

# Period End Processes

## RecTrac 10.3

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# RecTrac 10.3 Period End Processes

**Note:** On the following pages, items marked with a  symbol are required.

## What To Do at the End of a Day

**Note for Military CYMS Users:** Please refer to the CYMS EOY Procedures document.

### End of Day Cashout – NOT using End of Shift Processing

The following steps should be completed at the end of the shift or day, provided your organization does NOT use RecTrac End of Shift Processing.

- 1 If applicable, run the Rental End Of Day program to print lists of the rental items that should have either been returned or picked up by the current system time/date but have not yet been returned or picked up. The program can also process auto returns. Auto returns allow you to automatically return rental items without having to return the item for each household through the Rental Check Out/Check In program. When processing auto returns, no fees are processed. It is therefore recommended that you only process auto returns for rental items to which no fees are attached or for which you collect all payments in advance.
- 2 Remove your cash drawer and count your cash.
- 3 Total the refund vouchers that you've printed out that day. Treat them as a separate tender type.
- 4 Run the Global Refund Report. You might attach to this report all refund vouchers printed for that day.
- 5 Run the Cash Journal Report with a Balancing Worksheet. Make sure to use your pre-defined selection range.
- 6 Enter your cash totals on the Balancing worksheet.
- 7 Run the GL Distribution Report for the same selection range as you used in Step 5.

If the net debit and credit totals on the Cash Journal and GL Distribution reports match and your cash drawer tender totals match the Cash Journal tender totals, turn in the cash and reports to your manager or finance department. You have successfully balanced!

If the report totals don't match each other and/or your drawer totals don't match the reports, read the section entitled *What To Check If You Are Out Of Balance* in the onscreen help (press F1, go to the Search tab, enter *What To Check If You Are Out Of Balance* and click on the appropriate topic).

- 8 Once you've balanced, you may run the RecTrac GL Financial Interface program to create a batch file for import into your finance department's software. Only organizations that automatically interface with an accounting system will do this.
- 9 USMC only: Marines will need to run an EOD process (sa0411, Matra Closeout) also.
- 10 USMC only: Run the Inventory Daily Accountability Report for the present day (on the Reports • POS • Inventory Reports menu).
- 11 Log out of RecTrac.

**Manager:** If you use a credit card interface (e.g., Lynk, NOVA, Vital, Paymentech, VeriSign), go to Reports • System • Credit Card Reports and run the Credit Card Report. Verify that the totals for your credit card account/device balance to the cash and gl reports for the credit card payment types.

If the totals are correct, follow your normal procedures to close the batch (auto-settle or manual settle).

Remember, your goal is to:

- Match your cash drawer totals by tender type to the Cash Journal tender types.
- Match the Cash Journal net debits and credits total to the GL Distribution net debits and credits total.
- Match the refund vouchers to the Global Refund Report; they should also balance to the pay type 97s/98s on your Cash Journal and GL Distribution reports.

## End of Day Cashout – using End of Shift Processing

RecTrac End of Shift procedures are organization/site specific. Refer to your set up notes and other training materials. Also contact VSI for a copy of the RecTrac 10.3 End of Shift Topic Document, if necessary.

## Pass Module

### Required for Pass Module Users

Run the Member Count Post program (Period End • Pass). When run, the Member Count Post program will store how many active, expired, lost, revoked, suspended, future, and cancelled memberships you have for the current date.

**Note:** Scheduling logic has been included in this program. Contact Vermont Systems Customer support for information on how to schedule processes/reports.

## What To Do at the End of a Month

### Facility Module

#### Optional

Run the Facility Attendance Post program or Facility Auto Attendance Post program (Period End • Facility).

### Pass Module

#### Should be Done

Run the Pass Member Status Update program (Period End • Pass) before running the Pass Member Count Initialization program listed below. This program will read each member's pass expiration date and compare it to the current processing date and will change the pass type membership status to *Expired* for any pass type where the expiration date is earlier than the current date.

**Note:** Scheduling logic has been included in this program. Contact Vermont Systems Customer support for information on how to schedule processes/reports.

#### Should be Done

Run the Pass Member Count Initialization program (Period End • Pass) after running the Member Status Update program listed above. This program will re-total the member count for each pass type and count only active passes.

