



FISCAL YEAR END PROCEDURE

Enterprise/Classic Systems

IMPORTANT NOTE:

This year, December ends on Wednesday. Please use the CONTROL program (Month-End/Year-End Dates) and verify the date shown for December is the LAST BUSINESS DAY that an ENDDAY will be run. Change this date if necessary to avoid year-end reporting and closing issues.

The month and day the fiscal year-end runs is set in the CONTROL program (Month-End/Year-End Dates). When ENDDAY runs on the specified day, the system automatically runs the standard month-end along with the additional programs required to clear and roll the necessary records to reset the system and begin a new fiscal year. Refer to the CONTROL program documentation in the Operations Manual for more information. Since the year-end programs clear many fields within the system, some reports must be printed **after** the close of business, but **before** the year-end is initiated. Some of these reports include:

Report No.	Report Name
054	Personnel Sales Activity
064	Lost Sales Report
102	Sales & Gross Profit by Line
110*/116	Line Investment Report (Use the report format you prefer.) *Include floor plan and unit file detail, if applicable.
111	Fill Percentages (if Fill Percentages are maintained)
112	Part Number Sales by Line (optional)
122	Sales & Gross Profit by Customer
130	Investment by Part Number w/Detail (optional)
180	Customer Demand by Part Number (requires prior setup - optional)
234	Sales Analysis Report (requires prior setup - optional)
235	Customer Sales by Line (requires prior setup - optional)
237	Salesman Sales by Customer (requires prior setup - optional)
324	Mechanic Efficiency (select dates through the end of the year - optional) Requires that mechanic information was manually entered in the MANFM program. If the manual data is not entered, do not run this report.
340/343	Floor Plan (Use 340 or 343 depending on preferred format) Run for in-stock items, all product lines, to provide a year-end wholegood investment value and list the items in-stock at the end of the year.
346/364	Unit Inventory (systems running Unit Tracking) Run for in-stock items, all product lines, to provide a year-end unit investment value.
408	Year-End Sales Summary (to keep a copy of last year's totals - recommended)
448	Year-End Tax Summary (to keep a copy of last year's totals - recommended)
511	Data Backup (use the Year-End backup media labeled for the current year)

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Running the Fiscal Year-End

1. Complete the normal month-end procedures.
2. After the necessary reports from the list above are complete, verify that ALL screens in ALL stores are returned to the "Login:" prompt.
3. Run a manual data backup on the specific year-end media (see "Year-end Data Backup" below).
4. Verify the report printer is online and has plenty of paper since additional reports are produced during the year-end run. It is also advisable to put a new ribbon in the printer.
5. Verify that the current day's backup media is mounted in the drive OR — if a backup was NOT run as recommended in step 3 above — insert the End-of-Year media.
6. Verify that ALL screens in ALL stores are returned to the "Login:" prompt. **THIS IS CRITICAL!**
7. Start ENDDAY as usual. The screen should say that both the Month-End and the Year-End will be run now.
If the 'year-end will be run now' message does not appear, STOP and DO NOT CONTINUE.
Call c-Systems Software Customer Service for assistance.
8. If the "Year-End will be run now" message appears, continue with the ENDDAY as usual. The additional year-end programs usually add about 10-15 minutes to the normal month-end run time.

YEAR-END DATA BACKUP (Does not apply to systems using the FTP off-site backup)

The year-end backup must be run manually BEFORE the year-end ENDDAY is started and on a media specifically for year-end only.

This is recommended in case there is a problem with the year-end run or because some reports may not be reprinted after the year-end has cleared various records. The data could be restored, the report(s) reprinted or if a problem occurred, it could be fixed, and the year-end run again.

The data backup run prior to year-end should be kept in a safe place (off-site) for the same length of time you keep the paperwork for record and tax purposes. DO NOT REUSE THE YEAR-END MEDIA. The media is required if reports need to be recreated from a previous year. The system does not keep most totals for more than a single year, therefore, the year-end backups are the only recourse to obtain this past information. The media should be kept off-site or in a fire-proof safe.