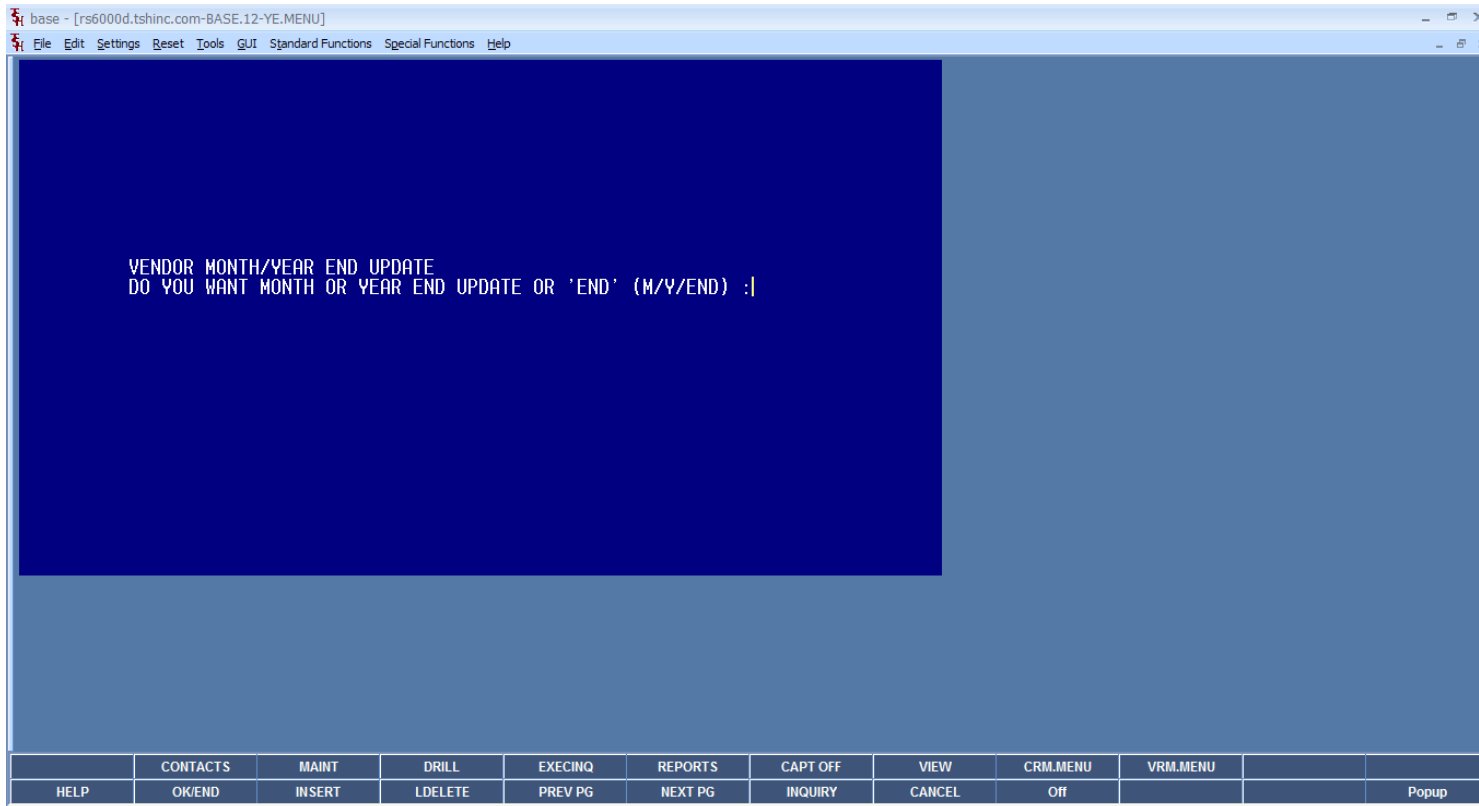
Once complete, you will be brought to the End of Year menu.

