

Midlands Business Equipment
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December 3rd, 2008

Holiday Greetings Squirrel Customers;

It is that time of year again when we must End our year in the Squirrel System. We ask that you thoroughly read these instructions in preparation for the End of Year Routines to be performed.

If you have Squirrel version **3.x**, the End of Year Procedures you will need to perform are Steps I through VI. A word of caution, while it may seem pointless to exit and then return into the same module, such as Net/Gross Sales, multiple times, this is necessary in order for the proper records in your database to be saved to your Hard Drive.

If you have Squirrel version **4.x**, the End of Year Procedures you will need to perform are IV-Labor, VI-Backup&Remove and VII-Sql Database Backup.

If you have Squirrel version **1.x**, the only End of Year Procedure you will need to perform is VII-Sql Database Backup.

If you have any questions regarding these procedures or need assistance performing them, please feel free to call us during normal business hours—Monday through Friday, from 8:00 a.m. to 5:00 p.m.

Sincerely,

Midlands Business Equipment



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SQUIRREL End of Year Procedures

PERFORM THESE PROCEDURES ON THE FIRST DAY OF YOUR FISCAL START DATE, PRIOR TO STARTING THE POS.

I From each module, run ALL reports you will need for the End of Year!!!

II From *Housekeeping*:

Backup all modules on new diskettes/Zip disk, please label accordingly.

III From *Net Sales* (or *Gross Sales*):

A. select **6. End of Period Routines**

The following screen will appear:

“Warning ALL Totals will be Cleared.

This should be done at END OF YEAR Only.

You should make a backup of this data

Press ‘Y’ to Continue or ‘Esc’ to Escape to Exit: {}”

Press the letter ‘Y’ to continue, you will be prompted to confirm

Press the letter ‘Y’ again

Escape all the way out of *Net/Gross Sales*.

B. Go Back into *Net/Gross Sales*, select **7. Setup**

The following screen will appear:

“Start of Fiscal Period (MDY): {}”

Enter the date that your fiscal period starts in the brackets.

NOTE: Please be careful to select the correct date as this will

Define your Sales periods for the year. For example, if your

Sales week runs Monday through Friday, be sure that the

Beginning date you enter is the correct Monday’s date.

Escape all the way out of *Net/Gross Sales*, again.

C. The first time you attempt to Update *Net/Gross Sales*

The following screen will appear:

“Transaction Date ((M/D/Y)): {01/02/79}

Prefix: {A}

Overwrite: {A}”

Enter the first day of your fiscal period over the {01/02/79} and

Enter through the Prefix and Overwrite fields.

NOTE: This should be the same date as entered in Step C.



IV OPTIONAL MODULES – Labor

NOTE: You cannot End the Year in Labor in the middle of a pay Period! If you do so, You will loose all punch and time records for that entire pay period!!! Further, you must End your Period as normal, prior to continuing (i.e. Payroll Reports, End of Period-P, End of Period-Y). After the following End of Year routine in Labor is completed AND prior to beginning the next Start Point of Sale, you may delete old employees from Labor first and then System Config!

A. From **Labor**, select **8. End of Period**

The following screen will appear:

“Select End of Period (Productivity/paYroll/All): { }”

Enter ‘A’, and the following warning appears:

*“All Totals and Transactions Will Be Cleared
‘C’ to Continue”*

Enter ‘C’ and escape all the way out of **Labor**.

B. Go Back into **Labor**, select **1. Configuration**, and then, **1. Department/Timezone Setup**

The following screen appears:

“Fiscal Year Start (MM/DD/YY): {01/01/80}”

Enter the date that your fiscal-labor year starts over the {01/01/80}.

Escape all the way out of **Labor**.

C. The first time you Update Labor.

The following screen appears:

*“This will Freeze Number of Timezones
‘C’ to Continue”*

Enter ‘C’.

Enter through the “Do Completion” prompt.

At the “Transaction Date (M/DD/YY):” prompt, enter the first day to be of your New pay period. Escape all the way out of Labor.



V OPTIONAL MODULES – Tips

NOTE: You cannot end the year in Tips in the middle of a Period. If you do so, you will Loose all tip records for that entire period!!! Further, you must end your tip period as Normal prior to continuing (i.e. Tips Reports, End of Period-R). And finally, the Following procedures will clear old employee’s out of your Tips records. Only those in System Configuration will be brought forward into this year. Therefore, you may want to clean-up System Configuration of old employees prior to continuing.

A. From *Tips*, select **9. End of Period**

The following screen appears:

“Regular End of Period: {Y}”

Type ‘N’ over the ‘Y’. The following prompts appear:

“All Totals will be Cleared

‘C’ to Continue’

Escape all the way out of *Tips*.

B. The first time you Update Tips

The following screen appears:

“Transaction Date (MM/DD/YY: {01/01/80}”

Enter the first day of your new period over the “{01/01/80}” and escape all

The way out of **Tips**.

VI BACKUP & REMOVE:

Now would be a good time to clean-up your Hard Drive by backing up and removing old Days. To identify which days to remove: from *Housekeeping* select **3. Day Operations** and **6. Day Directory**, enter four question marks (“?”) in the date field. This will list all days on your Hard Drive. Identify which days to remove. To clean-up: insert a ‘marked’ and labelled diskette/Zip disk, go to *Housekeeping*, select **2. Backup&Restore**, select **6. Backup&Remove**. Enter the dates identified for removal. You have now completed your End of Year Routine.

VII SQL DATABASE BACKUP: for versions 4.x and 1.x only

From within the Squirrel Explorer, select **Utilities** and then **Database Maintenance**. Select **Manual Database Backup**, and select **Backup Now**. You will be warned that “this process may take awhile”, confirm and continue.

We, at Midlands Business Equipment, wish to extend our warmest wishes for a safe and joyous Holiday Season!



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