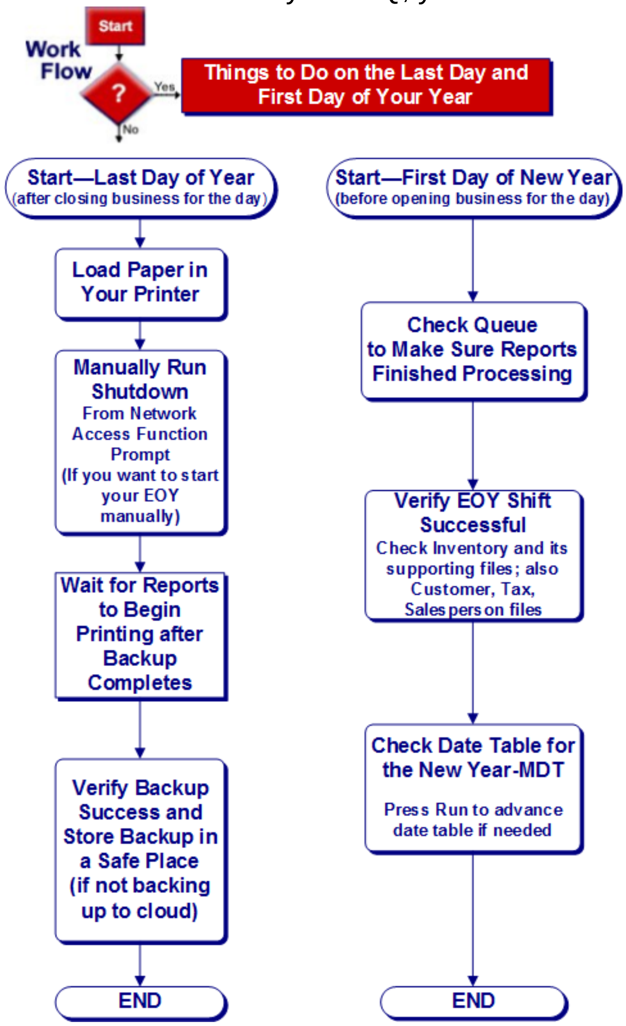
Things to Do on the Last Day and First Day of Your Year

End of year is basically the last month end of your fiscal year with a few additional rolls. If your month end reports load and run automatically in SEQ, your EOY should run automatically as well.



Important

You must complete the procedures in this document in the *exact order* presented! If you skip a step, you may experience problems. Complete all of these procedures at the same PC or terminal.

Things to Do on the Last Day of Your Year

Complete the steps in this section after the close of business on the last day of your fiscal year.

If you are still using ProtoBase: Settle Your Credit Cards

If you use Epicor's ProtoBase credit card authorization, you must settle your credit cards before you begin your end of year process. From Network Access and at the Function prompt, type in the name of your queue that settles your credit cards. A box displays, confirming that you have loaded a queue, and asking if you want to run at end of day or now. Type N for now, and press <Run> (F3). Wait for your PBSTL report.

Reminder: If you physically print out your reports, make sure to Load Paper in Your Printer

Make sure your printer has plenty of paper. If your printer has a paper catch, we recommend that you take it off the back of the printer. This will let the paper fall to the floor, preventing paper jams.

Manually Run SHUTDOWN

If your End of Month queues run automatically, without issue, your Year-End reports should also execute after your regularly scheduled shutdown.

You may still manually execute shutdown if you wish by doing the following:

From Network Access at the FUNCTION prompt, type **SHUTDOWN** and press <**Enter**>. The End-Of-Day Review screen displays.

1. Press <**Run**> to continue with SHUTDOWN. The System Status screen displays.
2. At “Do you want to perform BACKUP now?”, press <**Enter**> to accept the Y.
3. At “Do you want to quit all active terminals?”, type a **Y**.
4. Press <Run> (F3).
5. Your system should be set up to automatically run reports (queues); if so, skip step 7.
6. If your reports (queues) DO NOT run automatically (you have been using the Eagle system for many years and still manually run your queues), load your end-of-day queue(s) as you normally would, then immediately after that, be sure to also load your end-of-year queue(s).

Wait for Reports to Begin Printing

A nightly BACKUP can take from 5 minutes to approximately an hour. You can determine how long a nightly BACKUP takes by looking at the Bootlog. The Bootlog typically prints on printer number 1 each evening after the system reboots following maintenance. You should find the bootlog on printer 1 each morning. After BACKUP completes your reports should start processing. If the reports process to the spooler, the first report will not begin printing until it completes the initial processing through the spooler. This may take several additional minutes. You may wait for the reports to begin processing or leave and return at a later time.

Keep Your Backup!

You should keep your end-of-year backup for at least **six months** in case there is a need to restore information from this day.

Things to Do on the First Day of Your New Year

Complete the steps in this section on the first day of your new fiscal year.

! Important

Do nothing on the system until you have completed this checklist to verify that year-end processing was successful.

Check QUE in Eagle to make sure reports have completed. Que should be empty.

