

Dolphin

Inventory Close Year

Close year procedure for Dolphin
Inventory

Inventory Close Year

The Close Year is an exceptional procedure that should be performed by the end of a fiscal year.

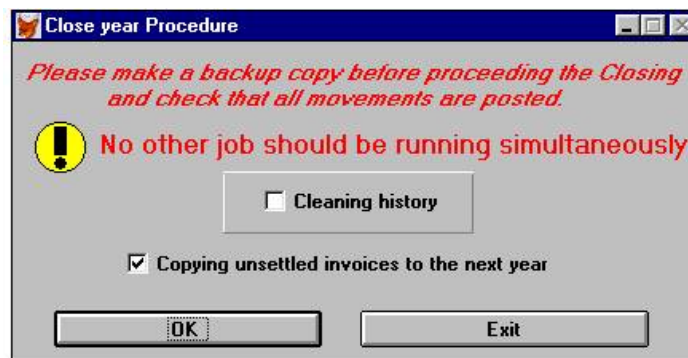
What you should check before running the procedure

This procedure reports the stock from the previous year to the current one. Inventory data by the end of the process will disappear completely. Therefore, you should be sure that:

- No other jobs are running at the same time
- You have made a successful backup of all the data

How does it work

This procedure reports your files from one year to another by generating a new year data. Before running this procedure it is A MUST to backup your data.



Unlike the accounting, when reporting the stock operations to next year, the data of the previous year disappears completely.

The reason behind it is that in an inventory control system, the average cost price must follow its day to day evolution. While selling the cost of goods sold is computed automatically. That is why you must have ended all the stock transactions (Sales, Purchases, In Outs, & Transfers) before reporting the quantities & the cost prices to the next year.

Getting prepared for the procedure

Before clicking Ok to launch the close year procedure, you have to execute some pertinent prerequisite steps:

- 1) You need at least 15 MB of free space in the hard drive. If you do not have this much, clear up enough space.
- 2) **IMPORTANT:** Set the date of the system you are using to last day of the previous year, i.e. 31/12/20XX.

- 3) Post all transactions (before the posting, you have to run reorganization files and diagnostics' programs).
- 4) Print all reports needed to be archived (Inventory, Stock Evaluation, all daily Sales, Purchases, Transfers & In Outs, Statistics and History)
- 5) If you need to see all details about the previous year, you have to duplicate your data by copying the directory to a backup one. You can use the copying data from the maintenance by choosing a directory, this procedure will create automatically a new folder and copies all previous year's data and specials into this folder.



- 6) Backup your data on two sets of diskettes or preferably on two different CDs or other media and store it in a safe place. We advise you to restore these backups on any other computer just to make sure they have been done properly.
- 7) Now, run the close Year procedure from the "Maintenance main menu" with the 'Copying unsettled invoices to the next year" option activated if you want to copy all unsettled transactions to the next year. If the 'Cleaning History File' option is activated all the history will be deleted.

There is another option to delete history, please go down and check **"DELETING HISTORY FILE & CLEANING ITEMS"** before running the close year procedure with 'Cleaning History File' option activated.

What if I need to run the procedure once again

The stock close year procedure cannot be done temporarily. In case you need to make any readjustments in the previous year data, you should restore the backup you have made earlier, make all necessary adjustments and then repeat the above procedure.

Please note that all current year transactions should be repeated.

How can I delete my history files and clean my items

The history file keeps record of all stock movements done on all items. It keeps the history of this year and all previous years, unless you activate the 'Cleaning History' while running the close year procedure or run this procedure.

You can choose to delete the history of any year except the current year.

Deleting history file & Cleaning items

Please make a backup copy before proceeding the procedure of cleaning.

Cleaning history of the year :

Cleaning Items with null movements

Group of Items

Specific

All

Category, Sub family, family

Specific

All

Supplier

Specific

All

You also have the option to delete items with zero quantities and no transactions related to it.

You can run this procedure any time during the year, but it is preferable that you run it once at the beginning of each year.



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