

## **2010-2011 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**NOTE:** Please check the Systems Design website support page to see if a newer version of this document is available.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>) The version number is in the top right corner of this page.

1. Fill out and return the 2011-2012 School Year Questionnaire to Systems Design by May 15<sup>th</sup>, so your year-end roll over will be scheduled. *Please do not delay returning this form to us even though there may be personnel changes and you are not sure who the new contact is. Just note that this person is changing and give the name of the current person, i.e. "Changing, current contact is Tom Smith".* 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 2011-2012 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.

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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 "2010-2011 Year End Backup – DO NOT DESTROY BEFORE   date  ". Contact your school district's Business Manager 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 Business Manager 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 2011-2012 Questionnaire.

*If you purchase your own DVDs, be sure they are DVD+RW or they will not work.*

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## ***Inventory End of Year – (Version 1)***

On the day you wish to close-out the 2010-2011 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 2010-2011 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 2010-2011 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 2010-2011 school year, (after you have run your 09=End of Month Routines) you need to run:

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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.