End of Year Process Guide

for the RTG® V6 System Software

November 2014

The Retail Technology Group (RTG) recommends completing the procedures in this guide as part of the End of Year (EOY) process. To determine if these or other procedures are necessary for a specific enterprise, consult with an accountant or other professional.

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Notices

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General

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Publication Information

End of Year Process Guide for the RTG® V6 System Software
November 2014

Contents

Prepare for End of Year Procedures

RTG recommends completing the following procedures as part of the EOY process.

1. Before starting EOM procedures, exit the FOM and IMS on the server and all workstations.
2. Complete the following EOY procedures on the server computer.
   - Manually Back Up the System
   - Run End of Month Reports

     ► If EOM reports were already run for the month, these reports do not need to be run again.

   - Reset Month-End Totals
   - Reset A/R Statements
   - Run the A/R Statements Report
   - Manually Back Up the System (again)
   - Run End of Year Reports
   - Reset Year-End Totals
   - Purge Unneeded Data (optional)
   - Delete Inactive Items (optional)
3. During the EOY procedures:
   - The FOM should remain off until EOY reports and EOY resets are completed.
   - All workstations should remain out of the IMS until all procedures are completed.
   - Sales Orders and Receiving of Inventory should not be performed until the EOY resets are completed.
   - Registers can ring up sales, but they will be offline and unable to recall special orders or layaways until EOM resets are completed and the FOM is reconnected.

For questions regarding any of these procedures, please contact RTG Support at 800-547-7120.

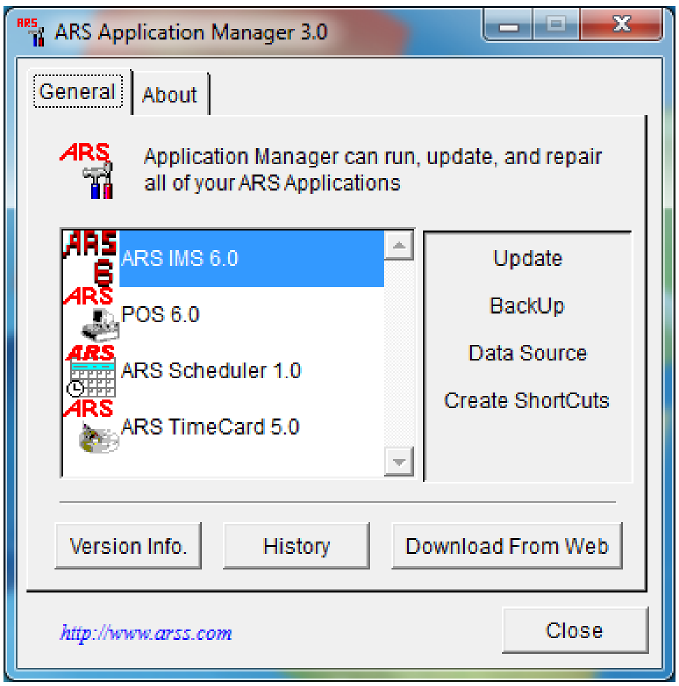
Manually Back Up the System

Complete the following procedure to perform a manual backup of the system.

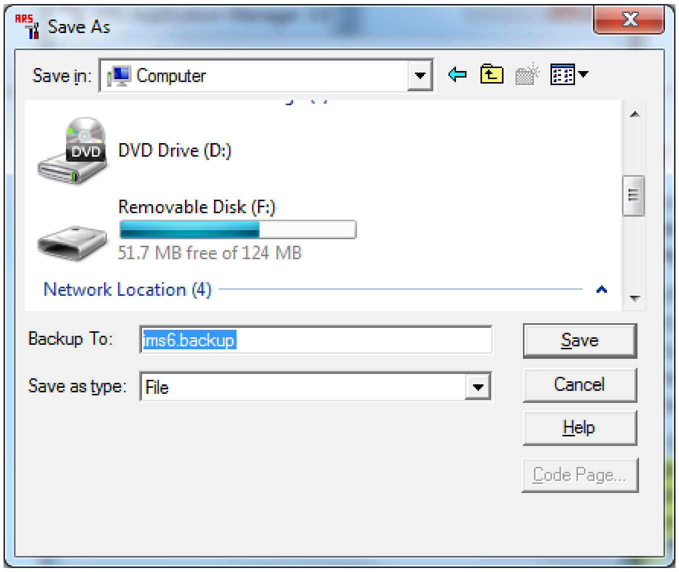
► A manual backup is recommended even if a third-party backup service (e.g., DataSafe) is in use.

1. Insert a portable USB drive in a USB port.

2. Click the **ARS AppManager** icon on the desktop to display the **ARS Application Manager** window.



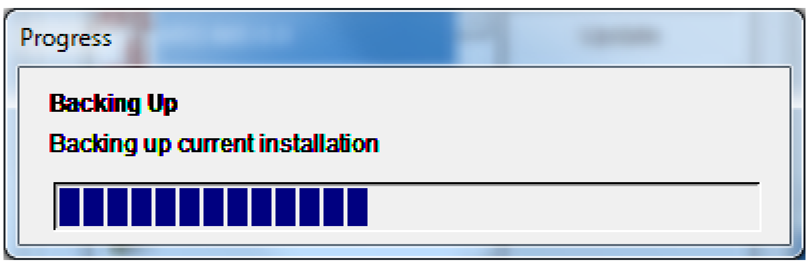
3. Select the **ARS IMS 6.0** option.
4. Click the **BackUp** button to display a **Save As** window.



5. Navigate to and click the portable USB drive (**Removable Disk**).
6. Enter a distinctive name for the backup file in the **Backup To** field.