#### Optional

Run the Pass Type Analysis Report (Reports • Pass • Statistical Reports). This report will provide a snapshot of the pass membership profile for a selected month or a selected range of membership dates.

#### Optional

Run the Pass Labels and Letters program (Reports • Pass) to send out pass renewal notification mailings for those passes set to expire in the next month.

## POS Module

- Required**  
Run the Inventory Month End Transfer program (Period End • POS). Required for month-to-month comparison reporting.

**Note:** Scheduling logic has been included in this program. Contact Vermont Systems Customer support for information on how to schedule processes/reports.

### Should be Done

Print the following reports immediately after the Month End Transfer: (Required for month-to-month comparison reporting)

- Inventory Comparison Report
- Inventory Valuation Report
- Cost of Goods Sold Report
- Sales History Report
- Monthly Sales History Report
- Ticket Valuation Report
- Inventory Cost Value Comparison Report

### Should be Done

Do a physical count of all inventory and post (Period End • POS • Inventory Posting). This is a prerequisite for month-to-month comparison reporting.

### Should be Done

Inventory Accountability History Report. Required if you wish to compare sales figures from month to month.

## Rental Module

### Should be Done

Run the Rental Status Report (Reports • Rental • Availability/Usage Reports) for Rental Status of Waitlist. Use this to verify the accuracy of the rental items waitlist.

## Court Module

### Should be Done

Generate next month's court slots (Period End • Court) if they are created one month in advance.

## Locker Module

### Optional

Run the Locker Rental History Status Change (Period End • Lock) program to change any rented locker's internal status and to charge impound fees, if necessary. This is a good program to run if you use fixed expiration dates for your lockers, such as the last day of month or the end of a school semester, etc....

### Optional

Run the Abandoned Locker Deposit Reallocation program (Period End • Locker) if you want to move deposit funds not collected by customers from a liability account to a revenue account.

## Golf Module

- Required**  
Run the Month End program (Period End • Golf).

**Should be Done**

If using tee times, run the Tee Time Generator to create next month's tee times (Period End • Golf) if they are created one month in advance.

## Personal Trainer Module

**Should be Done**

Generate next month's personal trainer time slots if they are created one month in advance.

**Note:** You DO NOT have to perform this process IF you use Flexible Trainer Reservation Times (RecTrac Static Parameters • F/R, R/N & P/T screen).

## Global Module

**Optional**

Run the Global Invoice/Statements program (Period End • Global) for all applicable modules that your organization uses.

**Optional**

Run the Auto Debit/Installment Billing program (Period End • Global), if you use Auto/Debit and/or Installment Billing..

**Optional**

Run the Accrual Processing Program (only if your company uses accrual).

**Optional**

Run the Global HH Trial Balance II report (Reports • Global • Global Financial Reports • Global HH Trial Balance Report) for credits (\$0.01-) only. Compare this value to the net amount of the GL report for the Control Account.

**Optional**

Use the Global HH Trial Balance II report to report on receivables owed to you. Prior to running this report for debits, you will need to run a household balance recalc (Utilities • System • Household Utilities) for all households, all modules and both years. Once this is complete run the Global HH Trial Balance II report. Be sure to run for all households, select a minimum balance of 0.01 and show balances for all modules you use. If RecTrac is configured to Post Receivables, compare this report to the net amount of the receivables GL accounts.

**Optional**

Run the Installment Billing Report (Reports • Global • Global Financial Reports • Installment Billing Reports) to list patrons whose Credit Cards are due to expire. Go to the Details screen and toggle to *Only Incl C'Cards Expiring On/Before*. Then input a date.

## System Module

**Should be Done**

Run the Household Duplicate Listing (Utilities • System • Household Utilities) to produce a Suspect Duplicate HH Listing. You can then use this list to clean up household files as necessary.

**Should be Done**

Run the Duplicate Family Member Listing (Utilities • System • Household Utilities) to produce a suspect duplicate family member listing. You can use this list to clean up the family member files as necessary.

## Trip Module

Not applicable.

# What To Do at the Beginning of a Season

## Activity Module

### Should be Done

Verify that rosters have been transferred to history for the upcoming season. If they have not, use the Roster Transfer to History program (Period End • Activity • Activity Roster Maintenance • Roster Transfer to History (All)) to transfer rosters to history.

