

2007-2008 End of Year Checklist

NOTE: Please check the Systems Design website support page to see if a newer version of this document is available. (<http://www.systemsdesignusa.com/SDsite/manuals.html>)

This document is a guideline for the steps needed to prepare your system for the End of Year.

1. Fill out and return the 2008-2009 School Year Questionnaire to Systems Design by May 30th, so your year-end roll over will be scheduled. If you do not return the questionnaire, then we will not roll over your system.
2. Print and retain a hard copy of student balances. You may print either FS-04-04 (Student Balances by School) or FS-16-04 (Trial Balance – Prepaid Accounts).

(Note that FS-04-04 indicates you would select FS for Food Service, then select option 04 for Report Menu and then select option 04 for Student Balances by School. This method is used to indicate menu selections in our documentation.)

If you use option FS-04-04 (Student Balances by School), we suggest you select all Campuses, Grades, Active & Inactive accounts, Both balance types, include Zero balance accounts for Students. You may optionally print a similar report for Employees.

If you use option FS-16-04 (Trial Balance – Prepaid Accounts), you will note this report does not offer any options and begins printing immediately.

3. Print and retain a hard copy of the students' statuses. You may print this with option FS-04-06 (Free-Reduced List By School). We suggest you select all Campuses, include Denied students, press [ENTER] for all grades and skip no grades. On the second option page we suggest you select both active and inactive students, do not limit reporting to Temporaries Only, and do not limit reporting to Income Based Only.
4. Print and retain a hard copy of the Alerts that are on each student's record. You may print this with option FS-16-19 (Misc. Rpts – Chg IDs & Alerts). Press [ENTER] for the Run Date to use today's date, select all Campuses, select 2 – Alerts Report and the select both active and inactive accounts.
5. If you have not requested Systems Design to clear all the alert fields on your 2008-2009 Questionnaire, you may want to selectively delete alert information on students' accounts. To clear an individual Alert field use option FS-01-01 in Change mode to access the student's record, select field 34 (Alert Mess) and press [ENTER] to erase the field and then keep the record by typing **Y** at the **ALL OK** prompt.

6. Prepare the hardware if it will not be used during the summer.
 - a. Clerk workstations – turn the power strip off. This should power down all equipment. Check the indicator lights to ensure all equipment is powered off and that some equipment is not plugged into a different outlet.
 - b. Multiplexers & modems – leave them on (the heat generated will keep moisture from building up).
 - c. Printers – turn the power switch off.
 - d. Port servers – unplug power from the wall.

7. If you need help to make an End of Year backup, contact Systems Design. Most districts have an automated backup system; will remove a tape or DVD from the rotation cycle after the year's transactions are all entered and posted; then, label it "2007-2008 Year End Backup – DO NOT DESTROY BEFORE date ". Contact your school district's comptroller to obtain the appropriate date based on your district's retention policy. Be sure to put new media in place of the one that was removed and label it appropriately. We recommend you write "Put into service on date " on the media so older media may be identified and replaced in the future.

NOTE: *It is each district's responsibility to ensure the Year-End backup is made at the appropriate time and retained in accordance with your district's retention policy. Contact your district's comptroller if you need clarification on the policy.*

If you need to order replacement tapes or DVDs you may call Systems Design to place an order. DO NOT request them on your 2008-2009 Questionnaire.

2008-2009 Begin Year Checklist

NOTE: ON THE DAY WE DO YOUR ROLLOVER, THERE CAN BE NO CASH TRANSACTIONS POSTED. WE WRITE OUT A BALANCE FORWARD TRANSACTION TO THE CASH FILE. ANY CASH POSTED THAT DAY WOULD BE INCLUDED IN THE BALANCE FORWARD CAUSING A DOUBLING EFFECT.

1. In order for Systems Design to remove the appropriate students it is necessary that the update from your PEIMS database be performed. Please notify Systems Design when your District has completed the PEIMS [student database such as SASI, RSCCC, EDP] rollover so we may proceed with the End of Year process for your system.

If you do not have an automated Demographic Transfer and Update, it will be necessary for you to obtain the appropriate database export and notify Systems Design when it is available. This file must be the same layout used in previous years. Any changes to this layout will require Systems Design to modify the database import and will further delay your system's readiness for the new school year.

If you have an automated Demographic Transfer then the students will be updated the next time your automated update is scheduled, and the Demographic Update Log Report will print to your printer. Notify Systems Design that your district's PEIMS update has been processed and that you are ready for the End of Year process to be performed.

During the End of Year process the standard procedure is for inactive students and students who have graduated to be removed from the system if certain conditions are met. These conditions are:

1. The account balance must be zero.
2. The student's status is not free or reduced.

In the event there is a delay of the PEIMS rollover and the End of Year process needs to be performed so you may begin entering Lunch Applications for the 2008-2009 school year, please contact Systems Design to discuss your options. Two options are:

- a. Systems Design can manually promote your students and perform the End of Year process.
 - b. Systems Design can perform the End of Year process leaving the student records as they are and allow them to be updated when the PEIMS rollover has been completed.
2. Districts using Systems Design's Lunch Application system are responsible for verifying the Free and Reduced Income Eligibility Ranges for the new school year. You may use option SM-08, specify your district number (usually "01") and select option 07 (LUNCH APPL RATE TABLE).

You will need to verify each Period Code (Annual, Monthly, ...) against the tables published for the 2008-2009 year. You should only need to verify the tables, since an automatic update of the income eligibility ranges is performed during the year-end rollover process. If you find any errors, please contact Systems Design immediately.

