



Reminder for End of Year Procedures

Do you need to end your year on December 31st? New to the process or just need a reminder? Here are some important tips and reminders on how to properly zero your Year To Date in CAM32...

Don't zero MTD sales prior to zeroing YTD sales!

You are certainly familiar with the End of Month process if you have been using CAM32 for several years or even just a few months. Since running End of Year only occurs once a year, it can be easy to forget that you DO NOT run End of Month for December. Running End of Year will also zero out the MTD for December as well.

If you have End of Month set up to run as a scheduled task, verify that it is NOT scheduled to run for this same month and that End of Year is scheduled (unless you plan to run it manually).

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

Important steps to remember.

As always, before you zero anything, be sure that you have done the following:

- Ensure that you have a recent CAM32 Backup
- Print all necessary monthly and yearly reports. It is also a good idea to use the "Print to File" option for these reports so that you additionally have a softcopy on file.
- Be sure to schedule enough time to allow the Zero YTD process to complete. Additionally, if you decide to allow this process run overnight, be sure to disable any automated CAM32 tasks from scheduled tasks (Such as End of Day and Optimize Queries).

Additional procedures for End of Year

In addition to zeroing YTD Sales, it is most likely that you will also want to Zero Customer YTD and Vendor YTD information from their respective menus.

Confirm EOY completed successfully

Once you have completed the process for EOY, it is recommended to check the End of Period log to ensure that the process has completed successfully.

You can access the End Of Period log from:
Point of Sale Control>Zero Week/Month/Year Sales>Print/Display Log File.

Here is a sample showing a successful End of Year:

```
01/01/2009 22:01:30:00 STATION # 04 - Zeroing of YEAR Started.
01/01/2009 22:01:30:00 STATION # 04 - Processing Departments (YEAR)
01/01/2009 22:01:30:00 STATION # 04 - Zeroing History Records (YEAR)
01/01/2009 22:01:41:00 STATION # 04 - Zeroing Clerk Data (YEAR)
01/01/2009 22:01:41:00 STATION # 04 - Zeroing Advertising Source Data (YEAR)
01/01/2009 22:01:41:00 STATION # 04 - Building Query for Item Data (YEAR)
01/01/2009 22:01:41:00 STATION # 04 - Processing Item Data (YEAR)
01/01/2009 25:46:09:00 STATION # 04 - Cleaning Archive File (YEAR)
01/01/2009 25:46:10:00 STATION # 04 - Clearing Inventory Journal File (YEAR)
01/01/2009 25:48:10:00 STATION # 04 - Zeroing of YEAR Completed.
```



FSA Accounts: Use it before you lose it!

As a reminder, December 31st marks the end of the plan year for many people participating in a Flexible Spending Account (FSA). After the end of a plan year, any remaining pre-tax dollars will be forfeited (*including the grace period). Now would be great time to remind your customers in order for them to make additional purchases of eligible items before they lose it.

Current Software Versions

Current General Release Software:

CAM32 6.07
X-Charge 7.0.2

To obtain CAM32 Upgrade, login to the CAM32 Communities at www.camcommerce.com and click the link at the top of the web board to submit a CD request. Or, call Support to request the CD.

If using X-Charge, upgrading to 7.0.2 is required with CAM32 6.07 and is included on the CAM32 upgrade CD for your convenience.