First Day of the Year Procedures

You've successfully launched the Last Day backup and End of Year Queue, and now you're ready to start the first day of your new year.

But, how do you know that everything worked properly?

And what do you have to do before opening your store for the new year?

As you complete this module, you will explore the steps that are necessary to verify that your year-end processing was successful.

In other words, did your End of Year reports print?

Did the data shift from Current Year to Last Year fields?

Are the system dates and times correct so you can start logging new business in your system?

We'll cover all this in the lesson.

If you haven't already completed the Training on Demand module for the Last Day of the Year procedures, you should stop this lesson and watch it before continuing.

Topics

- Getting Ready
- Check EOY Reports
- Verify Data Shifts
- Reset System Times

Getting Ready

You may want to arrive earlier than normal the next day after running your end-of-year process so you have time complete the First Day of the Year procedures before opening for business.

Before beginning the process of getting your system ready for the New Year processing, print the First Day of the New Year checklist/flowchart and the step by step guide, so you can refer to them.

These are found in Online Help and can be printed well in advance of the end of your fiscal year.

To find this flowchart, open online help, click on the contents tab, select the "Flowcharts" book and select "End of Year: Last Day/First Day Flowchart.

The important thing to remember is that each step MUST be completed in the exact order listed before you do anything else on your system.

As you follow the checklist steps, you must be using the same terminal you used to perform the End of Year procedures.

Check EOY Reports

The first step of your New Year procedures is to confirm that all the reports in the End of Year queue printed or spooled correctly.

You will need to check your printer to see if the reports are still printing or spooling.

To confirm that they've all processed, open Network Access and type MPS at the Function prompt.

Press Next (F7) to find the printer(s) where the reports should be printing.

Check the field “Number of Entries in Queue”.

If it is blank and the “Active Report” field is blank, the reports are done processing.

If you see anything in either field, the reports are still printing and spooling so you'll have to wait until they finish.

Sometimes you'll come in and find that the printer is off-line.

If this happens to you, verify that the printer has paper, restock if necessary, and reset the printer so it will start printing again.

If the printer has paper, but the printer is off-line or there is an error light on, here are some things you can try:

Open Network Access, function MPS and check that the field “Form used in Printer” is blank.

Open function MBC and verify that the backup completed successfully.

Make sure that your store is closed and no one is using Point of Sale.

If your reports still do not start printing, call the Eagle Advice Line.

After the reports have completed processing, review each report for the END OF REPORT message.

Also check the information to verify that Current Period data is blank.

If you have a multi-store system, review the reports for all stores.

Once that's done, you can continue to the next step.

Verify Data Shifts

Once you've confirmed that all the reports have printed, it's time to verify that the history data shifted properly.

We'll start by checking Inventory Maintenance, where the historical data was shifted by the Inventory Update Report.

Pull up an item, then open the History tab and verify that the Year to Date fields are blank.

There is one exception: the Year to Date Sales Units field will be cleared when we run the Modify Date Table at the end of this process.

After randomly checking these fields for a few items, you can close IMU.

Now we'll check that the department, class, and fineline history shifted.

Start by opening Department Maintenance (MDE).

Display a few departments and check to see that the Current Period field is blank for each.

Next, open Class Maintenance (MCL) and check a few classes to make sure that the Current Period field is blank.

Finally, if you use Finelines and included the Fineline Report in the End of Year queue, open Fineline Maintenance and check the Current Period field for several finelines.

As with the Departments and Classes, this field should be blank.

If you included the Vendor Update report or the Shrinkage History Report in your End of Year queue, you'll also need to verify that information in those two areas was shifted.

Open Vendor Maintenance (MVR) and display a vendor.

Then go to the History Tab.

The Current Qtr field should have shifted to the Last Qtr and the Year to Date field should have shifted to the Last Year field.

Keep in mind that if you are using Accounts Payable, the history will not change until you run APCT, which is part of the Accounts Payable year-end procedure.

In Maintain Shrinkage History (MPH), click Display and verify that the following fields are blank:

Current field, Period to Date field, Year to Date field

Next, let's look at some fields that are affected by the Accounts Receivable End of Year reports.

In Tax Maintenance, the information should be zeroed out by the Tax Report.

Display a tax code or two and verify that the Period to Date and Year to Date fields are zero.

The Monthly Recap Report does the same thing for the sales information in Modify Monthly Recap.

Open the application and make sure that all the sales information is blank.

The A/R Flexible Report (RFR) was run to shift Period to Date and Year to Date sales history.

To verify this, open Customer Maintenance. Pull up a few customers and open the Sales tab. The following fields should be zero:

Sales Period to Date and Year to Date

Cost Period to Date and Year to Date

Finance Charges Year to Date

Return ($) Year to Date

Transactions Year to Date

Terms Discounts Period to Date

While you're here, check that Sales and Cost Year to Date has shifted to Last Year.

Another Accounts Receivable report that can be added to the End of Year queue is the Sales Analysis Report (RSA).

If you included this report you should check the Department tab to make sure that the following fields are zero:

Period to Date Sales, Period to Date Cost, Year to Date Sales, Year to Date Cost

You may have included the Salesperson Report in your End of Year queue if you track sales by employee.

If so, open Salesperson File Maintenance, display a salesperson, and ensure that the Period to Date and Year to Date fields are zero.

Keep in mind that if you do not have the A/R Pro software package, you will not have the Department tab in Customer Maintenance or the Salesperson file so you can skip those steps.

If the information in any of these fields has not shifted correctly, call the Eagle Advice Line immediately before doing anything else on your system.

If all of the information has shifted correctly, continue to the next step on the First Day of the New Year checklist/flowchart.

Reset System Times

Once all the reports have processed and been checked and the data shifts are verified, you're almost done.

All you need to do is reset the system Date and Time.

Open Network Access and type CDT at the Function prompt.

Press Enter, then type in the correct Date and Time, press Enter, and then type Y.

Next, open the Modify Date Table by typing MDT in the Eagle Browser Launch bar and pressing Enter.

You can also do this in Network Access if you'd prefer entering MDT at the Function prompt.

If the dates still reflect last year, click Run, which will change the year for all periods.

This step is important; If you do not run MDT, the Year to Date sales units will still show in Inventory Maintenance.

You also won't be able to run the Order Point Report if you forget this step.

So, even though it's a simple one, don't overlook it.

You are now ready to start the new year with accurate data fields.

And remember, if you experience any issues during the first day of the year procedures you can always open Point of Sale in offline mode so that you can service your customers while you are working through any procedures.

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