NOTE: *The year-end rollover process must be completed and these rates must be updated and verified before you can start loading any new applications.*

3. All districts are responsible for verifying the State Reimbursement Rates to ensure they are properly set for each district (usually only "01"). Use option FS-01-05 (District Static Info Maint.) to verify these rates. Use option 1-Maintenance and C-change. The rates are recorded in fields 06-13 and 17-22.

Fields 06-08 are the Lunch reimbursement rates. Fields 09-11 are the Breakfast reimbursement rates. Fields 12-13 are the Severe Need Reimbursement rates. Fields 17-19 are the Reduced and Free After School Snacks reimbursement rates. Fields 20-22 are the Summer Food Service Program reimbursement rates.

4. If you are using Systems Design's Lunch Application system, you will need to reset your Application Number. You may use option SM-08, specify your district number (usually "01") and select option 02 (DISTRICT RECORD). Field 09 (LUNCH APPL NO) contains the last application number. This should be set to 09000000.
5. If you are changing any menu prices, you may change them through FS-01-02 (MEAL MENU MAINTENANCE). Please print and verify the changes using option FS-04-14 (School Menu Listings).
6. You will need to verify that your Off-Campus Meal Prices are properly set for each campus. You may use option FS-01-03 (SCHOOL MASTER MAINTENANCE) for these changes. The prices are stored in fields 13 through 16. Change the reimbursable breakfast and lunch prices if your reimbursable meal prices change so the off campus price will be the same as the on campus price charged.

Inventory End of Year – (Version 1)

On the day you wish to close out the 2007-2008 school year, [after you have run your End of Month Routines (IN-09)] you will need to run your End of Year Routines (IN-10). You need to run:

1. IN-10-01 (Clear YTD Fields & Reset Files) to prepare your Inventory files for the new school year.
2. IN-10-02 (Purge Old Open Orders) will clean old data from your Inventory files. The program will prompt you for a date, **be careful**, and do not put a date that would delete orders entered at the end of the previous school year for the new school year. You could be safe and put the date of 05-15-08.
3. If you need to reset your Purchase Order Number, you may use option SM-08 to do this. Specify your district number (usually "01") and select option 02 (DISTRICT RECORD). Field 06 (NEXT P.O. Number) should be set to zeroes.

Inventory End of Year – Version II

Prior to running End of Month Routines, answer the following questions to determine the End of Month and End of Year processing order:

1. Will inventory at campus locations be returned to Central Warehouse?
2. Will the return transfer transactions be included in current month or next month activity?
3. Will you do the physical inventory for Central Warehouse before inventory has been returned from other locations? or after inventory has been returned from other locations? or before **and** after inventory has been returned from other locations?

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 If the answer to question #1 is NO:

On the day you wish to close out the 2007-2008 school year, (after you have run your 09=End of Month Routines) you need to run:

10=End of Year Routines

Under this menu you need to run:

01=Clear YTD Fields & Reset Files

03=Clear Date Control Records

Only delete date records for completed requisitions.

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 If the answer to question #1 is YES, and the answer to question #2 is CURRENT month and the answer to question #3 is BEFORE, or AFTER or BOTH:

On the day you wish to close out the 2007-2008 school year, [after physical inventory routines have been processed (exclude Central Warehouse if the answer to question #3 is AFTER) and all updates completed for the end of month] you need to run:

10=End of Year Routines

Under this menu you need to run:

13=List Inventory to be Returned to Stock

14=Auto Transfer Stock Returns

16=Inventory Backup

17=Update Inventory

If the answer to question #3 is AFTER or BOTH, you need to do the Physical Inventory for Central Warehouse including the inventory transferred from other locations.

At this point, continue with your normal END OF MONTH routines followed by the END OF YEAR routines as described above for question #1=No.

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 If the answer to question #1 is YES, and the answer to question #2 is NEXT month:

On the day you wish to close out the 2007-2008 school year, (after you have run your 09=End of Month Routines) you need to run:

10=End of Year Routines

Under this menu you need to run:

13=List Inventory to be Returned to Stock

14=Auto Transfer Stock Returns

16=Inventory Backup

17=Update Inventory

01=Clear YTD Fields & Reset Files

03=Clear Date Control Records

Only delete date records for completed requisitions.

## **Using FS2000 Lunch Applications in 2008-2009**

1. Please mark you calendar for the following dates:
  - Ten day expiration letters need to be printed and mailed
  - Expire temporary accounts.

2. Notification of Temporary Status Expiration Letter

Ten days prior the expiration date you need to print your Temporary Status Expiration letters.  
Go to:

LA =LUNCH APPLICATION  
03 = UPDATE TEMPORARY STATUS MENU  
02 = EXPIRATION LETTERS for ROLLED OVER STATUSES EXPIRING

It will ask you for an APPLICATION DATE LIMIT. Use the last day of school last year. This step creates a letter for last year's applicants that have not reapplied and for any prior year direct certified or converted free or reduced students without an application.

3. On the last day of the thirty-day grace period you will need to expire the students after running the Food Service End-of-Day procedures. On the Expiration Date – After you have run your Food Service End of Day procedures on the last day of the 30 day grace period then you need to go to:

LA =LUNCH APPLICATION  
03 = UPDATE TEMPORARY STATUS MENU  
14 = UPDATE FILES for APPLICATION STATUS UPDATE

This will change only the applications that are temporary with a temporary date that has expired.

4. Direct Certified and Converted Accounts from the previous year that have not been certified this year and did not turn in an application need to be expired. Go to:

FS = FOOD SERVICE  
01 = MASTERFILE MAINTENANCE MENU  
15 = UPDATE FILES for PROCESS STUDENT-NO CUR YR APPL

This will change all expired Free and Reduced students to Paid. When prompted for the DATE LIMIT, enter the date of the last day of the previous school year.