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

This document consists of three main sections: 1) a flowchart overview of the entire process, 2) “Things to do on the Last Day of Your Year,” and 3) “Things to do on the First Day of Your New Year.”
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.

ProtoBase Users: 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.

Change the Time to 5:30 AM

When you are ready to do your backup and run your reports, change the system time to 5:30 AM, as follows:

1. From Network Access at the FUNCTION prompt, type CDT and press <Enter>.
2. Change the time to 5:30 A.M.
3. Make sure the date is the last date of your year and press <Enter>.

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.

Long-Time Eagle Users Only! (Otherwise, skip this step)

Follow this step only if you have been using the Eagle system for many years and you still manually load your queues (at the end of each day, you type the name of your end-of-day queue, and then you type SHUTDOWN). If you are not sure if this applies to you, it probably doesn't. Almost all Eagle users—including most long-time users—are set up to automatically run end-of-day reports and SHUTDOWN.

If this rare circumstance DOES apply to you, load your end-of-day queue now as you normally would, then immediately after that, be sure to also load your end-of-year queue(s).

Manually Run SHUTDOWN

It is important to manually run SHUTDOWN on the last day of your year because SHUTDOWN immediately kicks off your backup and reports, so you can verify that the backup was successful and that reports are printing before you leave for the day. Do the following:
1. From Network Access at the FUNCTION prompt, type **SHUTDOWN** and press <Enter>. The End-Of-Day Review screen displays.

2. Press <Run> to continue with SHUTDOWN. The System Status screen displays.

3. At “Do you want to perform BACKUP now?”, press <Enter> to accept the Y.

4. At “Do you want to quit all active terminals?”, type a Y.

5. Press <Run> (F3).

6. Your system should be set up to automatically run reports (queues); if so, skip step 7.

7. 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 10 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.

**Clearing Messages on the System (Character-based [legacy] users only)**

At some point on the first day of your new year, you may see one or both of the following messages:

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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.
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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!

System Time
Sun Jan 02 8:00 AM 2006
The system time appears incorrect. Please report this problem to your system administrator immediately.

OK Enter

This screen displays whenever a substantial date change has occurred. You may see this at more than one terminal. To clear this message, press <Clear> and then QUIT this terminal. Log back in and continue your work.

Check the Printer
If the printer is still printing, let it continue until it is finished. If the reports have completed, proceed to the next section, “Check MPS.”

If the printer is not printing, then do the following:

• If the printer is off-line, press <Online> or <SEL> on the printer.
• If the printer ran out of paper, restock the paper, and press the <Reset> and <Online> or <SEL> on the printer.
• If the error light is on, power off printer for one minute, turn it back on, then press <Reset> and <Online> or <SEL> on the printer.

If any of these conditions existed and there are reports waiting to print, the printer should begin printing. If the printer is on-line, has paper, and the error light is off, continue to the next section, “Check Function MPS.”

Check MPS
From Network Access at the FUNCTION prompt, type MPS and press <Enter>. For each printer that could be printing reports, if the field “Number of Entries In Queue” is blank, and the Active Report field is blank, then continue with this checklist. If the Number Of Entries In Queue field is not blank and the Active Report field is not blank, the reports are still processing. Wait a few minutes; if the reports do not begin printing, call the Eagle Advice Line.

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). 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.

Reset the Date and Time
- From Network Access at the FUNCTION prompt, type CDT and press <Enter>.
- Enter the correct date and time and press <Enter>.

Check the Date Table for the New Year
- 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.

Note
If you do not run MDT, then Inventory Maintenance will still show YTD sales units.