### Should be Done

Verify that all file maintenance for upcoming activities is complete and correct. Also if you use WebTrac, verify that the classes display correctly on the Web and that customers are able to add the classes to the 'shopping cart'.

### Should be Done

Run Activity Reservations program for new season's activities if not already done.

## Pass Module

### Should be Done

Update default membership and expiration dates as needed. Update pass type fees.

## League Module

### Optional

Clone Leagues as necessary (File Maintenance • League Maintenance). This clone option allows you to copy last season's leagues to new league IDs for the current season with the option to also copy the league exemptions and facilities.

### Optional

Use the League Initialize program (Period End • League) to initialize schedules linked to last year's leagues. This will allow you to re-use the league for the current year.

### Optional

Use the League Purge program (Period End • League) to purge old leagues, schedules, etc. for leagues you no longer want to maintain.

## Court Module

### Optional

Run the Court Slot Generator program (Period End • Court) to create court reservation slots for the coming season if not already done.

## Locker Module

### Optional

Update default locker begin and end dates if applicable (File Maintenance • Locker Room Maintenance).

## System Module

### Should be Done

Run the Refund Report (Reports • Global • Global Financial Reports), Cash Journal, and the GL Distribution Report (Reports • System • System Financial Reports) for the same date range on which you will run the purge programs for cash and GL transactions. You will want to retain a copy of these reports for audit purposes.

## Golf Module

### Optional

Run the Tee Time Generator program (Period End • Golf) to generate tee time slots for the coming season if not already done.

## Personal Trainer Module

### Optional

Run the Trainer Time Slot Generator program (Period End • PT) to generate personal trainer time slots for the coming season if not already done.

**Note:** You DO NOT have to perform this process IF you use Flexible Trainer Reservation Times (RecTrac Static Parameters • F/R, R/N & P/T screen).

## Facility, Rental, POS, and Trip Modules

Not applicable.

## What To Do at the End of a Season

### Activity Module

**Note:** [Refer to End of Year](#) for Daycare/Camp procedures.

#### Should be Done

Run the Flat Payment Processing program (Period End • Activity • Instructor Payments and Maintenance). This option is included under end of season assuming that you pay instructors at the end of the activity season. If you pay instructors two weeks into the activity season, run this program at that time.

#### Should be Done

Run the Percent Payment Processing program (Period End • Activity • Instructor Payments and Maintenance). You may optionally run this program at one point during the season and pay instructors a portion of their earnings and then run the program at the end of the season and pay instructors the remaining percentage.

#### Should be Done

Run the Per Head Payment Processing program (Period End • Activity • Instructor Payments and Maintenance). This option is included under end of season assuming that you pay instructors at the end of the activity season. If you pay instructors two weeks into the activity season, run this program at that time.

#### Should be Done

Print the following reports on the same range of classes that you plan to transfer to history (see below):

- Bottom Line Report
- Activity Fees Report
- Miscellaneous Income/Expense Report
- Refund Report
- Cash Receipts Journal and the GL Distribution Report  
(Run for the same date range on which you will run the purge programs for cash and GL transactions. You will want to retain a copy of these reports for audit purposes.)
- Any other statistical reports on which you need to report information



- Required**  
After all reports listed above are printed, run the Roster Transfer to History (All) program (Period End • Activity • Activity Roster Maintenance). This program must be run before you begin enrollments for your next cycle of seasons. If you began using RecTrac with your summer season, then you would have to run the roster transfer before you started enrollments for the next summer session. **This program must be run at least once per year.**

**Optional**  
Run the Miscellaneous Income/Expense Item Purge program (Period End • Activity). You would typically run this program for activities after transferring their rosters to history in preparation for the new season.

**Optional**  
Prepare the Activity Brochure Interface (Period End • Activity) for upcoming season.

**Optional**  
Run the Bulk Web Settings Change Utility (Utilities • Activity) to remove Classes/Programs/Activities from WebTrac whose registration periods have ended.

**Note:** Scheduling logic has been included in this program. Contact Vermont Systems Customer support for information on how to schedule processes/reports.

