Introduction

The (MK) Period End Procedures are used to update your customer, vendor, item, and salesperson histories. They adjust the current period for the month. At year-end, they also reset finance charges and customer budgets for the year.

You should only run the month-end procedure once a month, and you should only run the year-end procedure once per calendar or fiscal year.

# Executing the (MK) Period End Procedures

The month- and year-end procedures are dedicated functions. Ensure that no one uses the system until the period-ending procedures are complete. You should have a backup before performing these procedures.

1. From the Master Menu, double-click Keyop Menu.
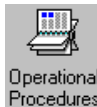
2. Double-click Operational Procedures. The text-based (M) Operational Procedures screen opens.

3. From the (M) screen, select the [K] Period End Procedure function. The (MK) Period End Functions screen opens.
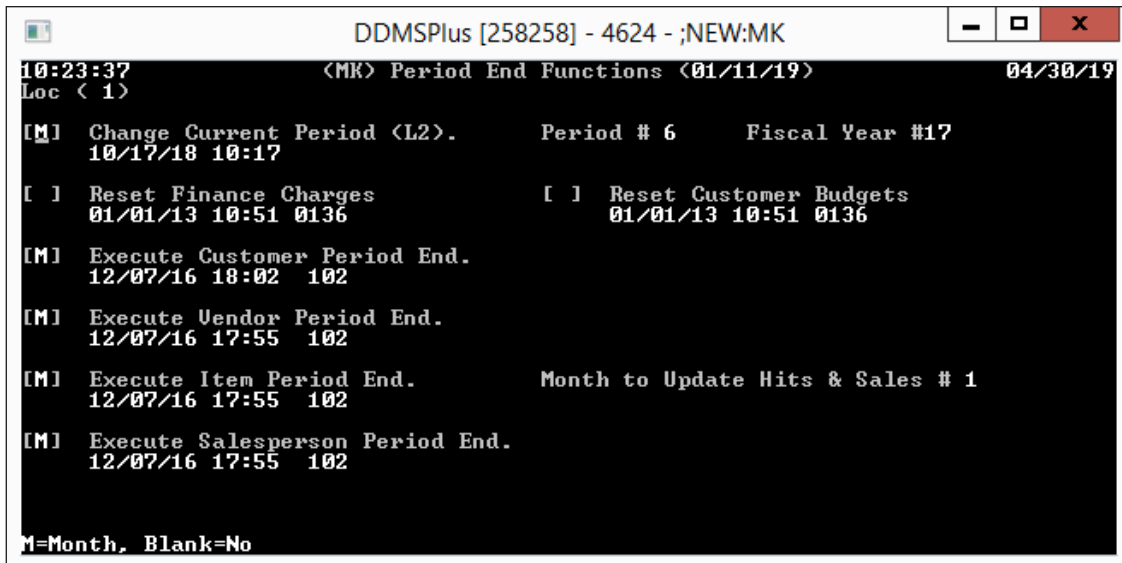
4. For each item on the screen:

   • Type **M** to complete the month-end procedure.

   • Type **Y** to complete the year-end procedure.

Note: You can only enter **M** in the Change Current Period (L2) field. At year-end, you can enter **Y** in all other fields. If using Finance Charges and/or Customer Budgets, you need to enter **Y** to Reset Finance Charges and/or Reset Customer Budgets.

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5. When changing the current period, enter the new period in the Period # field. The Fiscal Year field is automatically populated.

6. The Set President Screen Previous and Ending Balances for 20xx prompt appears, type **Y** or **N**.

7. When executing Item period-end, enter the month to update hits and sales in the Month to Update Hits and Sales # field. This should be the month you are closing.

8. Enter the period-ending password. (This is set in the (LM1) Period End Procedures Parameters screen.)

9. The procedure runs. It is complete when the End of Program - Any Key to Continue message displays. Ensure that no one uses the system until the procedure is complete.

Month-End

The month-end procedure clears the MTD Total box for Customer, Vendor, Item, and Salesperson. It also adds the amount to the YTD totals. Complete the month-end procedure at the end of each month, **except** for the last month of the fiscal year.

Note: Do not perform the month-end procedure more than once a month. Do not perform the month-end procedure at year-end.

Year-End

The year-end procedure adds the MTD figure to the YTD figure and then moves the YTD to LastYTD. This clears MTD and YTD. It does this for Customer, Vendor, Item, and Salesperson.

Note: The Salesperson Month # for Year End Function in the (LM1) screen must always be set to 12 if you report 1099s to the IRS.