► To avoid overwriting files, give the file a unique name (e.g., 2013_December_ims6.backup) rather than the default (im6.backup) name.

7. Click the **Save** button to display the **Progress** window.



8. When the **Progress** window closes to indicate the backup procedure is complete, remove the USB drive and place it in a secure, preferably off-site location.

Run End of Month Reports

RTG recommends running, printing, and saving each of the following reports as part of EOM procedures:

► Be sure to consult with an accountant to determine what specific information and reports are required for End of Month procedures. Produce other reports as needed.

- Accounts Receivable Reconciliation Report
- Class Sales Report
- Manufacturer Report
- Vendor Purchase Report
- Item MTD Report
- QOH Report
- Gift Certificate Report
- Monthly Tax Totals Report

Reports should be printed as needed for hardcopy distribution and saved in an electronic file for future retrieval. Refer to the Save a Report to a File procedure for more information.

Accounts Receivable Reconciliation Report

The Accounts Receivable Reconciliation Report provides individual account activity and is used to verify customer balances prior to printing statements and the A/R Reset.

► This report needs to be verified prior to completing an A/R Reset.

1. Select **Reports > Accounts Receivable** from the menu bar.
2. Click the **AR Reconciliation** report to select it.
3. Click the **Next** button to display the **Output Options** window.
4. Complete the following procedures as needed:
   - Click the **Preview** button to preview the report.
   - Click the **Print** button to print the report.
   - Complete the Save a Report to a File procedure to save the report to a file.

Class Sales Report

The Class Sales Report provides a monthly history of Sales, Cost of Goods Sold per Department, Markdowns, etc.

1. Select **Reports > Department/Class** from the menu bar.
2. Click the **Class Sales** report to select it.
3. Click the **Next** button to display the **Filter Records** window.
4. Do not select filters.
5. Click the **Next** button to display the **Sort Records** window.
6. Select **Department Description** from the **Primary sort** drop-down field.
7. Select **Class Description** from the **Secondary sort** drop-down field.
8. Click the **Next** button to display the **Output Options** window.
9. Complete the following procedures as needed:
   - Click the **Preview** button to preview the report.
   - Click the **Print** button to print the report.
   - Complete the Save a Report to a File procedure to save the report to a file.

Manufacturer Report

The Manufacturer Report displays purchases and co-op percentages for manufacturers that have been assigned to items in the system.

1. Select **Reports > Vendor/Xref/Mfg** from the menu bar.
2. Click the **Manufacturer** report to select it.
3. Click the **Next** button to display the **Filter Records** window.
4. Do not select filters.
5. Click the **Next** button to display the **Sort Records** window.
6. Select **Manufacturer** from the **Primary sort** drop-down field.
7. Click the **Next** button to display the **Output Options** window.
8. Complete the following procedures as needed:
   - Click the **Preview** button to preview the report.
   - Click the **Print** button to print the report.
   - Complete the Save a Report to a File procedure to save the report to a file.

Vendor Purchase Report

The Vendor Purchase Report lists total purchase activity for each vendor.

1. Select **Reports > Vendor/Xref/Mfg** from the menu bar.
2. Click the **Vendor Purchase** report to select it.
3. Click the **Next** button to display the **Filter Records** window.
4. Do not select filters.
5. Click the **Next** button to display the **Sort Records** window.
6. Select **Vendor** from the **Primary sort** drop-down field.
7. Click the **Next** button to display the **Output Options** window.
8. Complete the following procedures as needed:
   - Click the **Preview** button to preview the report.
   - Click the **Print** button to print the report.
   - Complete the Save a Report to a File procedure to save the report to a file.

Item MTD Report

The Item MTD Report lists sales for Month to Date.

1. Select **Reports > Item** from the menu bar.
2. Click the **Item MtD** report to select it.
3. Click the **Next** button to display the **Filter Records** window.
4. Do not select filters.
5. Click the **Next** button to display the **Sort Records** window.
6. Select **Department Description** from the **Primary sort** drop-down field.
7. Select **Class Description** from the **Secondary sort** drop-down field.
8. Click the **Next** button to display the **Output Options** window.
9. Complete the following procedures as needed:
   - Click the **Preview** button to preview the report.
   - Click the **Print** button to print the report.
   - Complete the Save a Report to a File procedure to save the report to a file.

QOH Report

The Quantity On Hand Report reflects the quantity on hand in number of units and the dollar value for items.

1. Select **Reports > Item** from the menu bar.
2. Click the **Quantity on Hand** report to select it.
3. Click the **Next** button to display the **Filter Records** window.
4. Do not select filters.
5. Click the **Next** button to display the **Sort Records** window.
6. Complete one of the following procedures:
   - To run a complete report,
     1. Do not select sort options.
     2. Click the **Next** button to display the **Output Options** window.
   - To run a complete report sorted by Item,
     1. Select **Department Description** from the **Primary sort** drop-down field.
     2. Select **Class Description** from the **Secondary sort** drop-down field.
     3. Select **Item Number** from the **Tertiary sort** drop-down field.
     4. Click the **Next** button to display the **Output Options** window.
   - To run a one-line report,
     1. Do not select sort options.
     2. Click the **Next** button to display the **Output Options** window.
     3. Check the **Totals Only** check box on the **Output Options** window.
   - To run a one-line report sorted by Department,
     1. Select **Department Description** from the **Primary sort** drop-down field.
     2. Click the **Next** button to display the **Output Options** window.
     3. Check the **Totals Only** check box on the **Output Options** window.
7. Complete the following procedures as needed:
   - Click the **Preview** button to preview the report.
   - Click the **Print** button to print the report.
   - Complete the Save a Report to a File procedure to save the report to a file.

