End of Year Process -- Check List

To prepare for the end of year process, we recommend the following steps:

➢ Review this prior to beginning the end of year process:

1. Watch the end of year video
   A. Setup icon >> End of Year tab >> Click on the video icon, or;
   B. Click the “End of Year Video” link on the post-login welcome screen
   C. There are also videos on the individual screen areas of the EOY Process – go the
      the RESOURCES > CHARMS TV area, and search for “End of Year”

2. Read the User Manual section on End of Year
   A. Hub icon >> User Manuals tab >> End of Year PDF
   B. Print this out, for reference, if desired.

➢ Back up data from your Charms account

We recommend running the following reports prior to beginning the End of Year process;

1. Reconcile your account ledgers
   A. Financial icon >> Account Ledgers tab >> Reconciliation (complete for each
      account ledger you have)

2. Print/PDF a copy of the student financial statements
   A. Financial icon >> Statements tab >> Print Statements

3. Export your account ledgers to excel as a back up
   A. Financial icon >> Account Ledgers tab >> Export to Excel

4. Student/Member back up
   A. Student icon >> Import/Export tab >> Export to Excel

5. Online Store reports
   A. Online Store icon >> Reports tab >> Sales by Shopper and Order Report

➢ Make decisions on the following BEFORE you start the end of year process

1. Who will be doing the end of year process? (We recommend the treasurer and the head
   director sit together to process the end of year.)

2. If you are promoting students to another school, check with that school prior to doing the
   end of year process to make sure they are ready for the new students. (High School should
   process End of Year first, then Middle School, and so on down to Elementary School – when
   the higher grade school does their EOY, it creates an opening in the lowest grade for the
   new students to be received into.)
3. Financial carryovers – 1) Do people still owe you money, and 2) Which Financial thing(s) are you doing again or carrying over into next year? You will have a choice of “CLOSE,” “CLOSE AND BILL,” “RECREATE,” and “CONTINUE” for Trips, Fixed Payments, and Fundraisers. A “RECREATE” option will be available for Misc. Bills. Take the time to understand these four concepts and the differences between them, then discuss with all administrative users which options your organization will choose, for EVERY Trip, FP, FR, and Bill. You will also need to know what to do about Misc Ledger balances and Online Store orders that may still exist, because we will ask you to choose.

4. Financial Balances – Check with your Treasurer, to make sure the Bank Balance and Reconciliation is complete and correct. If not, make corrections as needed before doing the EOY process.

Did we say, “Watch the Videos” and “Read the User Manual”????

If you have questions about this process, please contact Tech Support. We won’t walk you through the entire process, but we will gladly answer specific questions!!!