



End of Year Procedures

File these instructions in the MACS Software User's Manual

Requirements

Operating System: any
MACS+ Version: 13.9.00 or higher

Situation

The only modules that require an **End of Year** procedure are the **Warehouse** and **Billing/Accounts Receivable** modules. Please follow the steps shown below.

Solution

For Warehouse:

1. Perform your normal Warehouse End of Month procedures.
2. When running the WAREHOUSE E-O-M INVENTORY UPDATE (WH16.24.9), please use clearing option #2 as shown below.

```
CLEARING OPTIONS ARE:  
0) CHECK FILES ONLY (DON'T CHANGE MTD OR YTD TOTALS)  
1) CLEAR MONTH-TO-DATE TOTALS  
2) CLEAR MONTH AND YEAR-TO-DATE TOTALS  
  
ENTER OPTION OR <F4> END 2
```

For Billing:

1. From the MACS main menu, select [17.18] CLEAR CUSTOMER A/R MTD/YTD TOTALS.
2. When the following appears, select option 2.

```
CLEARING OPTIONS ARE:  
0) CHECK CUSTOMER A/R TOTALS ONLY (DO NOT CLEAR)  
1) CLEAR MONTH-TO-DATE FIELDS  
2) CLEAR MONTH AND YEAR-TO-DATE FIELDS  
  
ENTER OPTION OR <F4>END
```

**** You will be asked if you wish to purge the paid invoices.
Please respond accordingly. ****