Verify the Shift Was Successful

You must check each report for an END OF REPORT message. When you are checking the reports, be sure to concentrate on information near the end of each report. For example, on the Department Report (RDE), look at your last department to verify a blank current period.

Multistore users only:
Verify information on all stores (for example, stores 1, 2, 3, 4, etc.). This method will help you determine whether or not year-end processing was successful for all stores.

Below is a list of functions and fields you must verify:

Inventory Maintenance - the History Tab (Function IMU, screen H)

Inventory history information is shifted by the Inventory Update Report (RIU). Display an item and check the following:

- YTD fields are blank except for the field YTD Sales Units—it will have an amount until you run **MDT** later in this checklist.
- Current Period field is blank.
- Sales and cost YTD fields are shifted to last year.

Department Maintenance (Function MDE)

Department history is shifted by the Department Report (RDE). Display a department and check to make sure the Current Period field is blank.

Class Maintenance (Function MCL)

Class information is shifted by the Class Report (RCL). Display a class and check to make sure the Current Period field is blank.

Fineline Maintenance (Function MFI)

Fineline information is shifted by the Fineline Report (RFI). Display a fineline and check to make sure the Current Period field is blank.

Vendor Maintenance – History Tab (Function MVR, screen H)

Vendor Purchasing History is shifted by the Vendor Update Report (RVU). (Accounts Payable History is shifted by APCT, refer to online help job aid for Accounts Payable). Display a vendor on the History tab (screen H in legacy MVR) and check the following:

- Current Qtr field has shifted to Last Qtr.
- Year To Date field has shifted to Last Year.

Notice that the purchasing history in the bottom portion of the screen has been advanced. The Accounts Payable History in the middle of the screen will not change until you run APCT as part of the Accounts Payable year-end procedure.

Physical Inventory Shrinkage History (Function MPH)

(Advanced Inventory users only) Shrinkage history is shifted by the Shrinkage History Report (RPH). In Maintain Shrinkage History (MPH), click Display (press <**Next Item**> in legacy MPH) to check the following:

- Current Field is blank.
- PTD field is blank.
- YTD field is blank.

Note

If you see the message SKU NO LONGER IN INVENTORY FILE, this means that the item has since been deleted from inventory; however, its shrinkage record is still valid.

Customer Maintenance (Function MCR)

Customer information on the Sales tab of Customer Maintenance (screen 2 in legacy MCR) is shifted by the A/R Flexible Report (RFR) (YTDROLL). Display a customer and check the following:

- Sales PTD and YTD fields are zero.
- Cost PTD and YTD fields are zero.
- Finance Charges YTD field is zero.
- Return ($) YTD field is zero.
- # Transactions YTD field is zero.
- Terms Discounts PTD field is zero.
- Sales and Cost YTD fields are shifted to last year.

Customer information on the Department tab (screen 3 of legacy MCR) is shifted by the A/R Sales Analysis Report (RSA). If you ran RSA, check the following:

- PTD Sales field is zero.
- PTD Cost field is zero.
- YTD Sales field is zero.
- YTD Cost field is zero.
- Sales and Cost fields YTD are shifted to last year.

Note

If you do not have the A/R Pro (AR2) software package, you will not have a Department tab (third screen in legacy MCR).

Tax Maintenance (Function MTX)

Tax information is zeroed out by the Tax Report (RTX). Display a tax code and check the following:

- PTD fields are zero.
- YTD fields are zero.

Salesperson File Maintenance (Function MSL)

Salesperson information is zeroed out by Report RSL. Display a salesperson and check the following:

- PTD fields are zero.
- YTD fields are zero.

Note

If you do not have the A/R Pro (AR2) software package, you will not have a salesperson file.

Modify Monthly Recap (Function MMR)

Sales recap information is zeroed out by the Monthly Recap Report (RMR). Look at the fields in the grid (press <**Next Item**> in legacy MMR) and check that all fields are blank.

Was Year-End Successful?

If you discover problems with any of these fields, call the Eagle Advice Line immediately. If all this information shifted correctly, then continue.

Check the Date Table for the New Year

This message always appears on the first day of your new year. As the screen message indicates, the MDT Date Table needs to be updated. The last step in this document will guide you through making the necessary changes to the system date table in MDT.

> Warning: the current system date does not fall within the MDT date range.
> The MDT Date Table may need to be updated by pressing the <RUN> key.
> Check with the Store Manager for additional information.
>
> Press Clear to continue.

Note

- In Eagle for Windows, type **MDT** in the Launch bar and press <**Enter**>. Or, from Network Access at the FUNCTION prompt, type **MDT** and press <**Enter**>.
- If the dates in the date table still reflect last year, press <**Run**> to change the year for all periods.

  If you do not run MDT, then Inventory Maintenance will still show YTD sales units.
  (Important, if all of year end completes on 12/31, IMU YTD Quantities on Sales Tab, Current Period will still show December. This is correct and will advance when the System date is actually in the New Year and MDT is advanced to the New Year.