



Year End Procedures

Follow these steps if your Fiscal Year ends on December 31st

1. Any processed Credit Card payments dated 1/1/2017 or later must be removed from open batches. Accomplish this by viewing the contents of each batch, selecting the transactions with a 2017 date and then clicking **Rem From Batch (F4)**. This turns these transactions into "floaters" (floating transactions).
2. Post any open batches.
3. If you do have floating transactions, confirm that they are all for transactions dated in 2017. Anything dated 12/31/2016 or earlier must be added to a batch and posted.
4. Change Fiscal Year Start Date to January 1st 2017
 - Navigate to **Utilities (F7) / Options (F7)**
 - Change the Category Filter to **Posting**
 - Select the record for **Fiscal Year Begins**
 - Click **Edit (F2)** or double-click to open the Edit screen

Set the date to **1/1/2017** and then click **Close**

The screenshot shows a window titled "Setting Detail" with a close button in the top right corner. Inside the window, there is a red text message: "Keep your Accountant happy by printing a Year-End Aging report before you post into the new Fiscal Year (see Help)". Below this message is a "Close" button. The main content area has a label "Fiscal Year Begins" above a text input field. Below the input field is a "Value" label and a dropdown menu showing "1 / 1 / 2017". At the bottom of the window, it says "Last modified by KP on 01-02-16 at 12:00 AM".



5. Lock the Period

- Navigate to **Utilities (F7) / Options (F7)**
- Change the Category Filter to **Posting**
- Select the record for **Period Locking Close Date**
- Click **Edit (F2)** or double-click to open the Edit screen
- Set the date to **12/31/2016** and then click **Close**

6. If you use Inventory, Reset Year-to-date Values

- Navigate to **Utilities (F7) / Year End (F5)**
- Select the option for **Reset Inventory YTD Info** and click **Next**

Set the **Start Date** to **1/1/2017** and click **Next**. Accept the confirmation message and wait for the reset to complete.

Year End Processing

Select the date from which to track Inventory YTD Info

Start Date: 1/1/2017

Click Next to update all your parts. This may take a couple of minutes to complete.

Next Back



7. Print End of Year A/R reports

- Navigate to **Reports (F3)**
- Select **Transaction Totals – Account Balances by Date** and double-click to show the Criteria Wizard

Set the **End Date** to **12/31/2016** and click OK to print the report.

This lists every account with a balance at the end of the fiscal year and summarizes your closing A/R amounts.

Specify Criteria for Balances Report

This report shows ending balances for the date indicated.

End Date: 12/31/2016

Print Options:
 Bill Name
 Site Name

Balance Criteria:

Total Balance
 Regular Balance
 Budget Balance
 Prepay Balance
 Fuel Asst. Balance

Less Than
 Equal To
 Greater Than

0.00

Additional Criteria:
Use Apply Criteria if you want to limit this report even further to certain customers

Apply Criteria

OK Cancel

Open the same report but this time remove the check next to **Less Than**. Click OK to print the report. This lists every account with a **Charge** balance at the end of the year.

Less Than
 Equal To
 Greater Than

0.00



Open the same report but this time remove the check next to **Greater Than**. Click OK to print the report. This lists every account with a ***Credit*** balance at the end of the year

Less Than
 Equal To
 Greater Than
0.00

- Select **View Totals** and double-click to show the Criteria Wizard.

Set the **Start Date** to **1/1/2016** and the **End Date** to **12/31/2016**. Click OK to print the report.

Specify Criteria for this Report

Date Range Single Date

Common Ranges: [dropdown] Start Date: 1/1/2016 End Date: 12/31/2016

All T-Groups Single T-Group

T-Group #: [input field]

OK Cancel

8. Share these new Fiscal Year settings with other users

If there are other users in the office, they will not be able to post transactions for 2017 unless they first logout of DRM Windows and then log back in.