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]

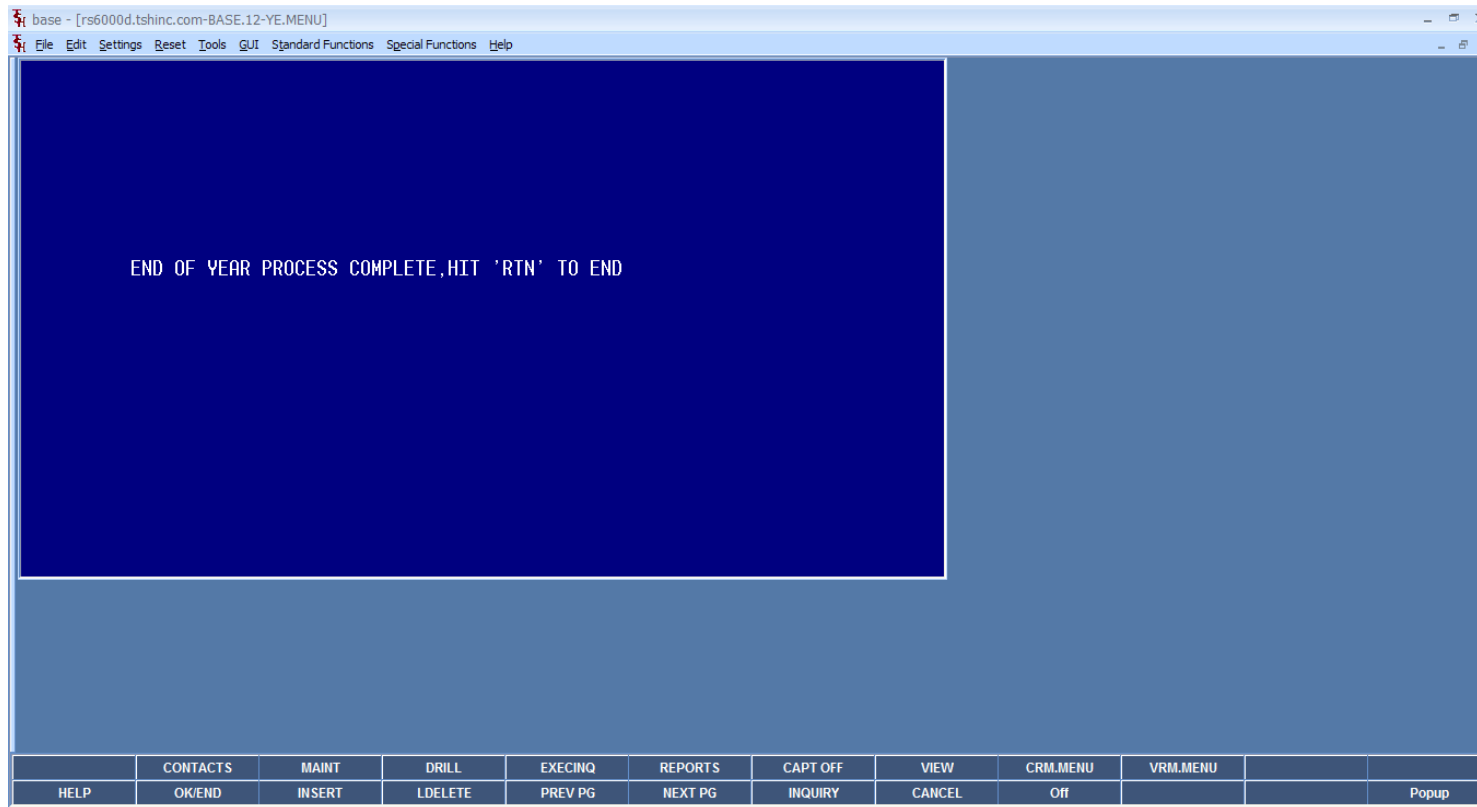File   Edit   Settings   Reset   Tools   GUI   Standard Functions   Special Functions   Help

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	($2,265)	99,917,315	

Annual Sales by Customer Class

20%
97.2%

Legend
00   001   01
02   03   04
05   07   08
11

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

Hit <ENTER> to continue:

Hit <ENTER> to continue:

```
base - [rs6000d.tshinc.com-BASE.12-GL.YE.RPT]                              _ □ X
File  Edit  Settings  Reset  Tools  GUI  Standard Functions  Special Functions  Help        _ ⊡ X


    C A U T I O N   ! ! !

    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>.

