



End of Year Procedures

NOTE: These processes are to be run in addition to any regular monthly processes at your store such as statements, bank reconciliation, etc.

PROCESSES TO BE DONE AFTER CLOSE OF BUSINESS THE LAST DAY OF THE YEAR

CRITICAL:

1. Print reports from the End of Year menu
(Codes Setup => End of Year page => Sales Item Tab)
 - a. Sales Item Tab
 - i. Run the Sales Item Stock Evaluation
2. Print Fixed Assets Equipment Valuation Report for total value of rental equipment
(Assets screen => Reports pull-down)
3. Print Contracts Due to be Closed Report to check for contracts to be billed/closed
(Ticket screen => Reports pull-down)
4. Write off bad debts and change customer status to BG (Bad Guy) for bad accounts

OPTIONAL:

1. Print reports from the End of Year menu
(Codes Setup => End of Year page => Open Tickets/Deposits Tab)
 - a. Open Tickets/Deposits tab
 - i. Run the Open Contract Report
 - ii. Run the Open Reservations Report
 - iii. Run the Open Bids/Quotes Report
2. If you have the Work Order Module, print Open Work Orders/Estimates/ Reports
(Work Order screen => Reports pull-down)

PROCESSES TO BE DONE AFTER END OF DAY HAS RUN AFTER THE LAST BUSINESS DAY OF THE YEAR AND BEFORE BUSINESS ON THE FIRST DAY OF THE YEAR

CRITICAL:

1. Adjust sales tax rates (if needed)
(Codes Setup => Tax Codes)

PROCESSES TO BE DONE DURING THE FIRST MONTH OF THE NEW YEAR

CRITICAL:

1. Adjust Customer and Fixed Assets YTD totals
(Codes Setup => End of Year page => End of Year Processing Tab)
Make sure the Fiscal Year End date is for the year you are closing out
Check 'Adjust Customer and FA YTDs' - Click 'Run Reports'
2. Add all holidays you will be closed for in the new year (and remove prior year holidays)
(Codes Setup => System Codes folder => Store page => Holidays tab)
If you have multiple locations, be sure to update ALL stores
3. If you are running the Depreciation Module, run your monthly depreciation and report
4. If you are running the Depreciation Module, reset Year to Date depreciation after final depreciation reports are run for the prior year
(Codes Setup => End of Year page => End of Year Processing Tab)
Make sure the Fiscal Year End date is for the year you are closing out
Check 'End of Year for Depreciation' - Click 'Run Reports'
5. Update your Fiscal Year End Date
(Codes Setup => Store Parameters folder => Counter Financial page)
If you have multiple locations, be sure to update ALL stores
6. If you are running the Timecard Module, reset the pay period and purge Timecard file
(Folder Tree on Main menu => Time Card System => Manager Menu =>
#7 Rollover to Next Pay Period & #8 Purge Time Card File)

OPTIONAL:

1. Run and save the following reports:
Return on Investment Reports
(Asset screen => Reports pull-down => ROI Reports menu)
Fixed Assets Sold Report
(Asset screen => Reports pull-down)
2. Review Customer-Specific Rates –Update or delete as appropriate
(Customer screen => Reports pull-down => Customer Level Rates / Sales Prices)
3. Adjust Rental/Sales Rates as necessary using the Rate Increase Menu
4. Test Uninterruptible Power Supplies on all computers
On a server
 - Log everyone out of Alert and all other applications on that server
 - Disconnect UPS power cord from wall outlet for 1 minute
 - Make sure system continues to run
 - Plug UPS back in the wallOn a workstation
 - Log out of all applications including Alert
 - Disconnect UPS power cord from wall outlet for 1 minute
 - Make sure system continues to run
 - Plug UPS back in the wall