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## **Menu 18: End-of-Year Processing**

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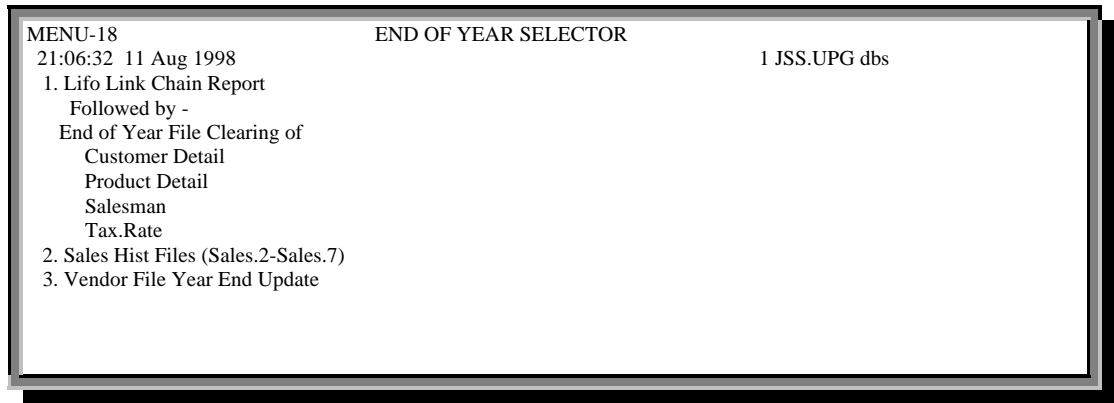
### MENU 18: END-OF-YEAR PROCESSING

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## Menu 18 End-of-Year Processing



**Figure 18-1. End-of-Year Processing main menu**

### Purpose

This menu manually runs the End-of-Year process, including the LIFO chain report that rolls the sales history and compares inventory value this year to last year. Most systems have this process to automatically run with the 12<sup>th</sup> End-of-Month, which then runs Menus 18.1 and 18.2. *However, always check with DBS before you run Menu 18 or to verify the settings.*

### 18.1 Lifo Link Chain Report

Run the LIFO link chain report to compare inventory value for the current end-of-year with that of last year. This process then updates the current year figures to the hold field for next year's report, and rolls year-to-date sales figures in Product Detail Customer Detail, Salesman and Tax files.



**Run this before any activity occurs on the system for the new year. Because it provides values for this and last year for every item on inventory, the report is very large and takes a long time to print. Therefore, be sure to load a new box of paper prior to running this report.**

- **Enter** to proceed. The product detail items are immediately selected.

### 18.2 Sales History Files

This menu moves, or rolls, the Sales History items from the current year fields to the previous (last) year fields.



**Run this before the first end-of-day of the new year.**

END OF YEAR FILE CLEARING & UPDATE  
FILES BEING UPDATED ARE:

1. SALES.2
2. SALES.3
3. SALES.4
4. SALES.5
5. SALES.6
6. SALES.7

CURRENT FILE - SALES.2

CURRENT ID - 108249004

**Figure 18-2. Sales History Files**

### 18.3 Vendor File Year-End Update

Roll the Vendor Purchase and Payments year-to-date fields to the previous year. This does not automatically run with End-of-Year because the AP period may be different from the AR period.



**Run this after the last Accounts Payable month is closed but before any Accounts Payable activity takes place in the new year.**

VENDOR MONTH/YEAR END UPDATE  
DO YOU WANT MONTH OR YEAR END UPDATE OR 'END' (M/Y/END) :

**Figure 18-3. Vendor Month- or Year-End Update**

- Choose month-end (*'m'*) or year-end (*'y'*) update.