```
* * * * * PRELIMINARY YEAR END UPDATE * * * * *

ENTER COMPANY NUMBER, 'A' FOR ALL OR 'END': 01
```

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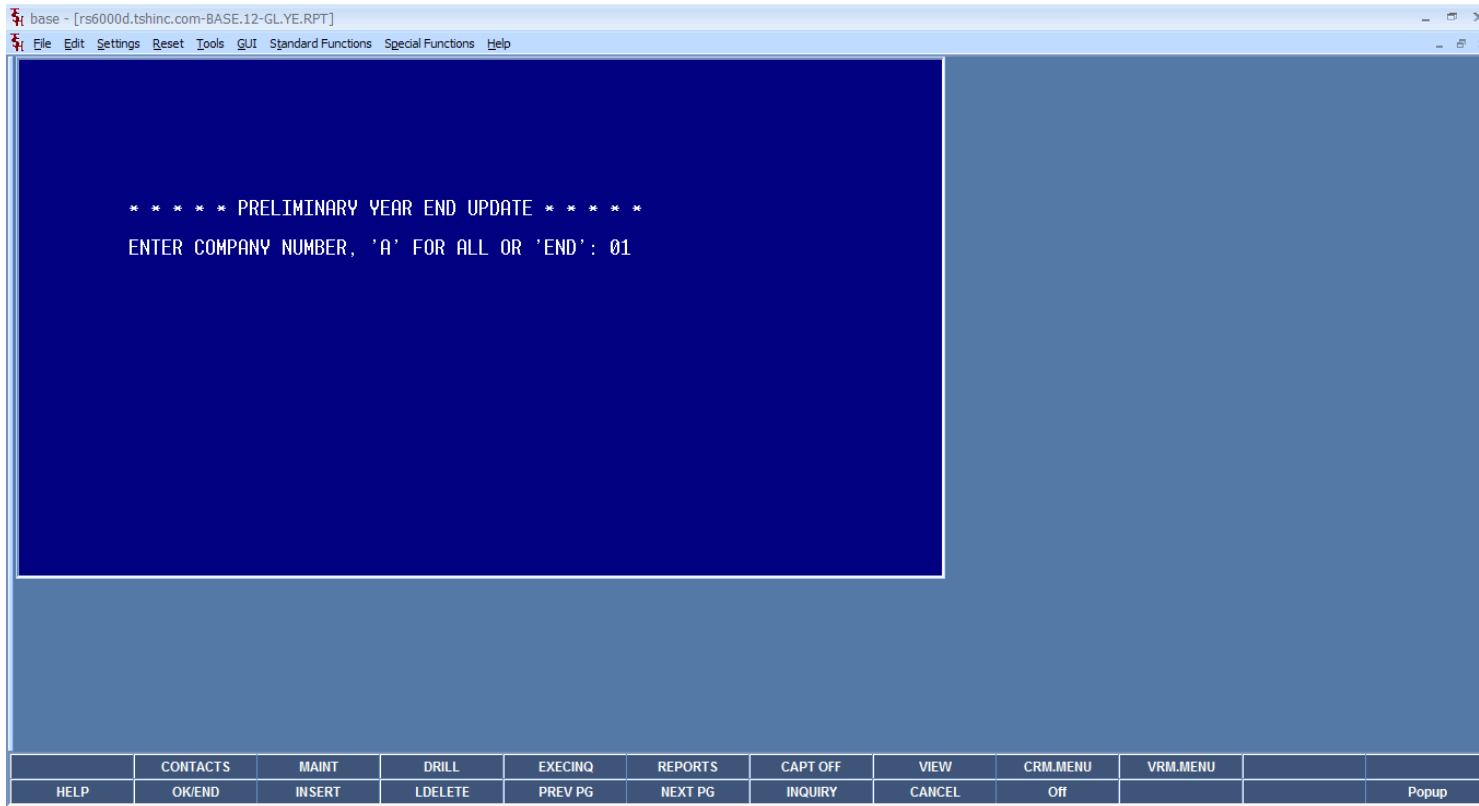
Enter the date for the next year's open balance. For example, the current date is 12/31/12, so enter 01/01/13. Then hit <ENTER>.