## Pass Module

Prior to running any of the period end programs listed below, print the following reports for audit purposes:

- Pass Type Comparative Report
- Pass Type Analysis Report
- Pass Visit History Report
- Pass Member Report
- Pass Type Membership Report
- Pass Type Listing
- Pass History Analysis Report

**Optional**  
Run the Pass Type Visit Purge program (Period End • Pass • Pass Purges). This program purges visit statistics that are used for the Pass Type Visit Report. Normally you will keep a minimum of three years of visit history.

**Optional**  
If you do NOT use the Pass Renewal program, then run the Pass Purge program (Period End • Pass • Pass Purges).

## League Module

Run all final reports for Leagues that are ended:

- League Schedule Print
- League Master Schedule Print
- League Team Standings Report
- League Results Report
- League Facility Usage Report

**Optional**  
Run the League Transfer to History program (Period End • League). This allows you to retain last year's league information for mailing purposes.

**Optional**  
If you use the same league IDs for the current year that you used last year and use the League

Maintenance program to update changes for the new year, run the League Initialize program (Period End • League) to remove that season's league schedules and to remove last year's team payments. When generating the schedule for the new year, the system removes the facility reservations for the old schedule before creating the new schedule. This could reduce the facility usage reports for last year.

## Court Module

### Should be Done

Generate next season's court slots if they are created one season in advance.

## Locker Module

### Optional

Run the Locker Rental History Status Change (Period End • Lock) program to change any rented locker's internal status and to charge impound fees, if necessary. This is a good program to run if you use fixed expiration dates for your lockers, such as the end of a season or the end of a school semester, etc....

### Optional

Run the Abandoned Locker Deposit Reallocation program (Period End • Locker) if you want to move deposit funds not collected by customers from a liability account to a revenue account.

## Golf Module

If using tee times and you want to purge previous season's worth of tee time reservations, run the Bulk Tee Time Delete program (Period End • Golf). Input dates and times to purge and toggle options to delete reserved tee times.

### Should be Done

If using tee times, run the Tee Time Generator program (Period End • Golf) to create next season's tee times if they are created one season in advance.

## Personal Trainer Module

### Should be Done

Generate next season's personal trainer time slots if they are created one season in advance.

**Note:** You DO NOT have to perform this process IF you use Flexible Trainer Reservation Times (RecTrac Static Parameters • F/R, R/N & P/T screen).

## Facility, POS, Rental, Locker, Trip, System, and Global Modules

Not applicable.

## What To Do at the End of a Year

If your organization runs on a calendar year (January through December) then under File Maintenance • System • Parameter Codes Maintenance • Static Parameters Maintenance on the first screen (Core Info) you would have selected January in the **Beginning Fiscal Month** field. The following required period end programs should be run on December 31 OR before you start any processing in January of the next year.

If your organization is running on a fiscal year (for example: July through June) then under File Maintenance • System • Parameter Codes Maintenance • Static Parameters Maintenance on the first screen (Core Info) you would have selected the first month of your Fiscal Year in the **Beginning Fiscal Month** field (July in our example). The following required programs should be run on the last day of your Fiscal Year (June 30 in our example) OR before you start any processing in the next month in the new year.

The following list of programs should be run *consistently*, either on a calendar year or fiscal year basis, depending on your organization. Do not run some of them at calendar year end and others at fiscal year end.

- Required**  
You must perform a full backup of RecTrac before you begin the year end processes. The \VSI directory with all its subdirectories must be included in the backup. **Your RecTrac engines must be shut down to ensure your database is backed up.** When you finish the backup, validate that the backup tape or disks are good. Label the backup as *RecTrac Final Backup Year End mm/dd/yyyy*. You will want to save this backup in a fireproof, waterproof, secure place for at least one year.

## Activity Module

- Required**  
Run the Instructor YTD Initialize program (Period End • Activity • Instructor Payments and Maintenance).
- Optional**  
Run the Payment History Purge program (Period End • Activity • Instructor Payments and Maintenance). You would typically keep three years of transactions.
- Optional**  
Run the Roster History Purge program (Period End • Activity • Activity Roster Maintenance). Only purge roster history that is a minimum of three years old.

