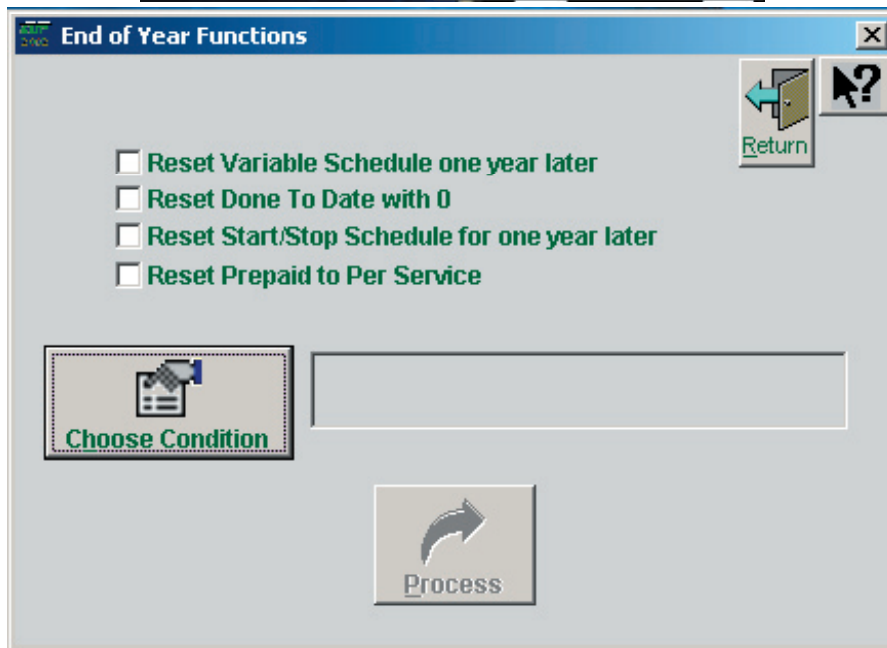
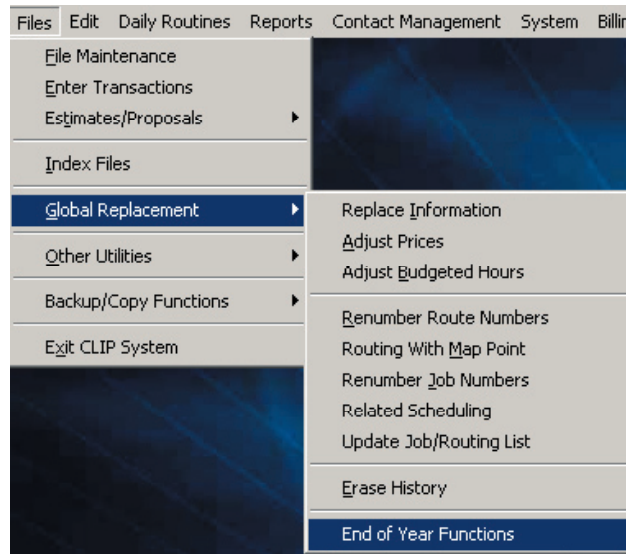


End of Year Functions

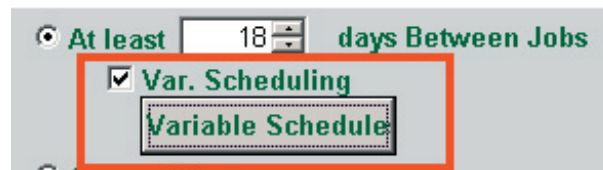
There is no need to archive anything in *CLIP*. It is recommended that a few settings be reset each year.

Select Files>Global Replacement>End of Year Functions

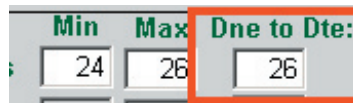


Reset Variable Schedule one year later: In the Pro version if you are using the scheduling option of variable scheduling this will increase the date by one year

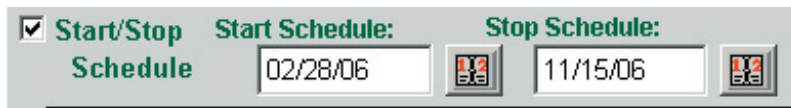
End of Year



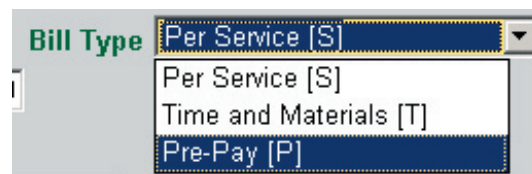
Reset Done to Date with 0: This one is the most important. Every time you do a service, *CLIP* increments the "Done to Date" field in the job details. This allows you to see how many times you have performed the services each year. This should be reset back to 0 each year



Reset Start/Stop Schedule for one year later: In the Pro version if you are using the Start-Stop scheduling option this will increase the date by one year.