Gift Certificate Report

The Gift Certificate Report shows the outstanding balances on Gift Certificates.

1. Select **Reports > Gift** from the menu bar.
2. Click the **Gift** report to select it.
3. Click the **Next** button to display the **Filter Records** window.
4. Do not select filters.
5. Click the **Next** button to display the **Sort Records** window.
6. Select **Gift Number** from the **Primary sort** drop-down field.
7. Click the **Next** button to display the **Output Options** window.
8. Complete the following procedures as needed:
    - Click the **Preview** button to preview the report.
    - Click the **Print** button to print the report.
    - Complete the Save a Report to a File procedure to save the report to a file.

Monthly Tax Totals Report

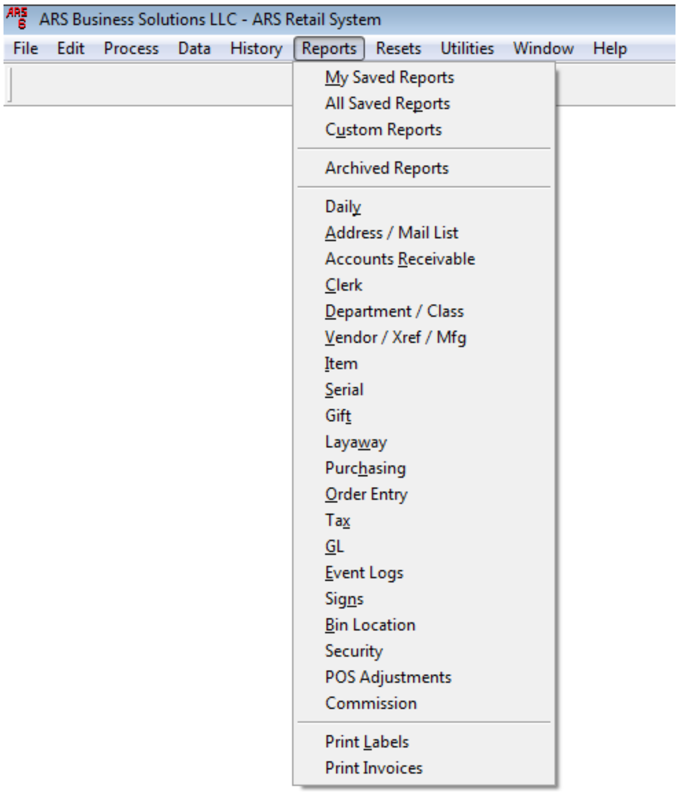
The Monthly Tax Totals Report provides sales tax information for the month.

1. Select **Reports > Tax** from the menu bar.
2. Click the **Monthly Tax Totals** report to select it.
3. Click the **Next** button to display the **Filter Records** window.
4. Do not select filters.
5. Click the **Next** button to display the **Output Options** window.
6. Complete the following procedures as needed:
    - Click the **Preview** button to preview the report.
    - Click the **Print** button to print the report.
    - Complete the Save a Report to a File procedure to save the report to a file.

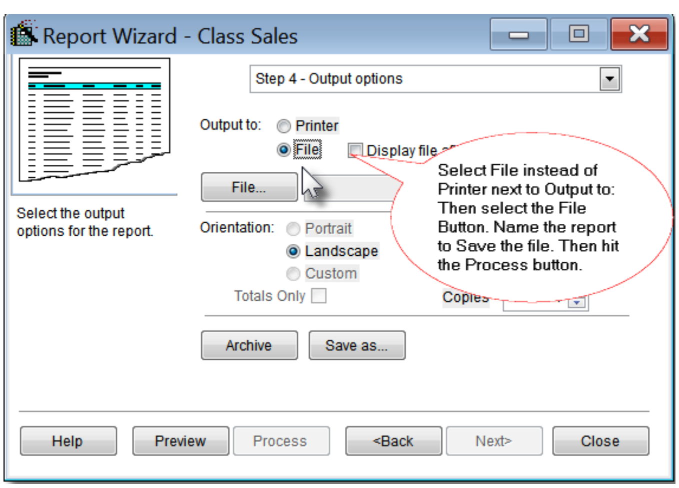
Save a Report to a File

Complete the following procedure to save a report to a file:

1. Click the **Reports** button in the menu bar to display a drop-down menu of report options.



2. Click a report option in the drop-down menu to display the **Report Wizard** window.
3. Select the desired report and filter/sort records as needed to display the **Output Options** window.



4. In the **Output to** section, click the **File** option (radio button) to select it.

5. Click the **File** button to display an **Output to file** window.
6. Navigate to the desired location.

> ► To ensure easy access to EOM and EOY Reports in the future, set up a folder specifically for these reports on a USB drive, on the desktop, or in a dedicated directory (but NOT within the IMS directory).

7. Enter a distinctive name for the report file in the **Output** field.
8. Select the desired file format from the **Files of type** drop-down field.

> ► The PDF format is the most readable format.

