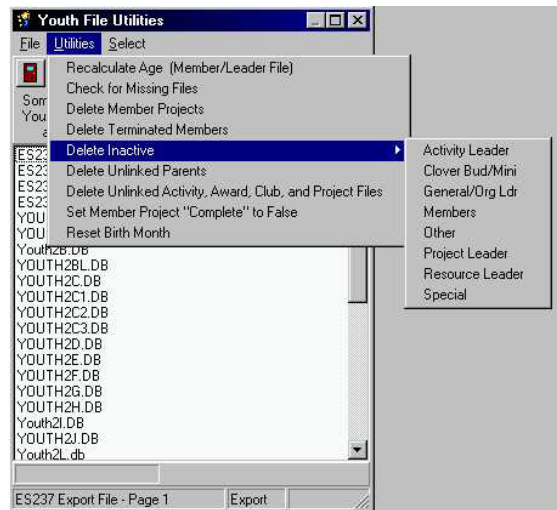


## Year End Processing Info – Youth Enrollment

**Basic steps for Year-End processing County Youth Data Files. Follow ALL STEPS!**

1. **BACKUP** your data first. If you are unsure go to:  
[http://www.ext.colostate.edu/ye/forms/backup\\_mayoct.pdf](http://www.ext.colostate.edu/ye/forms/backup_mayoct.pdf)
2. If you need Enrollment forms go to:  
<http://www.4h.colostate.edu/enroll/index.shtml>
3. Do you need to print out “extra” mailing labels? Remember once you execute “Year End Processing” ALL your members become *Inactive* when the process is complete and it is harder to run mailing labels with all inactive members.
4. **Delete** all the *Inactive Members*. This is only necessary if you don’t want them in for more than one year. Otherwise you won’t know which members became inactive in 2005, and which were previously marked inactive. *Retaining large numbers of inactive records will slow the performance of your program. – BE SURE YOU WANT TO DO THIS AS THIS IS A PERMANENT DELETION!*

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



You will also need to run the Utility “Delete Unlinked Parents” and “Delete Unlinked Activity, Award, Club and Project Files” from the Utilities menu also.

5. **Terminated Members.** These members are counted on the ES237 Verification report which reflects the \$5 Enrollment fee. So if you do not wish to retain these members, delete them before Year End processing. If they are left in the database their “Status” automatically returns to *Inactive*.

To Delete Terminated Members: Go to **Utilities|File Utilities|Utilities|Delete Terminated Members**.

You will also need to run the Utility “Delete Unlinked Parents” and “Delete Unlinked Activity, Award, Club and Project Files” from the Utilities menu also.

6. Update your Master County File under **File|County Information**. Change the 4-H Age Calculation Date to add 1 year, i.e. if it says 12/31/2006 change to 12/31/2007.
7. 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. You have the option to set all member/leader projects *Inactive*.
  - f. Sets the *Fees Paid* field to false.

***Note: If Year-End Processing does not finish cleanly, NEVER run it again without restoring the original data files (see [http://www.ext.colostate.edu/ye/help/reapply\\_data.pdf](http://www.ext.colostate.edu/ye/help/reapply_data.pdf) for instructions). If Year-End Processing is run twice in a row, grade, age, and year in 4-H will be incremented twice.***

8. Go to **Utility|Preferences** and increase the Activity/Award Year by 1, i.e. from 2006 to 2007 under the **Default Member Entry tab**.
9. Go to **Utility | File Utilities | Utilities | Empty Training/Group Files**. This resets ALL Group Youth, Volunteer and Leader folders.
10. State Project and Literature code files will be arriving soon. DO NOT enroll your new/return members into projects until this information has been sent. I will let you know when the download is available.