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easy, affordable retail automation since 1985!

POWER POS E.O.Y. PROCEDURES

BACK UP YOUR FILES
POS Now offers a complete Online – Offsite backup solution for only $54.95 for the entire YEAR. http://posintl.com/support/Online_Backup.htm
This will backup ALL your data not just Power POS data.

I.   END OF CALENDAR YEAR (DECEMBER 31st)...
NOTE: if your Physcal year end is not a calendar year end call support for further instructions.

1. RUN W2'S IN PAYROLL. CHECK FOR ACCURACY BEFORE CLEARING OUT TERMINATED EMPLOYEES AND CLEARING HISTORY FILES.
   ** REFER TO YEAR END PROCEDURES FOR SPECIFIC PAYROLL INSTRUCTIONS. **

2. IF YOU HAVE 1099'S EMPLOYEES, CALL TECH SUPPORT FOR MORE INFORMATION
3. Clear the sales numbers at the bottom of the inventory screen, go to "System Setup", "Utilities", "Run TAS command" and type in "psutclis" and hit <enter>, follow the instructions.
4. If during the EOY process you get a "Run Program not Found" error, please do the following:
   * Go to "System Setup", "Maintain Procedures", hit <F2> and select EOY. <enter> down to the program section and enter "PSGLPEOY" on line 1 then type a "P" in the "T" column, Hit <F10> to save
   * If you still get "Run Program not Found" go here http://www.posintl.com/downloads/PSGLPEOY.RUN and save the download into your program folder, then try again.

II.   YEAR END PROCEDURES...

1. BE SURE TO BACK UP YOUR FILES BEFORE YOU BEGIN YEAR END PROCEDURE AND KEEP DISKS OR TAPE STORED IN A SAFE PLACE OR OFFLINE.
2. PERFORM THE FOLLOWING PROCEDURES BEFORE ENTERING ANY TRANSACTIONS FOR THE NEXT YEAR. IF YOU FAIL TO DO THIS, TRANSACTIONS FOR THE FUTURE WILL BE POSTED TO THE PRIOR YEAR TRANSACTIONS.
3. Run month end procedures
4. If during the month end process you get a "Run Program not Found" error, please do the following:
   * Go to "System Setup", "Maintain Procedures", hit <F2> and select EOY. <enter> down to the program section and enter "PSGLPEOM" on line 1 then type a "P" in the "T" column, Hit <F10> to save

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~POS International Technical Support Department~   ~   ~5079 N Dixie Hwy #280~   ~Oakland Park, FL 33334~
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- If you still get "Run Program not Found" go here
http://www.posintl.com/downloads/PSGLPEOM.RUN and save the download
into your program folder, then try again.

5. then proceed with the following:

6. The year end procedure will clear out all month to date and year to date totals for your customers, vendors, salesperson commission totals and inventory items. For this reason we recommend you print the following reports.

ACCOUNTS RECEIVABLES

1. Print "Display Open AR Invoices" for all customers.

2. Print "Customer Sales Totals" for all customers.

3. If you have customers who are no longer active and wish to remove them from your system, you may delete them at this time through the "Maintain Customer" screen by calling them up and then hitting the "F4" key.

ACCOUNTS PAYABLE

1. Print "Age AP Invoices by Vendor" for all vendors.

2. If you have vendors that are no longer active, one may delete them at this time by calling then up in "Maintain Vendor" screen and hitting the "F4" key.

PAYROLL MODULE

1. If you transfer taxes to Accounts Payable be sure this has been done.

2. Print "Employee History" for all employees for the year.

3. At 12/31 print W2's. If they printed correctly, clear terminated employees and clear payroll history file. This information may be printed to a disk file, for archival purposes and to be printed later. At the "Print to:" prompt enter "D" and input the name "w2_2009.txt" <enter>.

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4. Enter new tax tables, "Maintain Tax Tables". These numbers are published annually by the government in the "Circular E" . http://www.irs.gov/publications/p15/ar02.html#en_US_publink1000237177 table 7 is the annual table for single and married.

5. Enter new maximum for "FICA, MEDICARE, FUTA and SUTA". Change the percentages for FICA and Medicare in "Maintain Payroll Departments" by pressing "ALT&R". (Repeat this process for all departments.) which can be located here http://www.irs.gov/publications/p15/ar02.html#en_US_publink1000202367 in section 9.

   - The employee tax rate for social security is 6.2% (amount withheld). The employer tax rate for social security is also 6.2% (12.4% total). The 2009 wage base limit was $106,800, and remains unchanged for 2010.
   - The employee tax rate for Medicare is 1.45% (amount withheld). The employer tax rate for Medicare tax is also 1.45% (2.9% total). There is no wage base limit for Medicare tax; all covered wages are subject to Medicare tax.
   - SUTA withholding must be computed from a document provided by each State. Please contact your state for the 2010 information.

INVENTORY MAINTENANCE

1. Print "Item Rec., Sold, Onhand" for listing of items that were sold and purchased through the year.

2. You may wish to clear out the inventory history in order to maximize the space on your hard drive. History can be purged by date *(this program will also clear customer history)*. To purge information, go to "Inventory Maintenance", "Updates", "Purge Inventory History".

COUNTER SALES

1. In sales maintenance reports print "Print Tax Information"

2. If you wish to clear sales history file, go to "System Setup", "Utilities", "Run TAS Command" file name "PSCSPGHS" press enter. Enter the date you wish to purge by.

PURCHASE ORDERS

1. If you wish to clear purchase order history, go to "Purge Closed Purchase Orders". Enter the date in which to purge by.

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GENERAL LEDGER

***** Be sure to POST SYSTEMS TRANSACTIONS *****

1. Print "Current Checking Account"

2. If financial statements have been set up, print financials (be sure to run *calculate current income* first)

3. You will need to do a general ledger journal entry to transfer the year to date balance in the current YTD Income (Loss) account, to the Retained Earnings Account.

4. Print G\L History Journals - print report for entire year

5. Perform "Year End Routine" EOM/EOY. This option will be in "Sales Maintenance" if you do not have the General Ledger Module

SYSTEM SETUP

1. Change the Fiscal year start date to new year. "System Set", "Maintain Company Name".

2. If you printed G\L History for the year and wish to wipe it out; you can <u>initialize</u> the file "**PSGLHIST**".

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