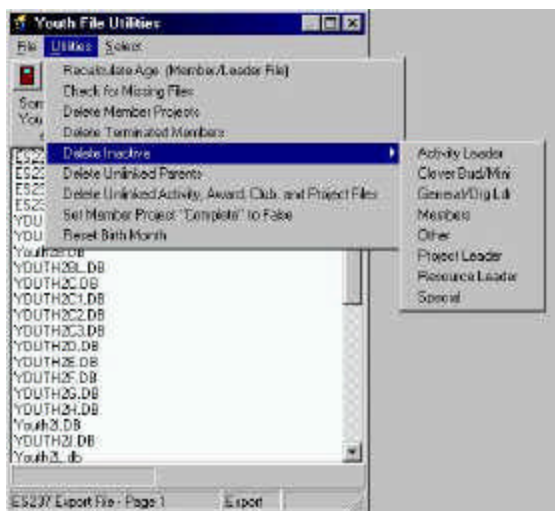


Year End Processing Info – Youth Enrollment

Basic steps for Year-End processing County Youth Data Files.

1. **Backup** your data first. Go into Windows Explorer or however you do a backup and save your data. If you are unsure of how to make a backup copy of your data, contact you state support staff member.
2. If you need Enrollment forms – do it now!
3. **Delete** all the inactives. **If** you don't want them in for more than one year, otherwise you won't know which members became inactive in 2001, and which were previously marked inactive. *Retaining large numbers of inactive records will slow the performance of your program.*

To Delete Inactives: Go to **Utilities|File Utilities|Utilities|Delete Inactives** – then choose those member category(s) you wish to delete



4. Do year-end processing by going to **Utility|Process Year-End Files**.
Year-end processing does the following:
 - a. Set each member and leader *Inactive*. The categories of Alumni and Other remain active.
 - b. Increments the *Age* of each record by one year.
 - c. Increments the *Grade* of members and cloverbuds by one grade.
 - d. Increments the *Year in 4-H* of all members and leaders by one year.
 - e. Sets all member/leader projects *Inactive* (optional).
 - f. Sets the *Fees Paid* field to false.
 - g. Deletes all records in the *Training Log*, *Group Volunteer Enrollment*, and *Youth Group Enrollment* 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, age, and year in 4-H will be incremented twice.

5. Update Master County file under **File|County Information**. Change the 4H Age Calculation Date to add 1 year, i.e. if it says 1/1/2000 change to 1/1/2001 (or whenever your year starts).
6. Go to **Utility|Preferences** and increase the Activity/Award Year by 1, i.e. from 2001 to 2002 under the **Default Member Entry tab**.
7. (*Optional – at State’s Discretion*) If your state has a *new* project file that you need to add you can copy and paste that in from them into your data file folder. Then go into the Youth Program to recreate the indexes on the Youth2c.db file. Go **Utilities|File Utilities**. Highlighting **Youth2c.db** and go to **File|Recreate Indexes**.