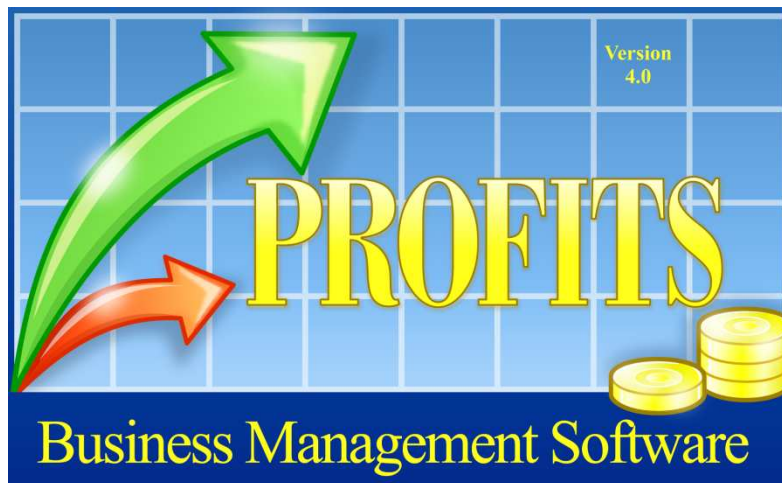# Profits Quick Start Guides

PCS

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Version 4.0

PROFITS

Business Management Software

FIX YEAR END TOTALS

What does the program do

This utility is run from the Profits prompt to repair your data when the option to 'Clear [Current and Year-to-Date Totals]' (Menu 3.3.6) was not run at the end of the company's year. Eleven times during the year, at the end of each month, you should run 3.3.6 and select 'Clear [Current Totals Only]. One time during the year, at the end of your fiscal year, you should select the option to clear the YTD totals instead.

If you forget to run this option, the current, year to date and last year figures are not rolled properly and you begin to combine your current year sales with your last year sales. This affects your Customer, Inventory, Salesman and ShipTo master files; plus your 2 Year History files which store what has been sold in each of the last 24 months.

Can I use it to fix my data

In order to use this utility to fix your data you will need the month end backups created prior to running the Reset File Totals (3.3.6) menu option. This utility should only be run at the end of a month and only after you have completed your current month end procedures including running menu 3.3.6.

The Reset File Totals option forces a backup before the files are reset, so the backups should be available if they have not been deleted. If you are not sure where the backs are located, you can look at the backup log. The backup log is located in the Profits folder and is named Backup_Log.Txt. It is a standard text file that can be viewed using any text editor such as NotePad or WordPad. The back files should be named MonthhEnd_FULL_YYYYMMDD_HHMM.ZIP.

The program is designed for companies that are on a calendar year (Jan – Dec). Companies on a fiscal year other than a standard calendar year can use this utility but will need to adjust the filename extensions. Companies using a Fiscal Year End of March would need to name the March files as DEC and April as Jan and so on.

Once you have located your backups, you will need to unzip each of the following files to a temporary location. You should then rename the file changing the FIL extension to the month the file is from. For example, the year end files should contain DEC, January should be JAN and so on.

Customer.Fil	CustHist.Fil[1]	
Item.Fil	ItemHist.Fil[1]	ItemQty.Fil[1]
Salesman.Fil	SaleHist.Fil[1]	
ShipTo.Fil	ShToHist.Fil[1]	

Once you have all of these files unzipped and renamed, copy them into the Profits company folder where the yearend was not run. You are now ready to begin fixing your data. Make sure to do a full backup before beginning this process.

How do I run it

Open a DOS window and change into the Profits folder. From the Profits prompt type

CHAINC FIXYE

and press ENTER. At this point you will be prompted for the file extension to process. You should enter DEC (your yearend backup files) and press ENTER.

This will start the program and your data files will begin to be updated. You should see Customer Number, Item Numbers and such flash on your screen as the data is updated. When all the data in the DESC files has been processed you will be returned to the Profits prompt in the DOS window. The amount of time that this will take is dependent on the amount of data in your Profits system and the speed of your computer.

You will need to repeat this process for each month since your yearend. So if you caught your mistake in January, then you would run this utility twice, once for DEC and once for JAN. If you caught the problem in March you would run it four times.

The files must be run in order starting with DEC. The utility can process up to eleven months of files, so as long as you catch the problem before you run the November month end, than you should be able to fix your data using this utility.

How can I see the results

You can view the Customer, Inventory, Salesman and ShipTo master files using the standard menu options. Not all of the two Year History files are accessible on the screen. Instead you can use our LOOK utilities instead. These are run from a DOS window just like the FIXYE utility.

There is a different utility for each of the four 2 Year History Files. They are:

2 Year Customer	CLOOK
2 Year Item ($)	ILOOK
2 Year Item (Qty)	QLOOK
2 Year Salesman	SLOOK
2 Year ShipTo	Not Available

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Technical Details

This utility functions differently depending on the file extension (i.e. DEC, JAN, etc) that was specified when the program is started.

When you run this utility and specify DEC as the file extension, the program is going to read each Customer, Inventory, Salesman and, ShipTo records in your live system. For each record, it is going to read the corresponding record from the DEC data file. The YTD totals from the DEC file will be moved to the Last Year fields of the live data files. It will also reset the Current and YTD fields to zero. Note: This is why it is important to start with the DEC file extension even if you are not on a calendar year.

It will also read the two year history files and move the figures from buckets 1-12 from the DEC files to buckets 13-24 of the live data. This moves the current 12 months figures to the previous year's 12 month buckets.

When you run this utility and specify JAN as the file extension, the program is going to read each Customer, Inventory, Salesman and ShipTo records in your live system and update the YTD figures from the JAN files CURRENT fields. It will also plug the JAN fields into the bucket 1 of the 2 year history files.

All other months will read the Customer, Inventory, Salesman and ShipTo records in your live system and upate the YTD figures. The 2 year history files will be updated into the correct buck based on the month being processed. The YTD figure of the current file will be used to compute that months bucket by subtracting the previous month's buckets from it. This is why it is important that the files be processed in the correct sequence.

1. You only need the DEC copy of these files.