Last day of the Year Procedures

At the end of your fiscal year, use End of Year procedures to run reports on last year's data. Use them to see how your business did during the year and then prepare your system for the new year by shifting that data to last year.

Select a topic to learn how to prepare for and carry out your last day of the year procedures for Inventory and Sales.

Topics

- Preparation
- Preparing Date, Time, and Printer
- Running SHUTDOWN

Preparation

You defined an End of Year process for your system during implementation.

Find it by entering MDT in the launch bar, and Eagle will display the Modify Date Table.

The last line usually shows as period 12.

The last day of that period's month is your year-end date.

When your Eagle system was set up, it included several groups of reports scheduled to run at certain times, including the End of Year Queues.

Use the Schedule End of Day Queue (SEQ) to locate and review your End of Year Queue.

Locate your End of Year Queue by finding the one scheduled for the last day of the last month of the year.

Note that other reports may run on the last day in addition to your End of Year Queue.

Double-click the queue to inspect or change its contents.

It's a best practice to review your End of Year Queue before the last day of that month to ensure it includes the correct reports.

If you want to make changes and prevent errors in the process, contact the Eagle Advice line for help.

Make sure you have plenty of paper in the printer and prepare a new tape or DVD for your end of year backup.

Once you review your end of year queue, and prepare for printing and backup, you're ready for the last day of the year procedures.

Preparing Date, Time, and Printer

Everything you do for the End of Year process happens after the regular close of business.

If you use the Epicor proto base credit card authorization program, settle your credit cards after you close for the day, but before you start the End of Year process.

Start in Network Access. Type the name of the queue that settles your credit cards in the function prompt and press Enter.

On the Report Queue Options window, type N and press F3 to run it now.

When the settlement report prints, confirm that it shows "passed" before continuing..

Now you're ready to begin your End of Year procedures.

It's important that you complete the steps in this specific order and complete the procedure on a single PC or terminal.

This process closes the current fiscal year and shifts your data from the current Period-to-Date and Year-to-Date fields to Last Year.

If you skip any of the steps, you may experience problems.

Enter CDT in the function field of Network Access and press Enter.

Set the date to the last day of your fiscal year, and the time to 5:30 am.

Doing this allows your system to stay on the last day of the year long enough for you to come in the next day to that verify all reports ran, and Eagle shifted data to last year.

Press Enter, and then Y to confirm.

Load your printer with enough paper for the reports scheduled to print, and make sure there's plenty of room in the printer tray to avoid paper jams.

If you prefer to print reports later or have concerns about your data sitting out in a printer tray, you can set the reports to spool instead.

While most Queues in Eagle are set up to run automatically, some long time Eagle users prefer to manually load their queues at the end of each day. If this is you, follow these steps.

Manually load your End-of-Day Queues, followed by your End-of-Year Queue.

DO NOT load your End-of-Month queues.

From there, proceed with the next step .

Running SHUTDOWN

You can verify that the backup is successful, and the reports are printing before you leave for the day by running the SHUTDOWN function manually.

Type SHUTDOWN in the Function field in network access and press Enter.

The End of Day review screen shows you the next backup tape or DVD to use, the queues scheduled to run, active terminals, and any reports that are still running.

Make sure that all reports have completed running before starting the shutdown process

Use a new tape or DVD for the year end backup, and then store it for six months in case you need to restore any data from it.

Press F3 to run.

The System Status screen displays.

Enter Y for both Do you want to perform a BACKUP now? and for Do you want to quit all active terminals?

Press Run (F3) to start the backup.

Your backup can take anywhere from 10 minutes to an hour.

Once the backup is complete, store it in a safe location.

Eagle should start processing the queued reports automatically.

Once you confirm that Eagle is processing or spooling the reports, you're done with the end of year procedures and can leave for the day.

About Epicor

Epicor Software Corporation drives business growth. We provide flexible, industry-specific software that is designed around the needs of our manufacturing, distribution, retail, and service industry customers. More than 40 years of experience with our customers' unique business processes and operational requirements is built into every solution—in the cloud, hosted, or on premises. With a deep understanding of your industry, Epicor solutions spur growth while managing complexity. The result is powerful solutions that free your resources so you can grow your business. For more information, connect with Epicor or visit www.epicor.com.

EPICOR.

Corporate Office	**Latin America and Caribbean**	**Europe, Middle East and Africa**	**Asia**	**Australia and New Zealand**
804 Las Cimas Parkway	Blvd. Antonio L. Rodriguez #1882 Int. 104	No. 1 The Arena	238A Thomson Road #23-06	Suite 2 Level 8,
Austin, TX 78746	Plaza Central, Col. Santa Maria	Downshire Way	Novena Square Tower A	100 Pacific Highway
USA	Monterrey, Nuevo Leon, CP 64650	Bracknell, Berkshire RG12 1PU	Singapore 307684	North Sydney, NSW 2060
Toll Free: +1.888.448.2636	Mexico	United Kingdom	Singapore	Australia
Direct: +1.512.328.2300	Phone: +52.81.1551.7100	Phone: +44.1344.468468	Phone: +65.6333.8121	Phone: +61.2.9927.6200
Fax: +1.512.278.5590	Fax: +52.81.1551.7117	Fax: +44.1344.468010	Fax: +65.6333.8131	Fax: +61.2.9927.6298