

Merry Christmas!! From CRT Systems

V/Boss Year End Checklist

A few things should be thought about for the end of the year. Not everyone does things the same way to bring in the New Year in, but there are a few things that everyone might want to remember to do:

1. **DO A MASTER BACK-UP.**
2. **RESET THE CLIENT YEAR TO DATE SALES FIELDS.** This is done by selecting (U) Utilities and then selecting YTD Fields Cleared. Enter (Y) to continue.

This causes the Year to Date fields for ALL of your clients to be set back to zero. The Total fields will not be affected by doing this. Also, remember this process can take a long time depending on the number of clients you have in the system.

3. This time of year is also a good time to check your disk space if you do not do that regularly through the year. From the Root Menu, select (H) Hard Disk Utilities, then select (S) Show Free Disk Space. If there is less than 10,000 blocks showing up under the free column, please call us.
4. **Change the issue year of your Rabies Stacks** - From the Main Menu type (5) for Rabies Tag Maintenance. Arrow over to Stacks and select Update Stack Info. Choose your stacks and change the "Issue Year" to 98. If you have more than one stack, repeat the process for each one you use.
5. Print the A/R Master Listing on or before Dec. 31 **AFTER STATEMENTS**. It is CRITICAL that you print this report on or before this date. If you wait you will not get an accurate report. So please mark your calendar now to age the accounts and print the report on or before Dec. 31st.
6. Expanded Cash History – You do not have to print this report unless you want to, as the year does not have to be "closed out". If you wish to print a cash report for 1997, from the main menu select (6) for Generate Reports, then select Expanded Cash History and follow the prompts and use Jan. 1st-Dec. 31st for the dates.
7. Inventory Value – If you need to know your inventory value as of the end of the year, you would want to print the Inventory Master List on December 31st, 1997. From the Main Menu select (I) Inventory and go to (P) Printed Reports. Choose (M) Master Listing, then choose your printer or file.

Happy Holidays!!!