

*Sales Procedures*

Review the **AYearly Update Procedures** in the **ATRACSJ Update Procedures** manual. This clearly defines the end of year procedure. Call the Support Hotline for clarification, if required.

Check the **Report Scheduler** in the Sales Analysis System Control file. Are all the required reports flagged as a **AY@?**

**Spooler Area:** Is there sufficient space in the spooler area for all the year end reports? This is **very critical** if the EOD printer is disabled during the End of Day procedure.

Print an **Index Utilization Report**. Expand, purge, or clear files which are nearing capacity. CALL SUPPORT FOR GUIDANCE, IF NEEDED.

When running a combination of End of Day with **Month** and **Year** end closing:

<b>BACK UP DATA</b>			
End of Week	=	<b>N</b>	<i>(Optional)</i>
End of Month	=	<b>Y</b>	
End of Quarter	=	<b>N</b>	<i>(Optional)</i>
End of Year	=	<b>Y</b>	

When running a **separate END OF YEAR**: You **MUST** answer "Y" to end-of-month and "Y" to end-of-year *one time only*. Example:

<b>Option #1</b>	<b>BACK UP DATA</b>			
Run End of Day	<u>1st Run:</u>	End of Week	=	<b>N</b> <i>(Optional)</i>
		End of Month	=	<b>N</b>
		End of Quarter	=	<b>N</b> <i>(Optional)</i>
		End of Year	=	<b>N</b>
		<b>BACKUP DATA</b> <i>(Optional)</i>		
Run End of Month and End of Year combined	<u>2nd Run:</u>	End of Week	=	<b>N</b> <i>(Optional)</i>
		End of Month	=	<b>Y</b>
		End of Quarter	=	<b>N</b> <i>(Optional)</i>
		End of Year	=	<b>Y</b>

<i>Option #2</i>	<i>BACK UP DATA</i>			
\$ Run End of Day	<u>1st Run:</u>	End of Week	=	N (Optional)
		End of Month	=	Y
		End of Quarter	=	N (Optional)
		End of Year	=	N
		<i>BACKUP DATA (Optional)</i>		
\$ Run End of Month and End of Year combined	<u>2nd Run:</u>	End of Week	=	N (Optional)
		End of Month	=	N
		End of Quarter	=	N (Optional)
		End of Year	=	Y

These flags are used to generate the reports flagged in the Report Scheduler, to clear relevant fields, and to update period fields and counters.

AFTER THE END OF YEAR, CHECK SOME OF THESE FIELDS TO CONFIRM THAT THEY HAVE BEEN CLEARED (I.E. DEPARTMENT FILE).

The End of Year backup tape should be labeled and retained for possible future restoration if additional reports are required. *Note: If a second backup is done, only the second tape needs to be retained.*

When running a separate End-of-Month/End-of-Year, it is recommended that you back up the data after the first run and call this back up **▲End-of-Year Backup Tape (after EOD)®**. If a restore is necessary at a later date, the end of day does not have to be re-run before printing the reports.

All valuation reports should be run prior to processing any orders for the new year.

### *Accounts Payable*

**Review the ▲Yearly Update Procedures® in the ▲TRACSJ Update Procedures®. This clearly defines the end of year procedure.**

The A/P can be left open until all invoices for 1999 are received.

**NOTE:** If your fiscal year does not end December 31, you must print the 1099's and run the **▲End of Year Update®** for (C)alendar Year Only.

## *General Ledger*

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- ' ' ' **Review the AGeneral Ledger Prompt Sheet® instructions for end of year adjustments (page 13.2).**
- ' After the transfer of the General Ledger Interface Detail files (Sales, A/R, PO, PR, and A/P) to the General Ledger, and the input of any necessary journal entries, the General Ledger can be copied to fileset "Agl00" to await the adjusting entries from your accountant. This allows processes to be continued on the General Ledger for the new year.
- ' The first posting of the new year must be entered as **#2, First of Year**.

## *Payroll*

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- ' ' ' **Separate End of Year Procedures for Payroll users are also available. If you do not have it, please call Customer Support for a copy.**