2012 Warehouse Year-End

1) **Cancel Open Stock Requisitions (F5)**: *Optional*
   a) ***Print Open Requisition Report (F5-13):*** Print all open stock requisitions before cancelling any requisitions to make sure which ones should be cancelled.
   b) **Cancel Requisitions**: Any stock requisitions with items that are discontinued or unavailable should be cancelled so that they do not roll over to the new accounting period. (F5-2)

2) **Stock Inventory Year-End Roll Over (F8/F24)**: *Optional*
   This process cannot be done until 11/30 of the year has been closed. This means that F8-17 monthly reports must be run for 11/30 and then F8-21 must be done to close 11/30 for the year. Until this is done, the rollover cannot take place.

   This process will perform two functions. The first is to take the misc. totals located on the bottom right side of the Stock Maintenance screen (F1-1), and roll 'Y.T.D.' totals to 'Last Year' totals and zero out 'Y.T.D.' totals for the new accounting period. The second process will take any open, unfilled stock requisitions, and carry them forward into the new accounting period for processing. Remember, this process can also be used to carry-forward individual closed stock requisitions. The reason a closed requisition would be carried-forward is to allow a return. If you roll forward a stock requisition and perform a return, the dollars returned will be placed in the next year budget! If this should not happen, then do not roll forward the stock requisition for the return. Instead, simply do an on hand quantity adjustment (F1/F12) to place the item(s) back in stock.

3) **Physical Inventory (F10)** : *Optional*
   a) ***Set up for next physical inventory*** (F10-21): This process changes the inventory monitor and allow for inventory count entry.
   b) ***Generate Tags***: The system can generate 5x3 cards of all stock inventory items for recording of the inventory counts for future entry (F10-1). Filling of any stock requisitions must stop during a physical inventory or the cards must be kept up to date. Remember, there is a switch to temporarily turn off the ability to record stock requisition (F14/F12).
   c) ***Enter Inventory Counts***: Record physical inventory counts (F10-2).
   d) ***Freeze On Hand Accounts***: On hand counts must be frozen (F10-3) until the following two steps are completed.
   e) ***Print Tag Reconciliation Report (F10-4):*** Review Tag Reconciliation Report to update.
   f) ***Update On Hand Quantity from Inventory (F10-5):*** Update On-Hand Quantity as needed from reviewing the Tag Reconciliation Report, then normal stock requisitioning can continue.

4) **Close Inventory Year (F8)**: *Required*
   a) ***Run Monthly Reports for Year – End (F8-17):***
   b) ***Close Month/Year (F8-21):***

   NOTE: Prior to closing the inventory year, each of the previous steps should be performed. Each is automatically handled by the system through the push of a function key. The system will make sure that all the proper steps have occurred prior to closing the year and will notify you if anything was skipped. The system will mark all open and fully filled stock requisitions as closed.

5) **Review Contra Accounts for Next Year**: Optional
   a) ***Disp/Upd Exp Contra Accts (F14-11):***
   b) ***Disp/Upd Inventory Controls (F14-12):***

   This process should be done by any site that has changed any piece of any contra account for the next year, including fiscal numbers. The accounts on these screens should be reviewed and optionally modified. However, the accounts should not be changed until all stock requisitioning for the current year is completed.