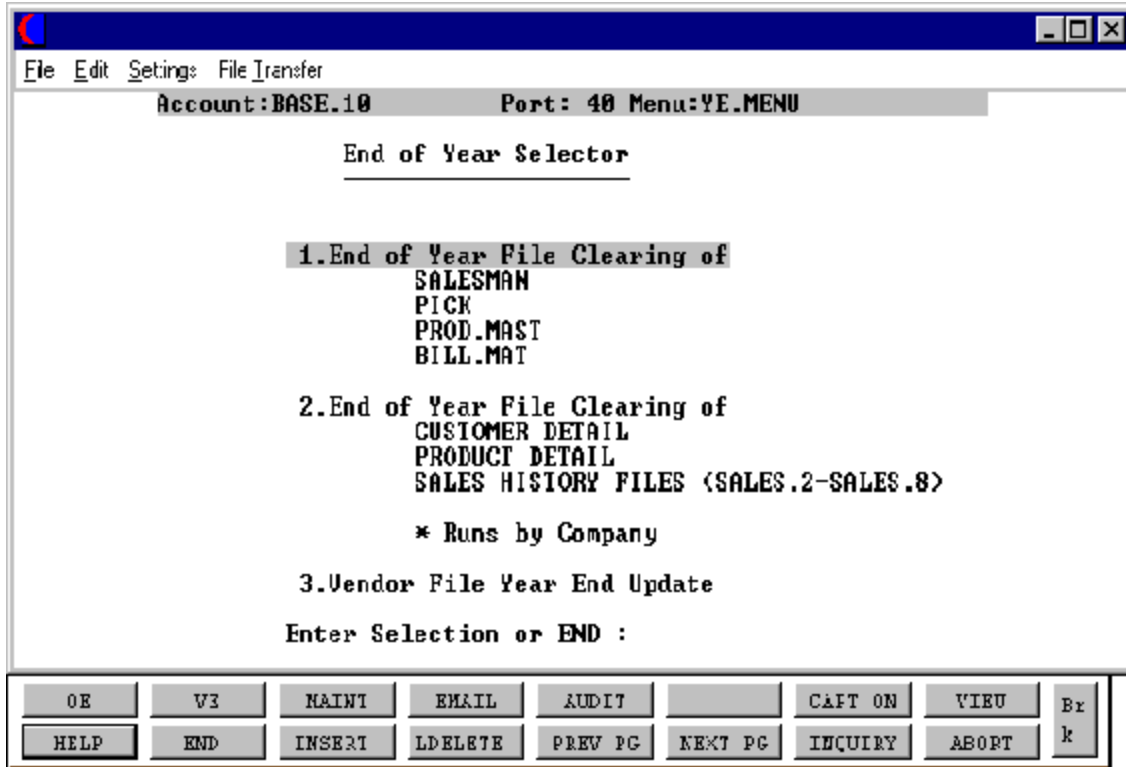


**THE SYSTEMS HOUSE, INC.
MASTER DISTRIBUTION DOCUMENTATION**

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END OF YEAR SELECTOR



YEAR END PROCEDURES OVERVIEW

The year end procedures for accounts receivable and accounts payable are initiated and run from this menu. The accounts payable year end procedure may also be run from the accounts payable month end menu. The year end procedures for general ledger can be found on the a separate menu on the general ledger menu.

ACCOUNTS RECEIVABLE YEAR END

Before running a year end for accounts receivable the following steps must be performed.

1. Enter all billing, orders, etc. for the last day of the year.
2. Run the day end procedure to update all Invoicing and accounts receivable.
3. Run all sales reports.
4. Close the last month of the year for accounts receivable. This procedure may be run from the month end menu or the accounts receivable menu.
5. Run a file-save and label it as year end. We advise that you keep this save for at least one (1) year.
6. Run Year end procedures 1 & 2.

*** Do not run an end of day for the new year until you have run the year end. This is to ensure that the new year's data is not included as the year you are closing. (I.e sales, invoicing, etc.)

ACCOUNTS PAYABLE YEAR END

Before running a year end for accounts payable the following steps must be performed.

1. Complete all voucher entry for the last period of the year.
2. Complete all cash disbursements for last period of the year.
3. Run a tape backup for the month, label it "YEAR END FILE SAVE 19XX", and store the tape in a safe place.
4. Run the accounts payable month end jobstream for the last period of the year.
5. Run the year end for accounts payable.