9. Click the **Open** button to close the **Output to file** window.
10. Click the **Process** button

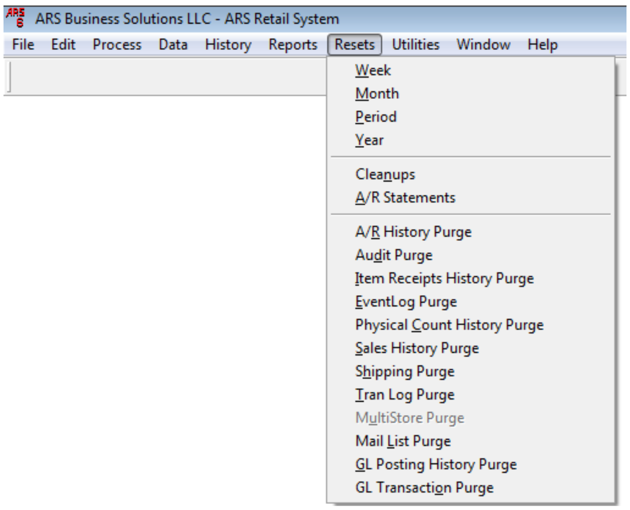
> ► When output is sent to a file instead of the printer, the **Process** button replaces the **Print** button.

Reset Month-End Totals

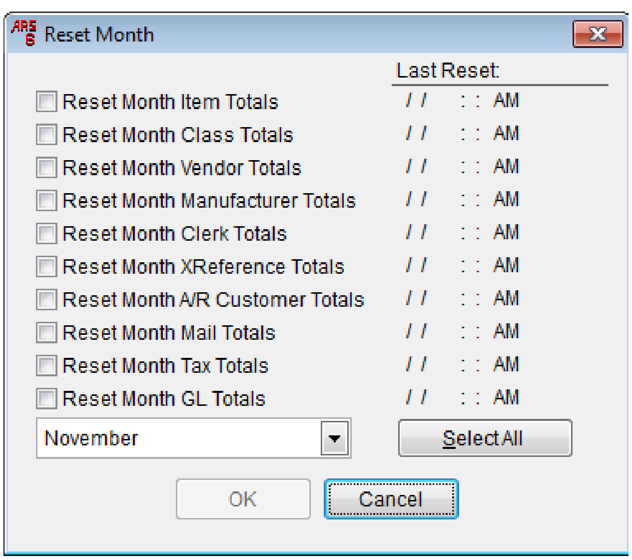
After running all necessary EOM reports, complete the following procedure to reset month-end totals:

▶ Do not perform a reset unless all required EOM reports have been printed and saved.

1. Click the **Resets** button in the menu bar to display a drop-down menu of reset options.



2. Click the **Month** option in the drop-down menu to display the **Reset Month** window.



3. Select the appropriate month from the drop-down field.
4. Click the **Select All** button to select all the reset options.
5. Click the **OK** button to display an informational window.

► The window indicates which resets succeeded and which, if any, failed. If any resets failed, correct the problem and repeat the reset procedure but only for the reports that failed. (A reset failure is typically caused by the FOM running or the presence of another user in the system during the reset procedure.)

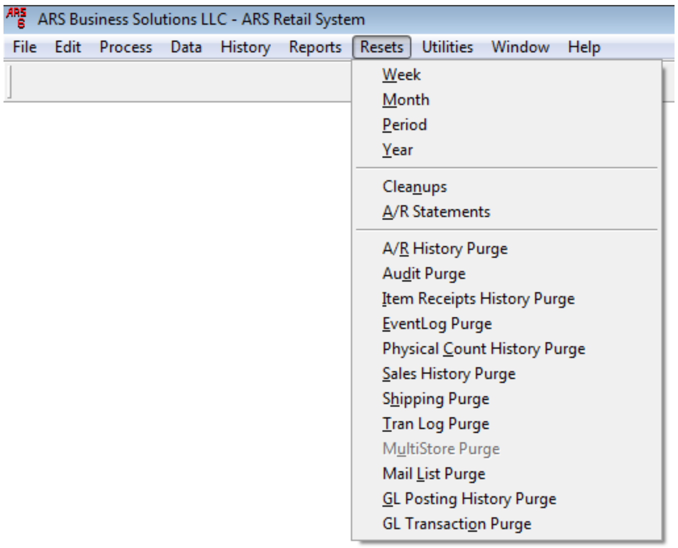
6. Click the **OK** button to close the window.

Reset A/R Statements

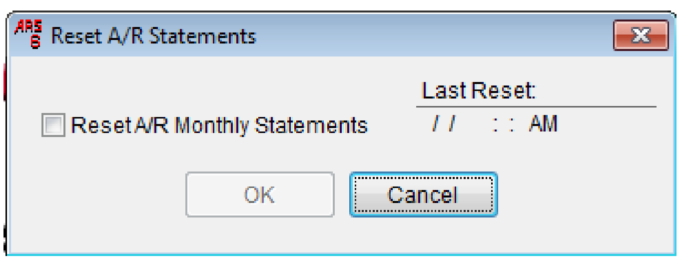
After verifying the Accounts Reconciliation Report, complete the following procedure to reset the A/R Statements.

▶ Do not perform a reset unless the Accounts Reconciliation Report has been verified.

1. Click the **Resets** button in the menu bar to display a drop-down menu of reset options.



2. Click the **A/R Statements** option in the drop-down menu to display the **Reset A/R Statements** window.



3. Check the **Reset A/R Monthly Statements** check box.
4. Click the **OK** button to display an informational window.

▶ The window indicates which resets succeeded and which, if any, failed. If any resets failed, correct the problem and repeat the reset procedure. (A reset failure is typically caused by entries in the A/R Receipts Posting that have not been updated. Select **Process > AR Receipts Posting** from the menu bar to view entries.)

5. Click the **OK** button to close the window.

Run the A/R Statements Report

RTG recommends running, printing, and saving the A/R Statements Report after resetting A/R Statements as part of EOM procedures:

This report should be printed as needed for hardcopy distribution and saved in an electronic file for future retrieval. Refer to the Save a Report to a File procedure for more information.

