



# POSitive Tips

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## End of Fiscal Year Procedures

At the end of your fiscal year, it is important to make a functional archive copy of PFW. As you know, PFW is perpetual and does not have any real year end requirements.

However, at the end of the fiscal year, we highly recommend that you make extra backup copies of PFW and run various data verification routines. Then make an Archive copy of PFW which will be used only for research purposes in the future.

WHY? Sometime in February you may wonder what your stock counts were on Dec 31<sup>st</sup>. Since PFW is perpetual, you will not be able to get stock counts as of that date.

### **CUSTOMER APPRECIATION SPECIAL OFFER:**

**All On-Line Training Classes are FREE during the month of December 2006. Sign up today at [www.gopositive.com](http://www.gopositive.com)!**

### **Backing Up Data**

Backing up data manually is recommended before making any major changes to PFW. File: Backups: Backup Files Now.

This creates a 2-\*.zip file which you will want to protect by copying it to another hard drive or computer.

### **Verify Data**

To assure that PFW is reporting everything correctly there are some verification routines you can run. Make sure everyone else is out of PFW and it may be best for you to work from the server computer because it will be faster.

**Inventory Verification** – This procedure compares inventory stock levels with pending orders and purchase orders. It also confirms SKUs, vendor inventory, and serial numbers. Go To: Inventory: Maintenance: Verify Inventory Files. Use the default settings. It could take an hour or less, depending upon how much inventory you have.

#### *TIP OF THE MONTH*

#### **"Year End Procedures"**

##### **1 Make a Backup**

##### **2 Verify Data**

##### **3 Make a FULL COPY of the PFW folder as an archive**

##### **4 Edit the Archive copy and change the backup path and employee passwords.**

**TIP: change the screen color so you know it is the archive copy.**

Station Settings:  
WALLPAPER

POSitive Software  
Company

www.gopositive.com

Sales  
800-735-6860  
Support  
866-368-2266

**Transaction Verification** – This procedure checks pending orders and invoice history. It can also synchronize sales to current categories. Do not perform tax verification if you have had a tax rate change. Go To: File: File Maintenance: Verify Data Routines

**Verify Data Options**

Verification

- Verify Transactions
- Verify Purchase Totals
- Verify AR Files

**Verify Transaction Data**

This procedure will verify data total in the Order, Layaway, and Invoice files. You should run this procedure periodically to verify your sales totals. Be patient, it may take a while!

Which Files to verify:

- Orders/Layaways Only
- Invoices Only
- Both

How To Verify:

- Quick Verify
- Full Verify

You can choose a date to begin verifying from:

Verify From A Specified Date

Date To Begin: [ ]

With a Full Verify, POSitive will verify each invoice and review each Invoice Detail. You can also review each Invoice Detail. This is only necessary if your taxes are inaccurate, and will slow down the verification process.

Perform Taxes Verification

Checking this ON will sync your Invoice History Department and Category names with your Dept/Category list.

Sync Department/Category names

You are now ready to verify your data. If you're using a network, be sure to log everyone out before running this procedure.

Close

Process [F10]

**Purchase Totals Verification** – From this same menu, choose to verify Purchase orders from vendors.

**Accounts Receivable Verification** – Also from this same menu, you can verify customer AR Charges and Payments. You may want to set a starting date.

## Make An Archive Copy of PFW

Exit PFW and go to My Computer. Make a copy of the ENTIRE PFW FOLDER and rename the folder PFWARCHIVE2006. This PFW will should only be used for research purposes.

**IMPORTANT:** Run the Archive and delete or change the backup setup. You may also want to change all employee passwords to prevent unwanted tampering with this archived data.

### Off-Site Storage

Would you like to sign-up for off-site storage of your PFW backups? Call 800-735-6860 for details.