```
base - [rs6000d.tshinc.com-BASE.12-GL.YE.RPT]                                    _ □ X
File  Edit  Settings  Reset  Tools  GUI  Standard Functions  Special Functions  Help        _ ☐ X




        INPUT DATE FOR NEXT YEARS OPENING BALANCE MM/DD/YY$$$$$$$$$$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
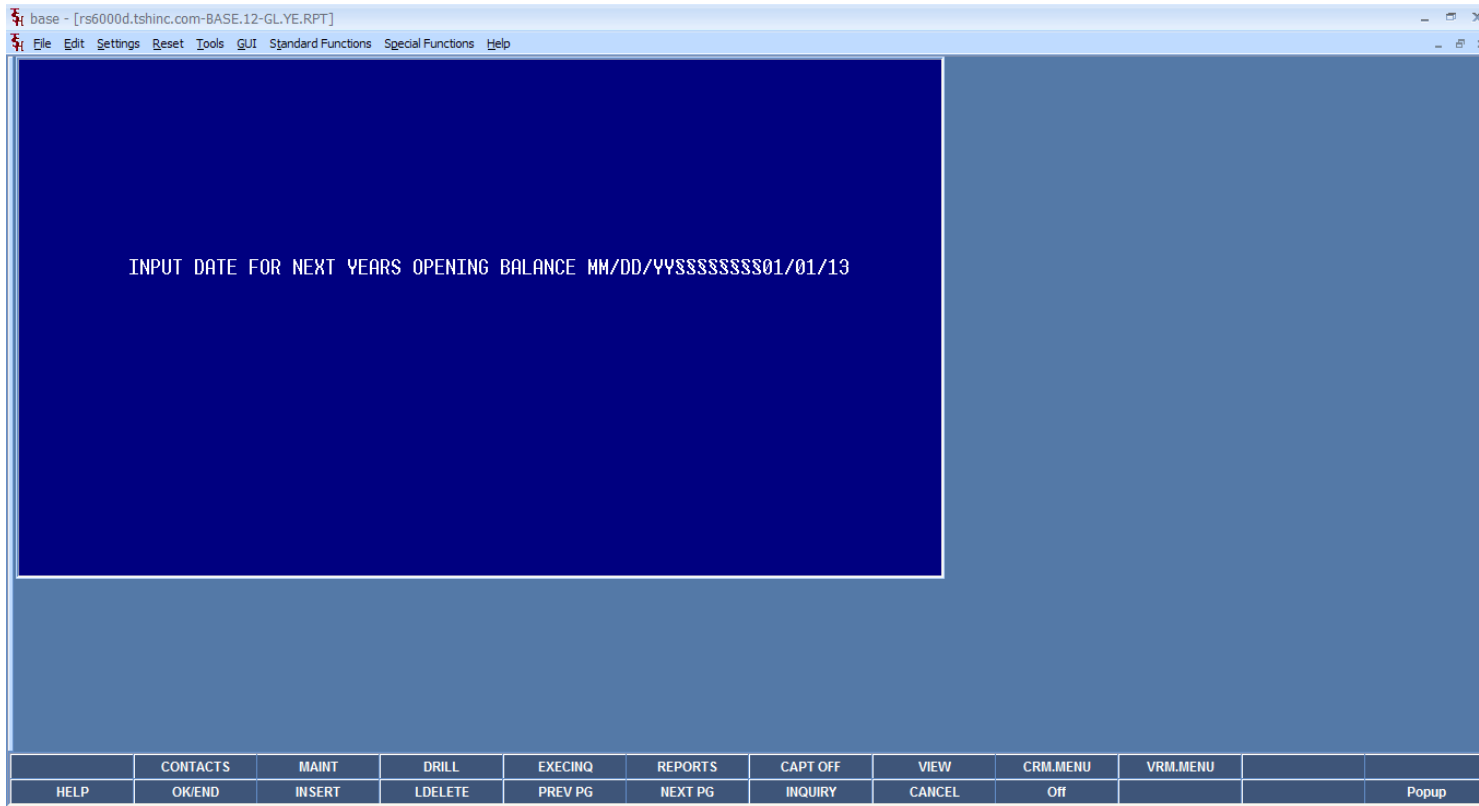
Next run the Annual General Ledger Detail Report. The report will print to Report Capture. Verify the report is in report capture before proceeding.