1. Select **Reports > Accounts Receivable** from the menu bar.
2. Click the **AR Statements** report to select it.
3. Click the **Next** button to display the **Filter Records** window.
4. Do not select filters.
5. Click the **Next** button to display the **Sort Records** window.
6. Do not select filters.
7. Click the **Next** button to display the **Output Options** window.
8. Complete the following procedures as needed:
    - Click the **Preview** button to preview the report.
    - Click the **Print** button to print the report.
    - Complete the Save a Report to a File procedure to save the report to a file.

Run End of Year Reports

Manually Back Up the System before completing this procedure.

RTG recommends running, printing, and saving each of the following reports as part of EOY procedures:

► Be sure to consult with an accountant to determine what specific information and reports are required for End of Year procedures. Produce other reports as needed.

- Class History Report
- Item PTD/YTD/PY Reports

The following reports are also part of EOY procedures, but if they were produced as part of the End of Month Reports, they do not need to be reproduced at this time:

- Class Sales Report
- Manufacturer Report
- Vendor Purchase Report
- Item MTD Report
- QOH Report
- Gift Certificate Report

Reports should be printed as needed for hardcopy distribution and saved in an electronic file for future retrieval. Refer to the Save a Report to a File procedure for more information.

Class History Report

The Class History Report provides a 12-month account of each class in the store and a monthly history of Sales, Cost of Goods Sold per Department, Markdowns, etc.

1. Select **Reports > Department/Class** from the menu bar.
2. Click the **Class History** report to select it.
3. Click the **Next** button to display the **Filter Records** window.
4. Do not select filters.
5. Click the **Next** button to display the **Sort Records** window.
6. Select **Department Description** from the **Primary sort** drop-down field.
7. Select **Class Description** from the **Secondary sort** drop-down field.
8. Click the **Next** button to display the **Output Options** window.
9. Complete the following procedures as needed:
   - Click the **Preview** button to preview the report.
   - Click the **Print** button to print the report.
   - Complete the Save a Report to a File procedure to save the report to a file.

Item PTD/YTD/PY Reports

The Item PTD and Item YTD Reports list sales for the Period to Date and Year to Date, respectively. The PY (Previous Year) Report list sales as reported on the last day of the fiscal year to be reported till the next fiscal year end reset is performed.

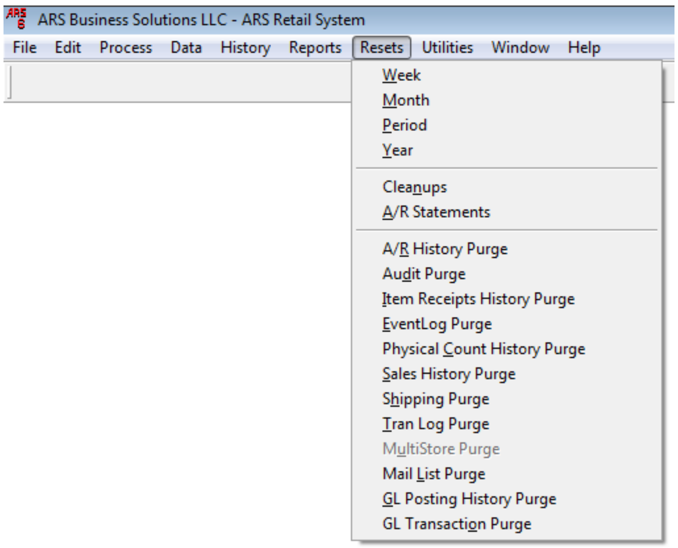
1. Select **Reports > Item** from the menu bar.
2. Click the **Item YtD** (or **Item PTD** or **Item PY**) report to select it.
3. Click the **Next** button to display the **Filter Records** window.
4. Do not select filters.
5. Click the **Next** button to display the **Sort Records** window.
6. Select **Department Description** from the **Primary sort** drop-down field.
7. Select **Class Description** from the **Secondary sort** drop-down field.
8. Click the **Next** button to display the **Output Options** window.
9. Complete the following procedures as needed:
    - Click the **Preview** button to preview the report.
    - Click the **Print** button to print the report.
    - Complete the Save a Report to a File procedure to save the report to a file.

Reset Year-End Totals

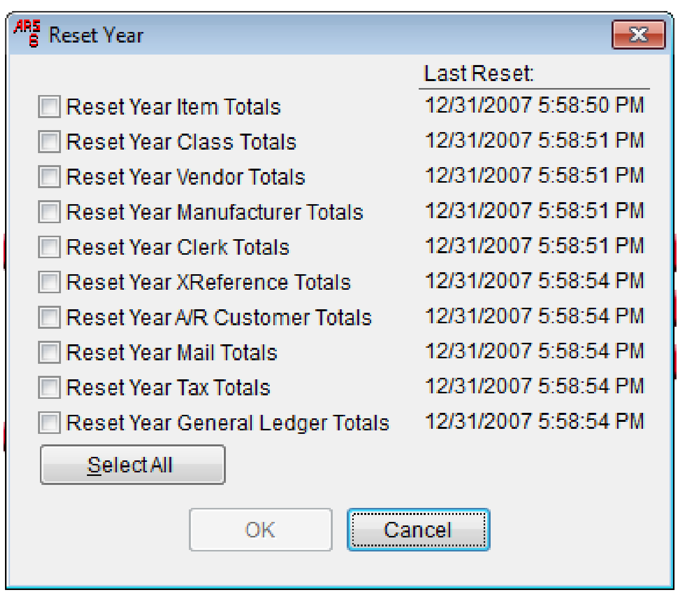
After running all necessary EOY reports, complete the following procedure to reset year-end totals:

► Do not perform a reset unless all required EOY reports have been printed and saved.

