

I. Operations to Perform During December 2007 Before Commencing Work in 2008

Define the New Fiscal Year

Open a new fiscal year in the [Define Fiscal Years](#) form* for 2008. Twelve fiscal periods will be defined in the **Fiscal Periods** sub-level form.

To enable users to record journal entries for the month of January, run the [Open Fiscal Period](#) program for the first period in 2008.

Document Numeration

Document numbers in the system are determined on a yearly basis. To prepare for a new fiscal year, initialize document numbers by running the [Open Numeration Templates](#) program for 2008. The default value assigned by the system for 2008 is A8. After running the program, you can change prefixes from the defaults set by the program, in the [Document Numeration Templates](#) form. You can also increase the width of the number pattern; this is recommended when the prefix includes more than two characters.

Once you record even a single document of a particular type in the new year, **you will no longer be able to change the numbering** of that document type. Therefore, check the numberings carefully before beginning to record documents. For example, make sure there are enough continuous numbers available and that similar documents do not begin with the same number, that the total number of characters is enough to include the prefix, and that the starting number and the estimated amount of documents are sufficient for your needs.

Tip: Run the [Set Up Financial Docs Wizard](#) for help.

2. Operations to Perform on December 31, 2007

Compare the Contents of the Cashier to the Cashier Balance

1. Perform a comparison between the following items:
 - The actual contents of your cashiers
 - The data in the Cashier Balance sub-level of the [Cashiers](#) form
 - The balance in each cashier account in the general ledger.
2. Run the [Cashier Balance](#) report at the end of the day to obtain balances for all cashiers on Dec. 31, 2007.

Note: It is recommended to save printed copies of any such reports – you will not be able to obtain this information at a later date!

Run Additional Reports

In addition to the **Cashier Balance** report, there are other important end-of-year reports that can only be run for the current date, and therefore should be run by December 31, 2007 – the reports in the **Unbilled Shipmt/S. Call Reports** menu**, and [Unbilled GRV's](#).

3. Operations to Perform at the Beginning of 2008

Transfer Opening Balances

Run the [Transfer Opening Balances](#) program.

Note: You can rerun this program each time entries are added for the 2007 fiscal year. The program updates the opening balance for 2008 based on the new entries.

* The names of all forms, programs and reports in this document are linked; clicking their titles automatically opens them, provided the system is running and you have the required permissions to view them.

Alternatively, you can access them via the **Search for Entity** tool, which is documented in the **User Interface Guide** available on both your **Help** menu and the Eshbel website.

** Under **Financials > Accounts Receivable > Accounts Receivable Reports > Monthly Closing Reports**.

4. Troubleshooting

Problem	Solution
System	
You cannot open documents either for 1/1/2008, or for 2007.	Record the year 2008 in the Define Fiscal Years form.
	Run the Open Numeration Templates program.
	Check the Financial Documents or Inv. Transaction Documents form, to see if there is a pre- or post-date limit on the document in question.
Inventory	
You need to perform an inventory count.	Run the Inventory Count Wizard , or view the Inventory Count Clip .
You need to run an inventory valuation report.	These reports can be found in the Financial menu, under the Cost Analysis for Businesses sub-menu.
You want to prevent the recording of inventory transactions in 2007.	Run a past balance for December 31, 2007.
Inventory transactions were recorded for 2007 after an inventory count was recorded for that year.	First make sure that the lines of the last inventory count are not flagged in the Approve Counted Qty column. Then run the Prepare for Recount program, which will update the Calculated Qty column in a new inventory count.
The balance in an inventory report differs from the recorded counted quantity.	
Financials	
You want to prevent all users but the accountant from writing entries for 2007.	Close all fiscal periods in 2007 and record the accountant in the Users Authorized for Closed Per. form (sub-level of the Fiscal Periods form, itself a sub-level of the Define Fiscal Years form).
You cannot record a journal entry for 2008.	Record the year 2008 in the Define Fiscal Years form.
	Run the Open Fiscal Period program for the period in which the journal entry falls.
The balance recorded for a cashier differs from its actual contents.	This usually occurs as a result of manually recorded journal entries. Run the Check Cashiers report to identify the problematic entries.
The trial balance total differs from the sum of the ledger's entries.	Run the Transfer Opening Balances program for the new year. If this does not solve the problem, try the following solution:
A trial balance does not balance.	Run the Update Account Balances program for 2007, then run the Transfer Opening Balances program again for 2008. If this does not solve the problem, try the following solution:
	Run the Check Journal Entries report.
A profit & loss item does not show a 0 balance at the beginning of the year.	In the Chart of Accounts form, change the Bal Sheet/P&L Item to one that belongs to a heading in the correct section (press F6 on the Bal Sheet/P&L Item to view the headings and their sections). Then run the Transfer Opening Balances program again.
A balance sheet item was reduced to 0 by mistake.	
You need to record a document or journal entry for 2007.	You can continue recording journal entries and issuing documents for 2007. You should run the Transfer Opening Balances program periodically, to update the balance.
You need to check the details of an end-of-year account balance.	Run the Open Transactions as of Date report.
You need to record depreciation of a fixed asset.	Run the Fixed Assets Wizard .

5. Service Packs

Have you downloaded the latest Version 12 service pack? If you haven't, you're missing out on some important additions and improvements. Here are some examples:

- The new constant **IPartialPack** allows you to determine whether or not crates recorded in inventory transactions are always filled to capacity.
- When running the **Open Trans.– Monthly Summaries** report, you can choose whether to assign transactions to months by their due dates or by their transaction dates.
- **Dual-currency users:** You can now use the **Extend Authorizations** program to extend the expiration dates of vendor tax authorizations.

To download the latest service pack, choose **Online Support** from the **Help** menu in the system's main screen, and click the **Version Upgrades** link.

6. Backing Up the System

NOBODY CAN HELP YOU if your server is stolen or destroyed!

Unless your data is preserved on a backup tape, **YOU WILL LOSE EVERYTHING!**

That's why it is extremely important to perform regular daily backups of your database, and store your backup tapes in a separate, protected place (e.g., your house or one of the manager's).

Instructions for backing up the system can be downloaded from the Eshbel online documentation library at <http://www.eshbel.com/customerarea.htm>, under the subject System Management.