## Activity Module - Daycare

- Required**  
Transfer rosters to history.
- Required**  
Visit Daycare Fee Group Maintenance (File Maintenance • Activity) and update fees (if needed) for the coming year.
- Required**  
Run the Daycare/Camp Section Clone program (File Maintenance • Activity), starting with Section 1 to create new daycare sections for the coming year. Opt to "Automatically Overwrite Existing Sections."
- Optional**  
Copy your Live database to Demo and ensure all pieces are working as expected.

## Facility Module

- Required**  
Run the Facility Reservation Year End Transfer program (Period End • Facility). This program must be run prior to the first facility attendance post for the new fiscal year.
- Should be Done**  
If you have premium dates linked to any of your facilities, run the Facility Premium Maintenance program (File Maintenance • Facility) to update any days/dates on which premium billing should apply.  
  
Print the Facility Attendance Report (Reports • Facility • Statistical/Usage Reports) on the same range of facilities that you plan to run the Facility Year End Transfer program:  
  
Print the following reports on the same range of facilities that you plan to run the Facility Reservation Purge program:
  - Facility Attendance Schedule
  - Facility Fees Report

**Should be Done**

Run the Facility Reservation Purge (Period End • Facility) program. Purge only reservation history that is a minimum of three years old.

**Should be Done**

Run the Global Misc Inc/Exp Report (Reports • Global • Global Financial Reports) to print a hard copy of this information before running the purge (see next step).

**Should be Done**

Run the Miscellaneous Income/Expense Item Purge (Period End • Facility). Typically you might want to keep three years worth of postings. By running the program annually and clearing out old misc postings, the programs will run more efficiently.

## Pass Module

Prior to running any of the period end programs below, print the following reports for audit purposes:

- Pass Type Comparative Report
- Pass Type Analysis Report
- Pass Visit History Report
- Pass Member Report
- Pass Type Membership Report
- Pass Type Listing

**Required**

Run the Pass Type Statistics Transfer program (Period End • Pass). This program must be run before you post any pass type figures for the first month of the new fiscal year.

**Optional**

Run the Pass Type Visit Purge program (Period End • Pass • Pass Purges). This program purges visit statistics that are used for the Pass Daily Visit Report. You would typically keep a minimum of three years of data.

**Optional**

If you do not use the Pass Renewal program, then run the Pass Purge program (Period End • Pass • Pass Purges).

**Optional**

Run the Pass Visit History Purge program. This program removes the pass member's visit history. You would typically keep a minimum of three years of data.

## League Module

**Optional**

If you do NOT run the same leagues year after year, and you want to delete your leagues from the system, run the League Purge program (Period End • League).

**Optional**

Use the League Record Clone program (in League Maintenance). This program allows you to copy last year's leagues to new league IDs for the current year with the option to also copy the facilities and exemptions.

## POS Module

**Required**

Perform all your regular Month End processes.

Prior to running any of the period end programs below, print the following reports for audit purposes:

- Household Sales Report
- Sales Summary Report
- Cost of Goods Sold Report

- Inventory Comparison Report
- Inventory Cost/Value Comparison Report
- Inventory Valuation Report
- Ticket Valuation Report
- Sales History Report
- Ticket History Report
- Inventory Daily Accountability Report

- Required**  
Run the Inventory Year-End Transfer program. This program transfers all the cost, sales, and quantity figures for each month of last year to the respective historical records for the previous year, and those for the current fiscal year to last year. In addition. This program resets the year to date figures to zero.

**Should be Done**

Run the POS Sales History Purge program. This program removes the sales history for a given period of time for a selected range of trans codes, inventory, and/or tickets. You would typically keep a minimum of three years of data.

**Should be Done**

Run the Ticket Sales History Purge program. This program removes ticket sales history for a selected range of dates and tickets. You would typically keep a minimum of three years of data.

## Rental Module

Prior to running any of the period end programs listed below, print the following reports for audit purposes:

- Rental Yearly Usage Report
- Rental Revenue Report

- Required**  
Run the Rental Year-End Transfer program. This program transfers rental revenue and expense figures for each month of last year to respective historical records for the previous year and does the same for each month of the current year to records for last year.

**Should be Done**

Run the Rental History Purge program. This program removes rental sales history for a selected range of dates and items. You would typically keep a minimum of three years of data.