1. Click the **Resets** button in the menu bar to display a drop-down menu of reset options.



2. Click the **Year** option in the drop-down menu to display the **Reset Year** window.



3. Click the **Select All** button to select all the reset options.
4. Click the **OK** button to display an informational window.

► The window indicates which resets succeeded and which, if any, failed. If any resets failed, correct the problem and repeat the reset procedure but only for the reports that failed. (A reset failure is typically caused by the FOM running or the presence of another user in the system during the reset procedure.)

5. Click the **OK** button to close the window.

Purge Unneeded Data

The IMS database should be periodically purged of unneeded and unnecessary information to maintain optimal performance. RTG recommends regularly executing the following purges to save space and keep the system running smoothly:

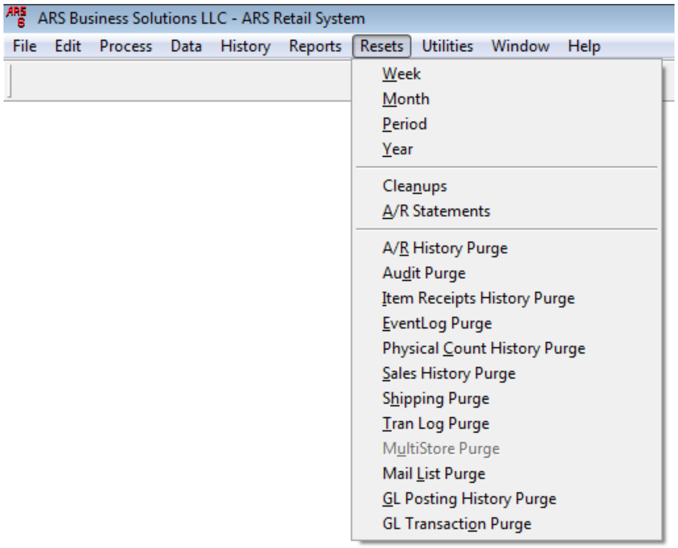
- Audit Purge
- Event Log Purge
- Tran Log Purge
- GL Posting History Purge
- GL Transaction Purge

▶ Other purges may be executed as needed to remove unwanted data.

Complete the following procedure to execute the recommended purges:

▶ For questions regarding this procedure, please contact RTG Support at 800-547-7120.

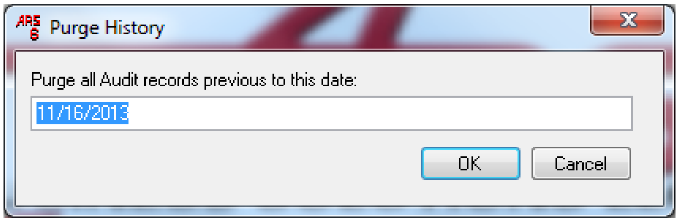
1. Schedule a day/time to execute the purge(s). Some purges may take a while to run, so it is helpful to plan to run them when the system is not occupied with EOY procedures or other processes.
2. Manually Back Up the System before completing the remainder of this procedure. (Once a purge is performed, purged information cannot be retrieved.)
3. Click the **Resets** button in the menu bar to display a drop-down menu of options.



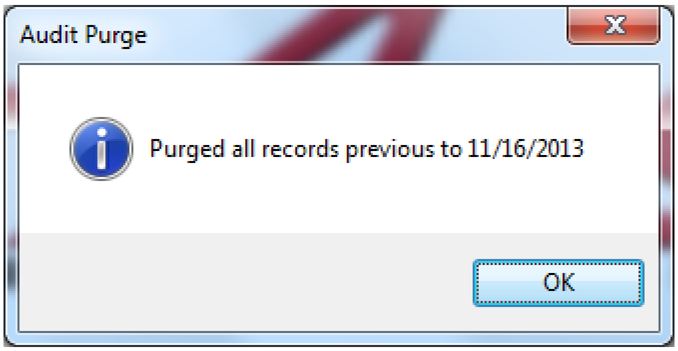
4. Click one of the following recommended purge options to display its Purge History window.
   - **Audit Purge**
   - **EventLog Purge**
   - **Tran Log Purge**
   - **GL Posting History Purge**

- **GL Transaction Purge**

► The window provides a default date. If needed, an earlier date may be entered.



5. Click the **OK** button to execute the purge and display a confirmation window.



6. Click the **OK** button to close the window.
7. Repeat the procedure as needed to execute all recommended purges.

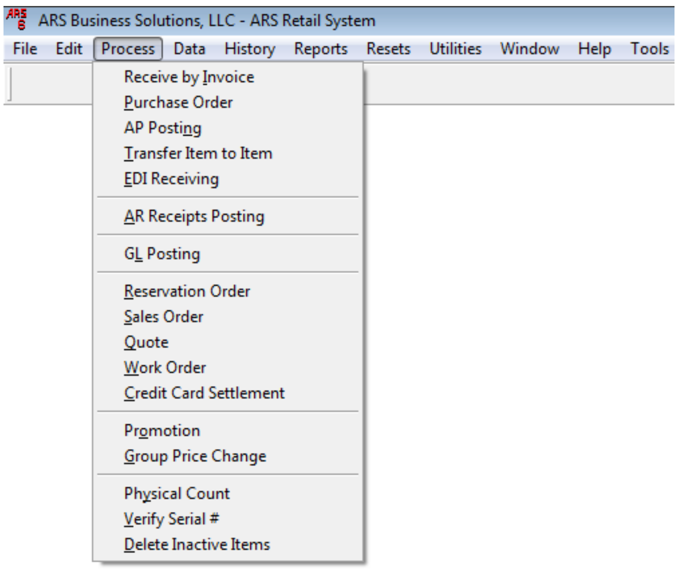
Delete Inactive Items

Inactive items (items that have not had any activity in over a year) can be identified and deleted with the **Delete Inactive Items** function. This function is available only if the system has been installed for more than a year.