Hit <ENTER> to continue:

```
base - [rs6000d.tshinc.com-BASE.12-GL.YE.RPT]                                              _  □  X
File  Edit  Settings  Reset  Tools  GUI  Standard Functions  Special Functions  Help          _  ⊟  X



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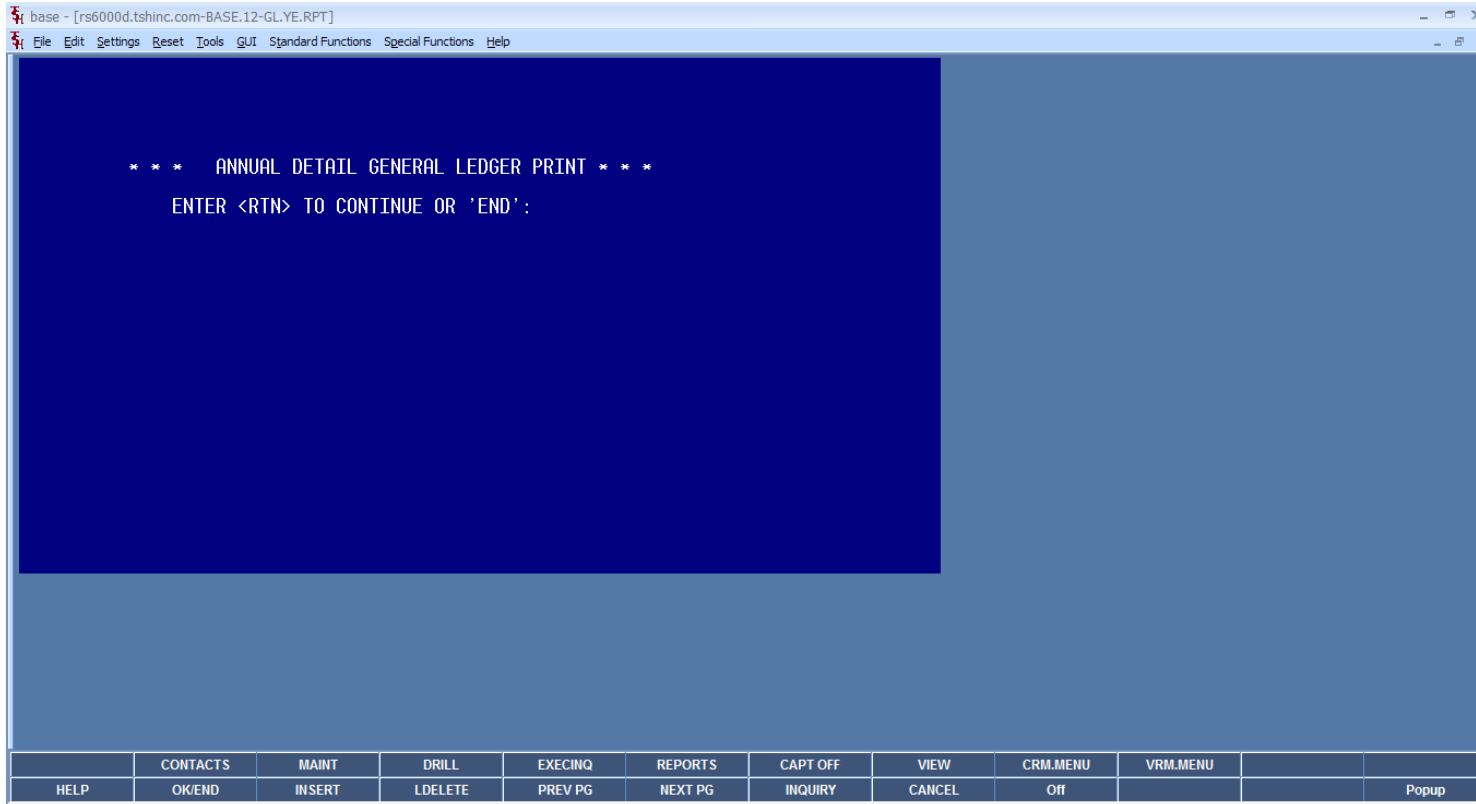
Enter the date for the opening balance line. For example, we are closing 2012, then 01/01/12 is entered. After entering the data, hit <ENTER>.

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.