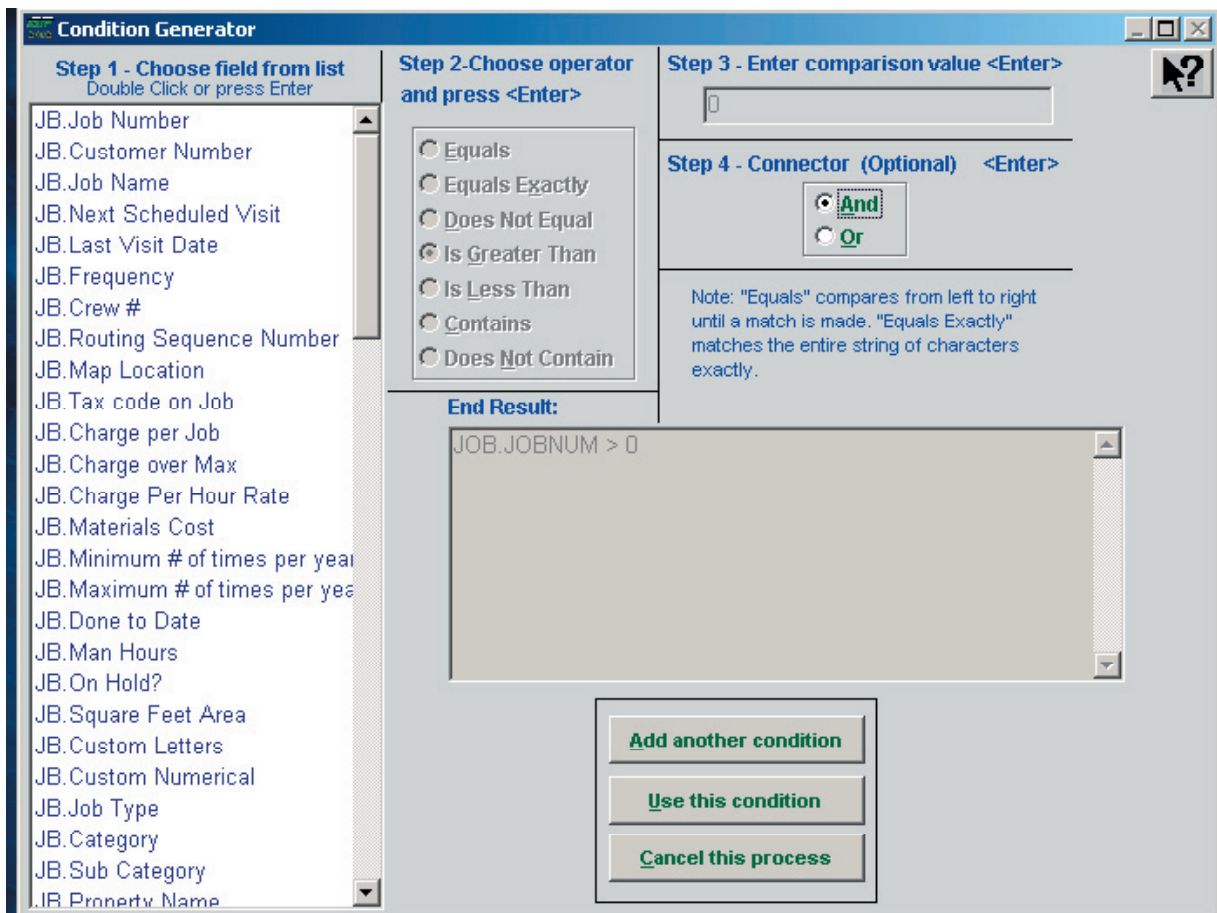
Reset Prepaid to Per Service: If a customer prepays, you normally set the job to "Pre-Paid" status in the job details. At the end of the season when the prepayment is finished this option allows you to change their jobs back to "Per Service" It will start charging them for services in case they don't prepay for the next year



Select the option/s you want to reset. Select "Choose Condition"
Normally you will want to do this for all your jobs, but you could narrow it down to a particular job. For example: You only want to reset the mowing jobs since you are still doing snow plowing.

To reset all your jobs:
Step 1: Choose JB.Job Number
Step 2: Choose "Is Greater Than"
Step 3: Enter 0

Select "Use this condition" button at the bottom.



Select "Process"

CLIP has now done all your End Of Year replacements for you

End of Year