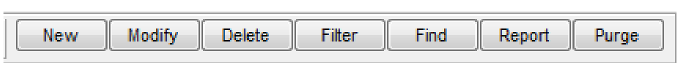
Complete the following procedure to identify inactive items, delete them, and update the POS:

▶ For questions regarding this feature, please contact RTG Support at 800-547-7120.

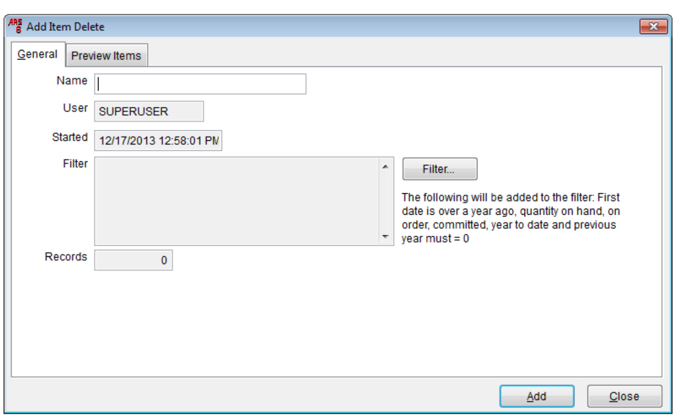
1. Manually Back Up the System before completing the remainder of this procedure.
2. Click the **Process** button in the menu bar to display a drop-down menu of options.



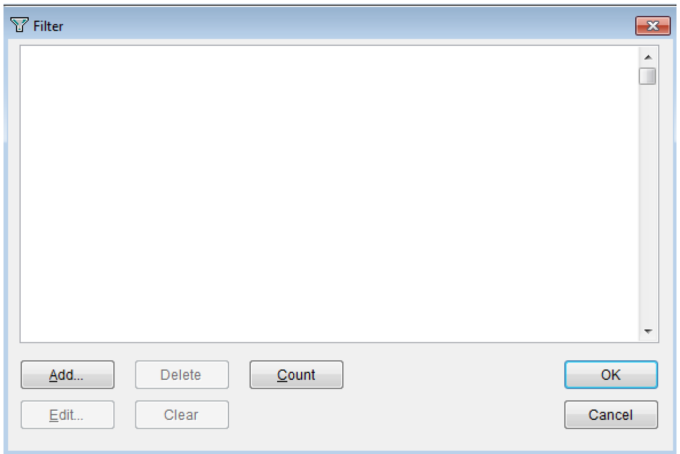
3. Click the **Delete Inactive Items** option in the drop-down menu to display the **Inactive Item Delete** window and a toolbar near the top of the screen.



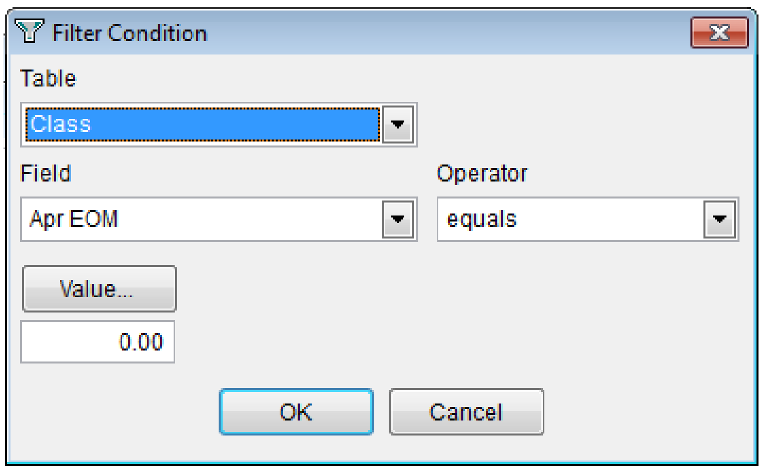
4. Click the **New** button in the toolbar to display the **Add Item Delete** window.



5. Enter a name (e.g., today's date) in the **Name** field.
6. Click the **Filter** button to display the **Filter** window.



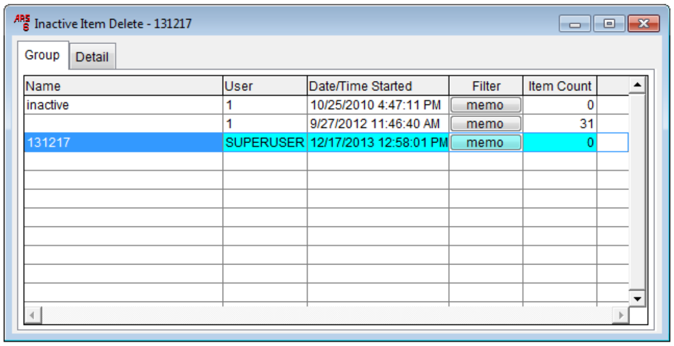
7. Click the **Add** button to display the **Filter Condition** window.



8. Select "Item" from the **Table** drop-down field.
9. Select "Class" from the **Field** drop-down field.
10. Select "is not blank" from the **Operator** drop-down field.
11. Click the **OK** button to close the **Filter Condition** window.
12. Click the **OK** button to close the **Filter** window.
13. Click the **Add** button in the toolbar to display a progress bar.