```
 base - [rs6000d.tshinc.com-BASE.12-GL.YE.RPT]                                    _  ☐  X
 File  Edit  Settings  Reset  Tools  GUI  Standard Functions  Special Functions  Help      _  ☐  X




        * * * * * GENERAL LEDGER YEAR END UPDATE * * * * *

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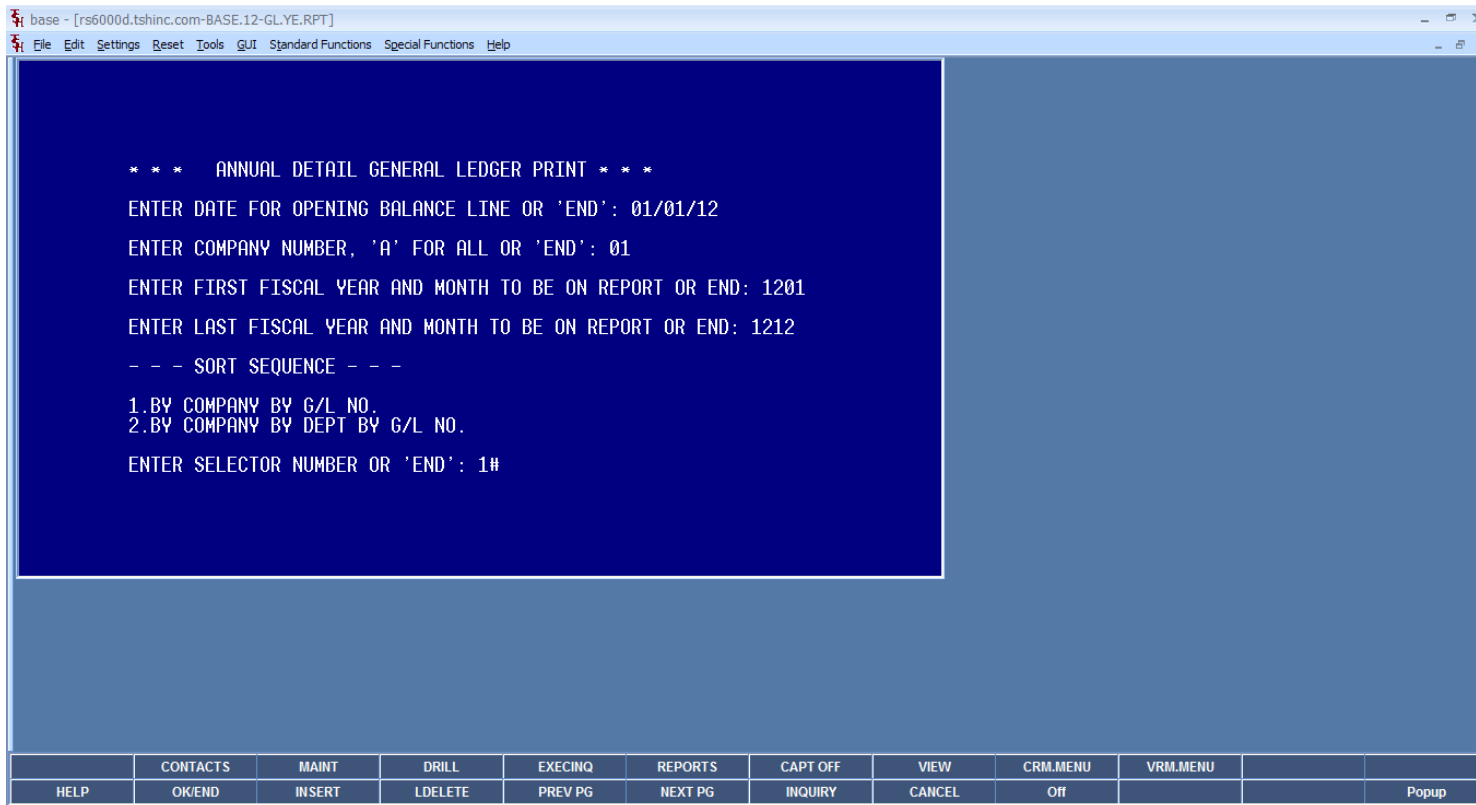
Enter "Y***" and hit <ENTER> to continue.

```
base - [rs6000d.tshinc.com-BASE.12-GL.YE.RPT]                                    _ □ X
File  Edit  Settings  Reset  Tools  GUI  Standard Functions  Special Functions  Help        _ ₈ X
```

```
C A U T I O N   ! ! !

  THIS PROGRAM SHOULD NOT BE RUN UNTIL THE YEAR-END TAPE BACKUP
AND CUMULATIVE GENERAL LEDGER DETAIL REPORTS HAVE BEEN RUN!!!

THIS PROGRAM WILL UPDATE YOUR CHART OF ACCOUNTS FOR A NEW FISCAL YEAR !


  CHART OF ACCOUNTS FISCAL YEAR-END UPDATE.
  ARE YOU SURE YOU WANT TO RUN THIS PROGRAM ? (Y/N)
```

	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>.


```
* * * * * FINAL YEAR END UPDATE * * * * *
ENTER COMPANY NUMBER, 'A' FOR ALL OR 'END': 01
```

