



END OF MONTH/YEAR PROCEDURES

Softpower DOS v. 606 and Above

IMPORTANT: Prior to starting EOM/EOY Procedures, run a data backup!

Shut down the Faircom server and make sure all client workstations are closed, run your data backup and then start the Faircom server again to begin the End-of-Month process. It is important to back up before running End-of-Year because changes are made to your data during the process. If something goes wrong, we can correct the errors and start over.

End-of-Year Procedure

1. From the Master Menu, go to "End period/Batch end period/Select." Check ALL reports, INCLUDING "Inventory End Of Year," and the reports will be saved on the hard drive. The last item is "Perform Selected Processes." Hit enter on this menu item and answer "Y" for yes to continue.

2. Be sure to check the status log to make sure the End-of-Month reports ran successfully. If any reports did not successfully complete, do NOT panic and run again. Instead, call support for help and we will help you run the reports again.

3. To print reports, select from master menu: "End period/Batch end period/Print." The reports that ran successfully will be checked in this menu, so uncheck the ones you do NOT want to print. The reports we recommend you print are:

Profit Report
Total Register Report
A/R Transactions Report - Summary
A/R Transactions Report - Details (Optional)
A/R Transactions Report - Taxable (Optional)
A/R Invoice Detail Report
A/R Month to Date Report
Inventory End of Period Report (does not generate a separate report, only resets YTD numbers)

Hit enter on the last menu item "Print Selected Reports" and your selected reports will print.

4. To reset customer year-to-date sales, go to the main menu, A/R, List, End of Year. There is no need to print this so choose "N" for no. This process can take several minutes to perform, so wait until the cursor returns to the menu before you proceed.

This will complete the End-of-Year process.