## Court Module

**Should be Done**

If you have premium dates linked to any of your court facilities, run the Facility Premium Maintenance program (File Maintenance • Facility) to update any days/dates on which premium billing should apply.

Print any statistical reports for the same range of courts for which you plan to run any of the purges or deletions listed below. The reports you choose to run might be those reports that provide you with essential information that will be lost with the purge or deletion.

**Optional**

Run the Court Reservations Purge program (Period End • Court). You would typically keep a minimum of three years of data.

**Optional**

Run the Court Slot Delete program (File Maintenance • Court).

## Locker Module

### Optional

If you do NOT use the Locker Renewal program, then run the Locker Rental History Purge program (Period End • Locker). You would typically keep a minimum of three years of data.

## Trip Module

### Optional

Run the Trip Booking Purge program (Period End • Trip). You would typically keep a minimum of three years of data.

## Golf Module

### Optional

Run the Golfer History Analysis Report (Reports • Golf • Golfer Reports).

### Optional

Run the Weather Purge program (Period End • Golf) if you input weather information and want to remove it from your database. You would typically keep a minimum of three years of data.

## Personal Trainer Module

If you want to purge previous years worth of personal trainer time slots, run the Trainer Time Slot Delete program. Input dates and times to purge and toggle options to delete reserved time slots with or without balances. You would typically keep a minimum of three years of data.

## System Administration Module

### Optional

Run the Cash Journal (with the Detail toggle off) and GL Summary Distribution Report for the year. Note: These two reports can take hours to run; please plan accordingly.

### Should be Done

Update system holidays in the Holiday Dates Maintenance program (File Maintenance • System • Parameter Codes Maintenance).

### Should be Done

Revise default POS tiered pricing cutoff dates/times as needed (File Maintenance • System • Parameter Codes Maintenance • Static Parameters)

### Optional

At the end of the *school* year, run the Grade Bump program (Period End • System) to advance family member grade codes.

### Optional

Run the following purges (all found in Period End • System • Period End Purges), taking care to purge only data that you will not need to refer to in the future.

**Note:** VSI recommends purging data that is three (3) years old or older only. Check with your local administrators for policy, if necessary.

- Audit Log Purge
- Cash Purge
- GL Distribution Purge
- Refund Purge
- Tickler Purge
- Transaction History Purge

- Household Purge (for inactive households only)
- Blobbed Receipt Purge (de-select *Extract File to RFS Prior to Purge*)
- WebTrac Master Record Purge

**Note:** If you use M2Sys biometrics, VSI strongly recommends running the Cross Reference Purge Utility program (Utilities • System • Custom Program Loader • Program to Run = sa1699.r) to purge Fingerprint/Finger Vein scans *prior* to running the household purge. Press F1 for field level descriptions. The Cross Reference Purge Utility/sa1699.r must be run on the workstation on which you scan fingerprints/finger veins with the M2Sys unit.

#### Should be Done

Run the RecTrac Database Inventory Report (Reports • System • Setup Codes and File Listings • RecTrac Database Inventory Report)

The RecTrac Database Inventory Report lists pertinent information about your RecTrac database and the workstation from which the report is run. Most importantly, it allows you to view the size of your database extents. You should schedule this program to run regularly (or at least yearly) and review it in order to help prevent database files from growing too large.

There are no selection criteria for this report. It simply runs. Some features of this program include:

- 1 If the report is scheduled, the email will only be sent to the email designee if there is a database warning (db size or bi size warning for example).
- 2 If the report is run by a GUI client, the report will be sent/printed/emailed all the time regardless of a warning or not.
- 3 If the client is connected to an AppServer and the report is run, the report does not show the client parameters and device settings since it is being run on/through the AppServer, not directly on the client.
- 4 If the AppServer and the Database are on the same machine, the variable extents size will be reported as the physical size of the file.
- 5 A warning occurs if the last extent exceeds 90% full for fixed extents or if a variable file extent exceeds 512MB.
- 6 "Usage OK" will be printed on the line of the database extent currently being used to store data (last extent) as long as it doesn't fulfill the requirements of the previous item (5).
- 7 The percent available is displayed in the available column for fixed extents. It is relative to the extent size - for variable it is relative to the 2GB limit.

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