END OF YEAR FILE CLEARING OF SALESMAN PICK PROD.MAST BILL.MAT

PROK NAME	PROK PEOY.CLEAR.NONCO008
PROGRAM NAME	MDS.BP EOY.VALD
	MDS.BP EOY.CLEAR.NONCO008
SELECTION	MENU-17
SELECTION NUMBER	1
FILES ACCESSED	OPERATOR
	PROD.MAST
	PROD.DET
	CUST.DET
	WAREHOUSE
	SALESMAN
	PICK
	BILL.MAT

OVERVIEW

This program will move the year-to-date data to the last year field on the Salesman, Picker/Packer, Product Master and Bill of Material files.

No reports are produced during this procedure.

OPERATING INSTRUCTIONS

***** END OF YEAR FILE CLEARING FOR ACCOUNTS RECEIVABLE *****
***** THIS PROCESS IS *NOT* REVERSIBLE.**

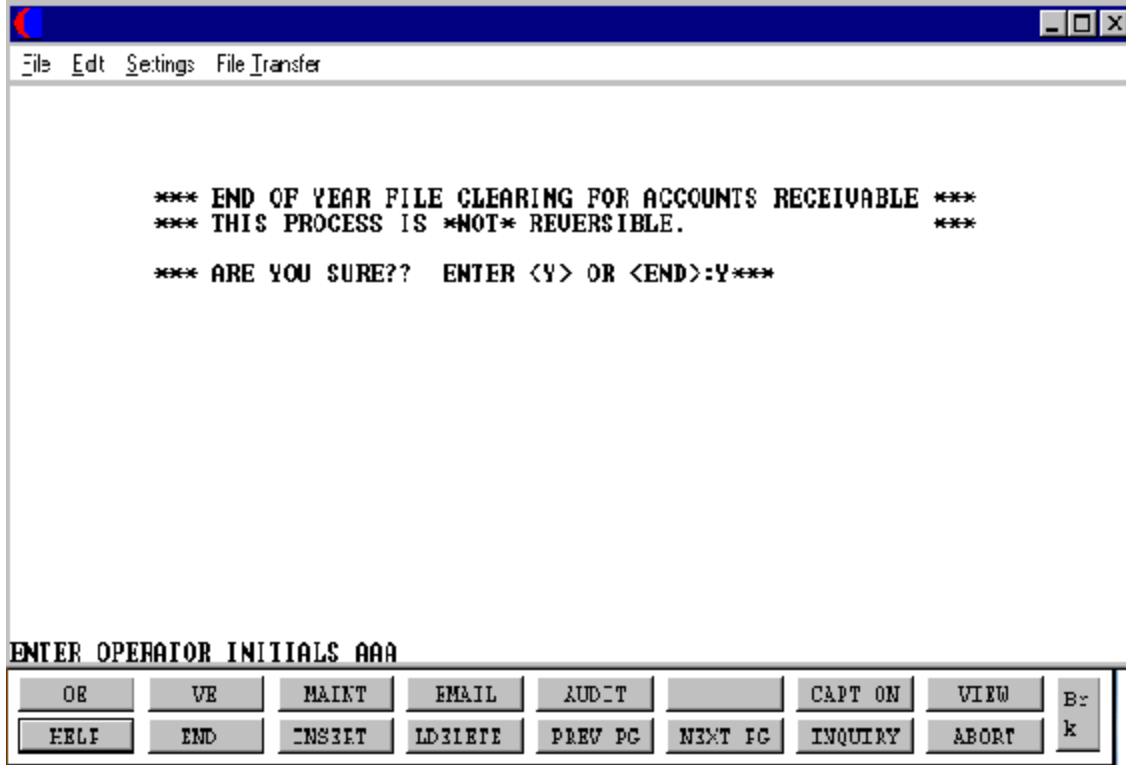
ARE YOU SURE? ENTER <Y> OR <END>:

Enter 'Y***' to run the year end procedure. Enter 'END' to return to the menu.

ENTER OPERATOR INITIALS

Enter the operator code to continue with the year end, or 'END' to return to the menu.

END OF YEAR FILE CLEARING OF SALESMAN PICK PROD.MAST BILL.MAT



END OF YEAR FILE CLEARING OF CUSTOMER DETAIL PRODUCT DETAIL SALES HISTORY FILES (SALES.2-SALES.7)

PROK NAME	PROK PEOY.CLEAR010
PROGRAM NAME	MDS.BP EOY.VALD
	MDS.BP EOY.YEAR.CHECK008
	MDS.BP UPDATE.AUDIT008
	MDS.BP EOY.CLEAR008
	MDS.BP EOY.SALES.CLEAR008
	MDS.BP AR.LST.YR.UPD
SELECTION	MENU-17
SELECTION NUMBER	2
FILES ACCESSED	OPERATOR
	COMPANY
	PARAMETER
	CUST.DET
	PROD.DET
	WAREHOUSE
	SALES.2
	SALES.3
	SALES.4
	SALES.5
	SALES.6
	SALES.7

OVERVIEW

This program will move the year-to-date figures to the last year field on the Customer Detail, Product Detail and Sales History files.

