

Year-End Processing

The purpose of running this utility is to **increment the grade, age, and year in 4-H** of all members and leaders. The status of all members and leaders is also set to **INACTIVE**. As members and leaders are re-enrolled for the new year, this status field must be changed to **Return**. Those members and leaders who do not re-enroll remain Inactive in the file. The inactive members do not print on any of the 4-H reports and can be deleted as a mass group at any time. The category of **Others** and status of **Alumni** remain unchanged during year-end processing.

*** NOTE: If Year-End Processing does not finish cleanly, NEVER run it again without restoring the original data files. If Year-End Processing is run twice in a row, grade and age will be incremented twice.*

Year-end processing also increments the **Year in Project** of all active member/leader project records. An option is given to set all projects **Inactive** or keep them **Active**. Year-End Processing will delete all group volunteer records, group youth records, and training log records.

***NOTE: If the file contains 'Inactive' records from the past year which are to be deleted from the file, be sure to delete these records before doing year-end processing. Year-end processing sets all records to 'Inactive'. Deleting 'Inactive' records after year-end processing has been completed will erase the entire member/leader file.*

Before proceeding with year-end, consider the following:

- Print re-enrollment forms for the new year **BEFORE** doing year-end processing. *(optional) NOTE: If re-enrollment forms are printed after year-end processing, the age of each member will be incremented an additional year.*
- Print any reports that you maintain in your office.
- Make a complete data backup of the Youth Enrollment data files for historical purposes.
 - Open up "My Computer"
 - Open "C Drive" (or wherever you have installed MarTech)
 - Open "Program Files"
 - Open "Youth Enrollment"
 - Right click on "Data" folder, left click on "Copy"
 - Right click on any blank spot in the window, left click on "Paste"
 - Right click on new folder (should be called something like "Copy of Data")
 - Left click on "Rename"; rename it something with the year (eg. MarTech 2004 Data)

- Delete any Inactive or Terminated members/leaders from the file. This option is optional. (One easy way of doing this is checking in the lower right hand corner for the last modified date. If this is more than 2 years ago, you should be fine with deleting the record.)

The screenshot shows the 'Member Leader' software interface. At the top, the member's ID is 049 225 00203, and their status is 'Inactive'. The member's name is Betty Baker, and their address is 673 E 640 N, DREM, UT. The interface includes various input fields for personal and contact information, as well as a table of related records.

First Name	Last Name	Home Phone
BETTY/MILTON	BAKER	(801)225-1315

At the bottom right, the 'Last Modified Date' is shown as 09/28/2000. The status bar at the bottom left indicates 'Rec 39 of 2953'.

- After deleting inactive members, you should recreate the indexes to help keep your program running smoothly. To do this:
 - Click on "Utility"
 - Click on "File Utilities"
 - Select 4-5 at a time, then click on "File" and "Recreate Indexes"
 - Do this until you have done them all.
 - It may say that it doesn't have an index to recreate, don't worry about this, just skip it and do the rest.
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You are now ready to do your year-end processing!!

- Make another back-up of the changes you have made. Year-end processing cannot be reversed, and sometimes funny things happen.
 - Open up “My Computer” – “Program Files” – “Youth Enrollment”
 - Right click on “Data” folder – left click on “Copy”
 - Close down “My Computer”
 - Right click on any blank spot on your desktop – left click on “Paste”
- Click on “Utility”, “Process Year-End Files”

*** NOTE: If Year-End Processing does not finish cleanly, NEVER run it again without restoring the original data files. If Year-End Processing is run twice in a row, grade and age will be incremented twice.*

Additional steps that may be taken to setup the program for the new enrollment year.

- Go **File | County Information**. Change the **4-H Age Calculation Date** to the current year (eg. 01/01/2005). (Required)
- Go **File | File Utilities | Utilities**. Click on “Recalculate Age” Enter **4-H Age Calculation Date** to the current year. (Required)
- Go **Preferences | Default Member Entry** and set the **Activity/Award Year** to the current year. (Required)
- If you wish to clear the member project file before new and re-enrollments are added to the file, go **Utilities | File Utilities | Utilities | Delete Member Projects**. This is optional. Your decision will depend on what is most efficient and practical for you and your office procedures.
- If you want all member projects set to **Complete** as false, go **Utilities | File Utilities | Utilities | Set Member Projects Complete to False**. This is also an individual decision as to what is most effective for your program.

Begin entering enrollments as they come in. If you have to re-print a re-enrollment form for a previous member, you will have to make them Return first—the program won't print forms for Inactives.