

Are you ready for EOY?

For those of you ending your year on December 31st read-on for some timely tips and reminders.

Don't zero MTD sales!

Whether you've been using the CAM system for only a few months, or several years, you are undoubtedly familiar with the End of Month process to close out each calendar month. It can be easy to forget that when you are ready to close out the year, you DO NOT run End of Month for December. You simply run the End of Year process which will close out December as part of the process.

If you have End of Month setup as a scheduled task, make sure it is NOT set to run this month and that you have either scheduled End of Year or will run it manually.

*If you use the Accounts Receivable module, you will still run your normal A/R monthly procedures.

Additional EOY steps

In addition to zeroing YTD Sales, you will probably also want to Zero Customer YTD and Vendor YTD information under their respective menus.

Don't Forget...

Before zeroing anything, you want to make sure you have:

- A good, current CAM32 backup
- Printed all necessary monthly & yearly reports. It's a good idea to use the "Print to File" option for these reports so you will have a softcopy on file for future reference.
- Scheduled enough time for the Zero YTD Sales process to complete. If you choose to leave the process running overnight, make sure you have disabled any other automated CAM32 tasks, such as EOD and Optimize Queries.

Confirmation

Once you are finished with EOY, you'll want to check the log to confirm the process completed successfully. The log is located under Zero Week/Month/Year Sales > Print/Display Log File. Here is a sample showing a successful End of Year:

```
01/01/2008 22:01:29:00 STATION # 04 - Zeroing of YEAR Started.
01/01/2008 22:01:29:00 STATION # 04 - Processing Departments (YEAR)
01/01/2008 22:01:36:00 STATION # 04 - Zeroing History Records (YEAR)
01/01/2008 22:01:39:00 STATION # 04 - Zeroing Clerk Data (YEAR)
01/01/2008 22:01:39:00 STATION # 04 - Zeroing Advertising Source Data (YEAR)
01/01/2008 22:01:39:00 STATION # 04 - Building Query for Item Data (YEAR)
01/01/2008 22:01:39:00 STATION # 04 - Processing Item Data (YEAR)
01/01/2008 25:48:08:00 STATION # 04 - Cleaning Archive File (YEAR)
01/01/2008 25:48:09:00 STATION # 04 - Clearing Inventory Journal File (YEAR)
01/01/2008 25:48:09:00 STATION # 04 - Zeroing of YEAR Completed.
01/01/2008 25:48:09:00 STATION # 04 - =====
```

Current Software Releases

CAM32: 4.03.0

X-Charge: 6.2.2