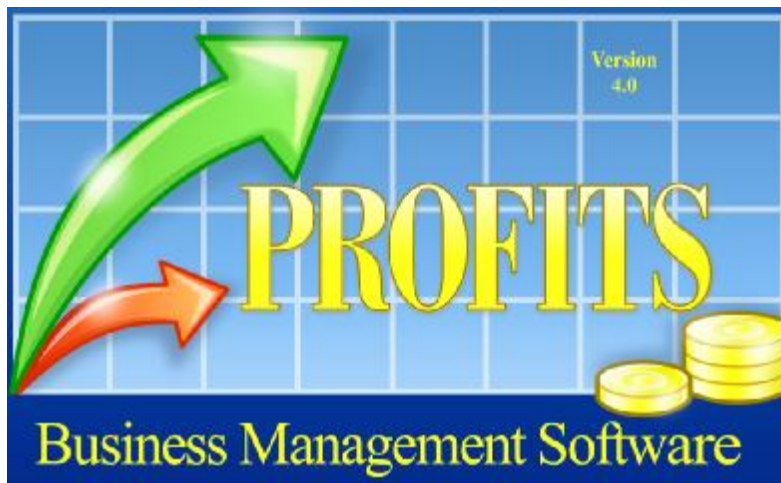# Profits Quick Start Guides

PCS

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Version 4.0

PROFITS

Business Management Software

Calendar Year End Procedures

Print Reports

Inventory Reports

Use menu 4.3 to print any inventory reports you wish to keep. These reports can be printed to a PDF printer (V4.0 and above) and saved on a CD. PCS recommends that you print at least the following reports.

1. Stock Status Report (4.3.2) - This report may be useful in determining your yearend inventory value.
2. Inventory Analysis Report (4.3.3)

Sales Reports

Use menu 4.4 to print any sales analysis reports you wish to keep. These reports can be printed to a PDF printer (V4.0 and above) and save on a CD. PCS recommends that you print at least the following reports.

1. Customer Sales Report (4.4.1)
2. Inventory Sales Report (4.4.2)
3. Comparative Customer Report (4.4.5)
4. Comparative Item Report (4.4.6)
5. Comparative Salesman Report (4.4.7)

Vendor Reports

Use menu 4.5.1 to print the vendor analysis report.

Month End

Perform your normal month end procedures. Refer to the Quick Start Month End guide for more details. The one difference is in how you answer the file reset questions. When asked what to clear, be sure to answer "Current and Year-to-Date Totals". This will cause both the Current and YTD fields in the master files to be reset to zero. It will also cause the YTD figures to be moved to the Last Year fields. If you forget to reset the Year-to-Date fields here, they will continue to increase combining multiple years' data.

Also when you take the menu option Reset File Totals (3.3.6) you will be forced to do a backup (ver 4.0 and above). This backup should be stored with your yearend reports. It can be used to restore your data prior to the resets if later you need to access to it.

Year End

After completing your normal Month End procedures you need to perform a Vendor yearend if you are using the Accounts Payable module. This should be run even if you do not print 1099's. If you skip this step you will begin combining multiple years' data together.

Run Vendor Year-End

Use menu 6.8.2 to run the vendor yearend resets. This is similar to the month end resets performed with menu 3.3.6, except that it resets the vendor file. It will zero year to date fields and move the year to date figures to the last year figures.

There is one thing to consider here. This needs to be done after you have entered all invoices for the previous year. So, you should not enter any invoices for the newyear until all the invoices for the previous year have been entered and posted. Once all the previous years' invoices have been posted run this option to reset the file.

Print 1099's

Once the vendor yearend has been run you can print your 1099's. This step does not need to be run now. You can do it at any point in the future, just make sure to get them printed and in the mail before the IRS deadline.

Create W2 Work Files

If you are using the Payroll Module, then you should also perform the next two steps. First, you need to run menu 7.3.1. This option will copy your current employee information to the W2 work files. These work files are used to print the W2 later. This will allow you to begin running payrolls for the newyear before you have printed the W2's.

Perform Payroll Year End

Run menu option 7.3.2 after you have created the W2 work files. This option will reset the year to date taken amounts in the employee records and get them ready for the new years' payroll data. Make sure that you reset the deductions that start over each year, (i.e. Health Insurance, Savings). Make sure you *DO NOT* reset deductions that have a stopping point (Limit) (i.e. loan repayments, garnishments).

Once you have completed these two steps for payroll you can run your first payroll for the newyear.

Purge History

Profits' contains many history files that allow you to view data from the past. These files will continue to grow in size (making your daily backups longer) if they are not purged. You can determine how much data you wish to keep. You might decide to keep 3 years of Order History and only 18 months of A/P history. The choice is yours.

Purge A/P History

Accounts Payable data is purged using menu 6.7.2. If you want to purge a portion of your history file be sure to choose "A range of A/P Hist. Inv". You will probably then want to select 'Inv. Dates" which will then prompt you for the date range you want to remove.

To remove all history up to a certain date, you might enter something like 010180 for the First Date field and the date of the last record you want removed, 123107. This would remove all records prior to Jan 01, 2008.

Purge P/O History

Purchase Orders is purged using menu 6.7.4. It works the same way the A/P history purge works. Refer to the above example on how to purge this history files.

Purge Billing History

The Billing History files are purge from menu 2.6.9. This same menu option will allow you to purge your Billing and Quote files. Again this purge works similarly to the A/P and P/O purges. Please refer above for examples on how to purge the files.

Purge Item Transactions

Item Transactions are the transactions that affect your inventory items. Every time you affect your inventory quantities a transaction showing this change is written to the file.   You can control how many transactions you store for each item by setting the "#History Trans." field (1.1.2, 3rd screen) to the number of transactions you wish to store. This does not limit the number of records written to the file, just how many will be kept when the purge option is run.

To begin the purge for ALL ITEMS, use menu 1.1.2 and bring up any inventory item. Press Ctrl-Enter 4 times. This should take you to the screen that displays the history transactions. It should have a field where you can enter the "Starting Date" for viewing the history. From this screen press F8 (Delete). If you are using Attachments or BOMP, you will need to press F9 before getting to the purge option.

At this screen select "Remove transactions prior to a set date". Then enter the date to date transactions up to. The system will delete all records prior to this date, for each item.