Before beginning the Year End Rollover be sure to complete:

- The final End Of Day routine for the current year
- Generating the final deposit
- Create all sales entries, posting to the G/L - We suggest the Receivables based on Order Balances report
- Run any G/L reports that are traditionally required.
- Make a back-up of both the database and the current version of the Theatre Manager program (the entire Theatre Manager folder) on ZIP disk (or some other backup mechanism) to archive away for the year.

  It is critical that you move the backup you make to a folder other than the usual "Backups" folder. Part of the backup script is a housekeeping routine that erases backups after a specified time period (30 days is the default). If you don't move your yearend backup to another folder, at the end of the specified time period, the yearend backup will be deleted. We recommend creating a new folder called "Yearly Backup" and moving the year end backup to that folder.

Do not interrupt the process once you start it - ever - without contacting Arts Management Support.

You need to wait until the next fiscal year to run the rollover in order to capture internet sales through to midnight. It cannot be run prior to the actual end of year, but must be run before any donations are entered in the new fiscal year.

Run the Year End

Only run the Year End Rollover routine when the organization is ready and/or if the user is prompted to by the End Of Day Wizard, which indicates that Theatre Manager is unable to post 'next' year's sales and deposit entries.

1. **Stop all sales, including any web listeners you may have running.**
2. **Make a *backup of the database* and current version of the Theatre Manager program on ZIP disk (or some other backup mechanism) to archive away for the year.**

*Recent installations and upgrades by Arts Management Systems may have created a "Yearly Backup" or "Annual" folder within the Backups directory. If so, there will be a copy of the backup script which automatically places a backup of the database in this folder at 11:59:59 PM on the last day of the fiscal year. This backup will be kept in this folder forever. **Regardless, ensure that this backup is occurring and saving your Year End backup.***

3. **Use the Accounting >> General Ledger >>Year End Rollover menu.**
4. **Check off all items in the 'check list' section to confirm that you completed them and/or have the data and that you are ready to continue the Year End Rollover.**

   These are:

   - Entered all year-end donations for the prior CALENDAR year and adjusted accordingly
   - Completed / verified / settled deposits for the 2011-2012 current fiscal year
   - Completed all Sales Postings for the 2011 – 2012 current fiscal year

- Printed any G/L reports needed by the auditors
- Printed the Receivables Report as of Year end
- Made a backup of the database
- Turned off all web listeners and ensured everybody has exited Theatre Manager while year end runs

The check box in the 'Optional Steps' at the bottom of this window to roll over events should ONLY be checked if you defer revenue only from one "season" to another "season".

Be sure you fully understand the implications of this check box. This will move all deferred income for the next FY events into earned, and set all the events to handle new income as "earned." This action is irreversible. In general - organizations using accrual accounting DO NOT check this box. This is, however, often used by symphony organizations who consider subscription income taken in the previous fiscal year as "earned" once the new FY starts.

5. **Once you have checked the boxes, click the Perform Year End Rollover** **button.**
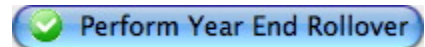
6. **A window opens confirming you are ready to run the Year End Rollover.**

   THIS PROCESS MAY TAKE A LONG TIME AND SHOULD NOT BE INTERRUPTED. EVEN THOUGH IT APPEARS AS THOUGH THEATRE MANAGER IS NOT RESPONDING, DO NOT QUIT THE PROCESS.

   if you do force quit, you will need to restore to the backup and start again. Your Year End Roll Over may take less time. It depends on how many transactions were processed during the year. Large databases with millions of transactions will take overnight. Smaller databases may take as little as 5 - 10 minutes.

7. **A confirmation window opens stating the Rollover is complete.**

Once the YERO is complete

- Make a backup of the database once again
- Start Web Sales