

## Processing Year End Files

**Before processing the end of year files make a BACKUP!**

To have easy access to the previous year's data follow the instructions below to **create a new directory and copy the existing files to the new directory**. Creating a new directory and copying the previous year's data **is not required**. The purpose of this is to be able to access last year's data without copying over the existing data. Last year's data will be contained within its own directory. **Remember, this is not mandatory**. Backing up the data files may be all your county need. If so, skip to Process Year End Files.

To create a new directory (**DATA0708**) which should contain the previous year's data.

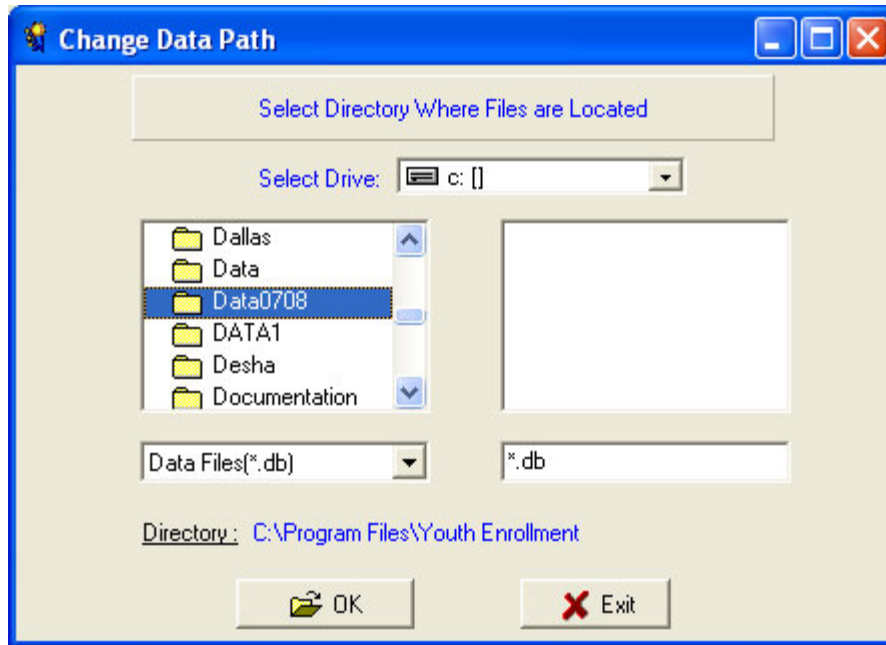
1. Right click on **Start**, select **Explore**.
2. **Locate the Local Drive (C)**.
3. Find the **Program Files** directory and click.
4. Find the **Youth Enrollment** directory and double click.
5. From the toolbar, select **FILE**.
6. From **File**, Select **New**.
7. From **New**, select **Folder**.
8. Right click on **new folder** and select **Rename**.
9. Rename the **new folder** with **DATA0708** and press **<ENTER>**.

To Copy the files in the Data directory to Data0708 directory (from Windows Explorer)

1. Locate the C:\Program Files\Youth Enrollment\**Data** directory. Double click.
2. Highlight the first file, hold down the **Shift** key and scroll down and click on the last file in the directory. All files should be highlighted.
3. Right click and select **Copy**.
4. Locate the **Data0708** directory and click. On the right side of the screen, right click and select **Paste**.
5. The files should be copied.
6. Exit Windows Explorer.

### How to Access the previous year's data

1. From Youth Enrollment, double click on the path in bottom of the screen, **C:\Program Files\Youth Enrollment\Data**.
2. The Change Data Path screen is displayed.



3. **Double click** the **Data0708** folder.
4. Select **OK**.
5. Exit Youth Enrollment.
6. Open Youth Enrollment and the previous' year data should be displayed.

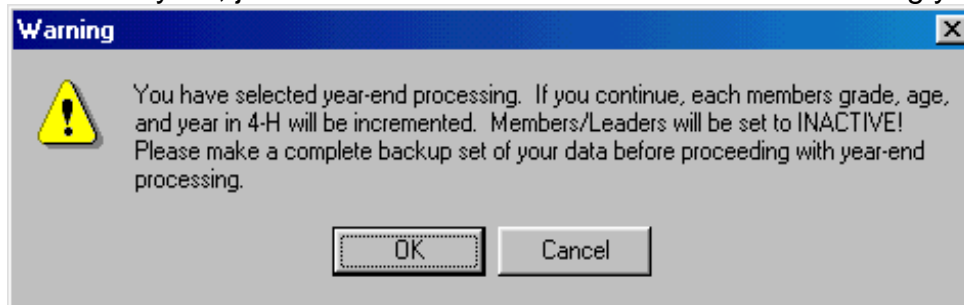
## PROCESS YEAR- END FILES

Backup the data files before processing the end of year files.

***This information can be found in the original Blue Ribbon Youth Enrollment User=s Guide on pages 7-2 to 7-4, Utilities.***

1. From the toolbar, select **Utility**.
2. From **Utility**, select **Process Year-End files**.

The Year-End Processing utility is used for resetting your data files at the end of the 4-H year, just before enrollments are added for the coming year.



The purpose of running this utility is to increment the grade 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, the 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 **Alumni** remain unchanged during year end processing.

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=.***

***WARNING: Deleting >Inactive= records after year-end processing has been completed, will erase the entire member/leader file.***

To increment the 4-H age of each member in the file, go **File|County Information** and set the *4-H Year Start Date* for the new year, **01/01/2009**. This change will recalculate the age of each member/leader. Year end processing also increments the *Year in Project* of all active member/leader project records.