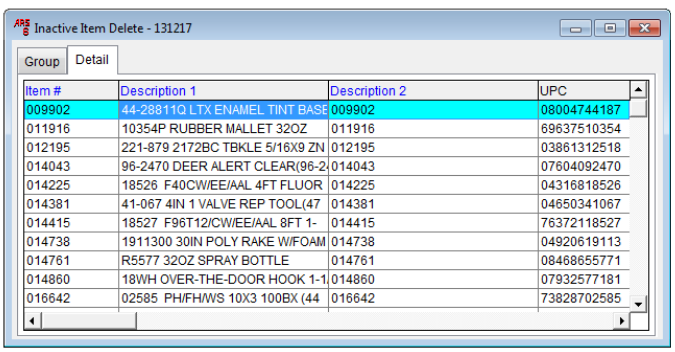
▶ The system checks for items that have not had any activity in over a year and groups them together under the entered **Name**.

14. When the process completes, the newly created group appears in the **Inactive Item Delete** window.

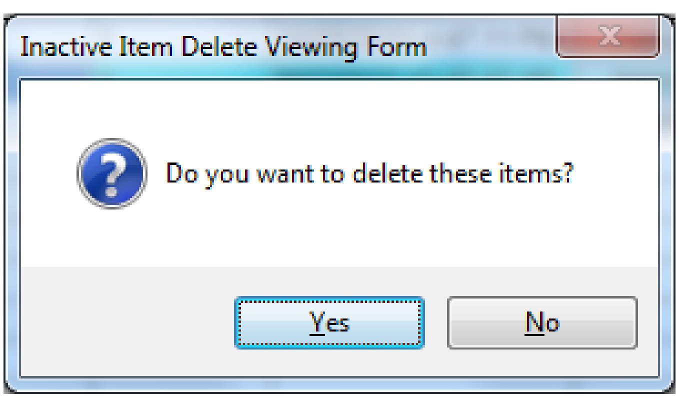


15. Click the group to select it and click the **Detail** tab to view a list of the group's items.

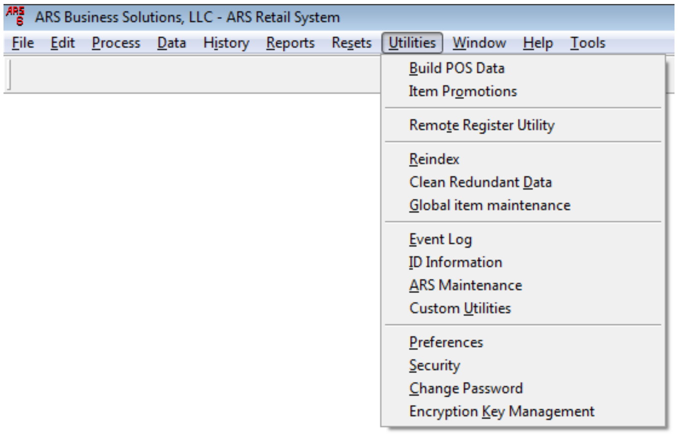
► When the group is purged, every item in it will be purged as well. If an item is to be retained, remove it from the list before the purge.



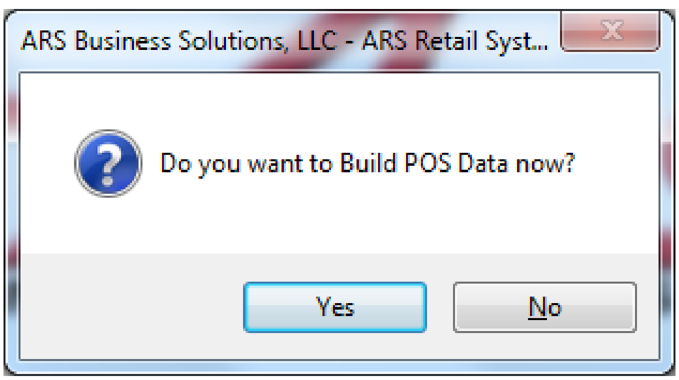
16. If needed, complete the following procedure to remove an item from the group:
    1. Click the item to select it.
    2. Click the **Delete** button in the toolbar.
    3. Repeat steps as needed to remove additional items from the group.
17. Click the **Report** button to run a report of the items that will be removed.
18. Print the report and save it as an electronic (e.g., PDF) file for future reference.
19. Click the **Purge** button to display a confirmation window.



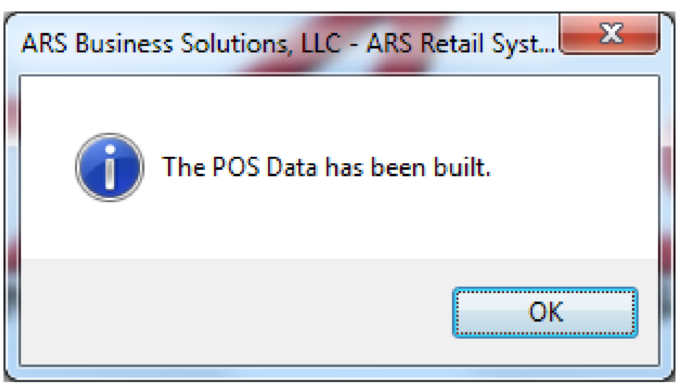
20. Click the **Yes** button to close the window and remove the items from the table.
21. Click the **Close** (red **X**) button on the **Inactive Item Delete** window to close it.
22. Click the **Utilities** button in the menu bar to display a drop-down menu of options.



23. Click the **Build POS Data** option in the drop-down menu to display a confirmation window.



24. Click the **Yes** button to display another confirmation window.



25. Click the **OK** button to close the window.
26. Complete the download procedure at every register to remove the items from the POS.