

How to clear accumulated values in PROMPT Business System, Accounts Receivable if end of year question not answered Yes when running the last end of month for the year

This need arises when the end of month in AR for the last month of the year is run and the user forgot to answer the "End of year?" question with a Y. It is important to understand that the time to run this correction is before an end of day has been run for the new year.

Go to **PD**
Select **FY**

This process moves sales and invoice count for this year to last year

1. Data file SDNAME (**ARCUSFLE**)
2. Source Field Numbers (**26**) (**32**) () () () ()
3. Target Field Numbers (**27**) (**33**) () () () ()
4. Conditional Field Number () No entry
5. Conditional Operator () No entry
6. Conditional Value () No entry
7. On Data Errors (Skip, Clear, Quit(**Q**)

Press **enter** and it will run until you get 100%
Then Press **F7**

Next, chose options **FS** run the following steps:

This process clears the sales YTD field

1. Data file SDNAME (**ARCUSFLE**)
2. Field Number (**26**)
3. Starting Value () No entry
4. Incremental Value () No entry

Press **enter** and you will get 999 RECORDs SEQUENCED (100%)
Press **F7**

This process clears the invoice count YTD field

1. Data file SDNAME (**ARCUSFLE**)
2. Field Number (**32**)
3. Starting Value () No entry
4. Incremental Value () No entry

Press **enter** and you will get 999 RECORDs SEQUENCED (100%)

Press **F7**

End of procedure