No reports are produced during this procedure.

OPERATING INSTRUCTIONS

***** END OF YEAR FILE CLEARING FOR ACCOUNTS RECEIVABLE *****
***** THIS PROCESS IS *NOT* REVERSIBLE.**

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

Enter 'Y***' to run the year end procedure. Enter 'END' to return to the menu.

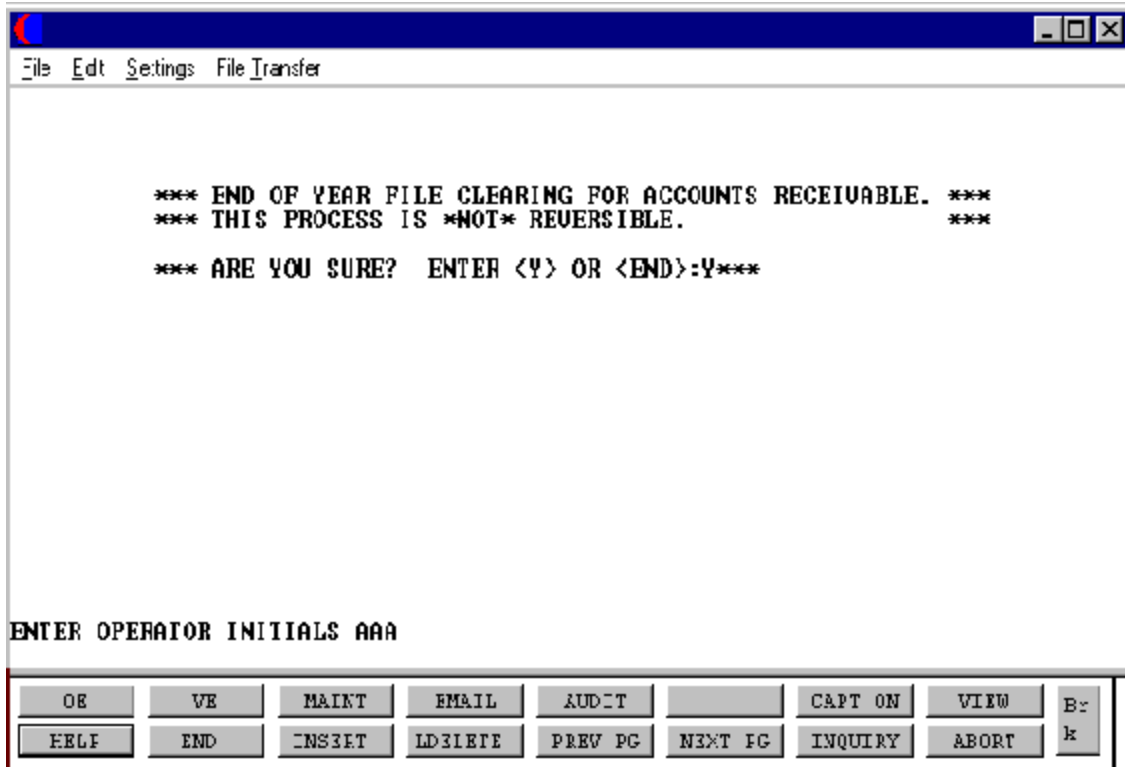
**END OF YEAR FILE CLEARING OF CUSTOMER DETAIL PRODUCT DETAIL SALES
HISTORY FILES (SALES.2-SALES.7)**

OPERATING INSTRUCTIONS (Continued)

ENTER OPERATOR INITIALS

Enter the operator code to continue with the year end, or 'END' to return to the menu.

END OF YEAR FILE CLEARING OF CUSTOMER DETAIL PRODUCT DETAIL SALES HISTORY FILES (SALES.2-SALES.7)



VENDOR FILE YEAR END UPDATE

PROK NAME	AP.P PVEND.UPD
PROGRAM NAME	AP VEND.UPD
SELECTOR	MENU-17
SELECTOR NUMBER	3
FILE ACCESSED	VEND.DET

OVERVIEW

The month end/year end process clears month to date and/or year to date accumulations in the Vendor file.

Note: The month end updates are performed as part of the month end job stream and therefore should not normally have to be run separately.

Program #3 should be run for year end updates only off this menu.

No reports are generated during this update.

OPERATING INSTRUCTIONS**VENDOR MONTH/YEAR END UPDATE****DO YOU WANT MONTH OR YEAR END UPDATE OR 'END' (M/Y/END):**

Enter 'M' for monthly update (this is already run in month end). Enter 'Y' for year end update, or 'END' to return to the monthly reports menu.

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