	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

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.

```
base - [rs6000d.tshinc.com-BASE.12-GL.YE.RPT]                                    _ ☐ X
File  Edit  Settings  Reset  Tools  GUI  Standard Functions  Special Functions  Help        _ ☐ X




      * *   UPDATE HEADER RECORDS TO G/L HISTORY FILE FOR CURRENT YEAR   * *

      ENTER <RTN> TO CONTINUE OR 'END':|
```
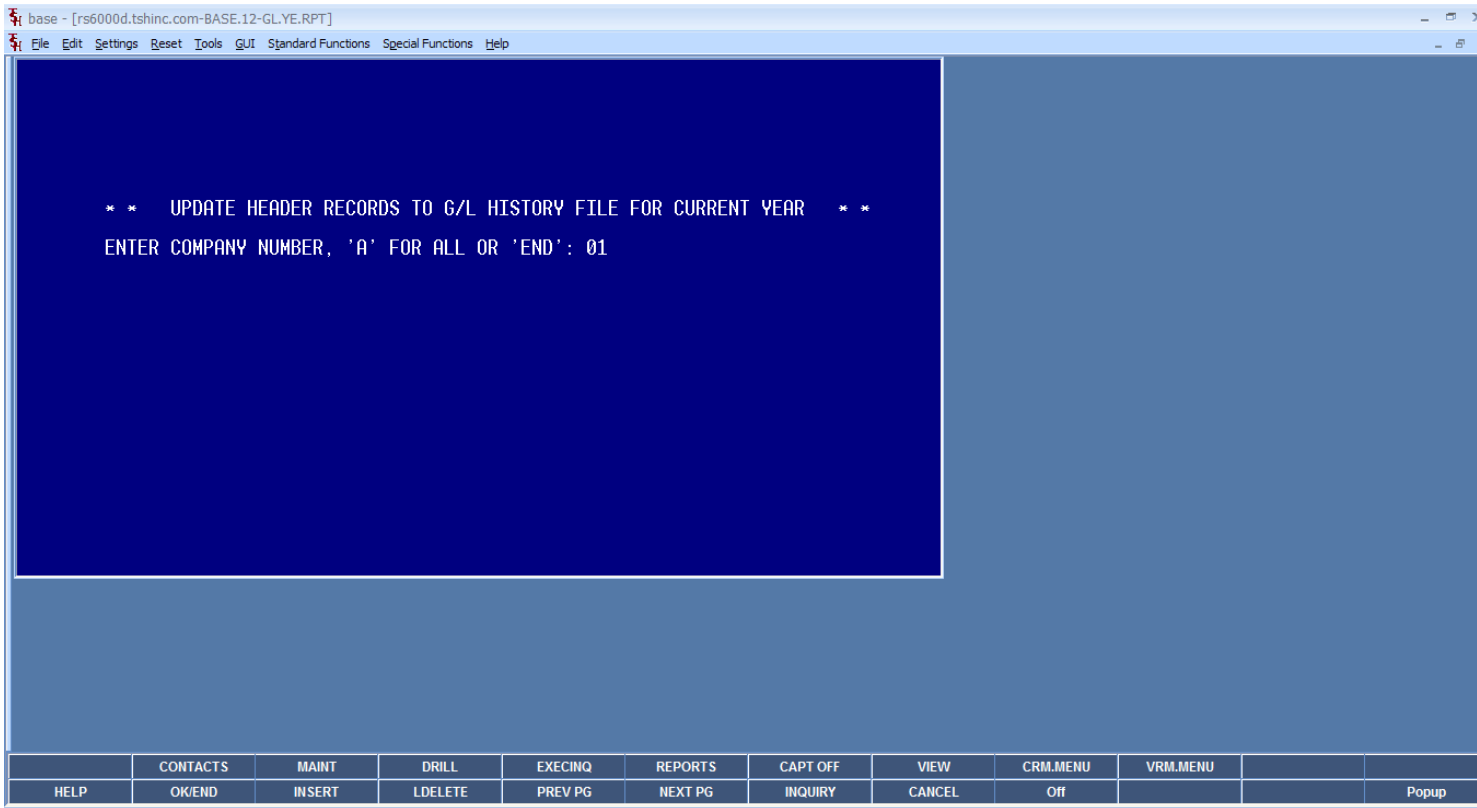
	CONTACTS	MAINT	DRILL	EXECINQ	REPORTS	CAPT OFF	VIEW	CRM.MENU	VRM.MENU		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup

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

```
base - [rs6000d.tshinc.com-BASE.12-GL.YE.RPT]                                          _  □  x
File  Edit  Settings  Reset  Tools  GUI  Standard Functions  Special Functions  Help         _  ♂  x



     * *    UPDATE HEADER RECORDS TO G/L HISTORY FILE FOR CURRENT YEAR    * *

     ENTER COMPANY NUMBER, 'A' FOR ALL OR 'END': 01
```

	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 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.