Procedure for End-of-Year DB Turnover

**Step One**

Overview

Step One sorts all the Client #s from the year’s shopping trips and then eliminates all duplicates. This list is then compared with the current list of clients and those not on the list are deleted. Clients with “Other” listed as the Town are kept, however, although they may be deleted by human choice between Step One and Step Two.

The electric bill field is wiped clean.

Procedure

Open the Excel File entitled “End-of-Year Conversion” (EYC). Make sure that macros are enabled.

Open the Shopping DB, copy all of column 1, beginning with cell A2, and paste those numbers into column 1 of EYC, Shopping. Close the Shopping DB.

Open the Clients DB and paste the entire DB (through Column M) into EYC, Clients. Close the Clients DB.

Initiate the StepOne macro by pressing CTRL-O. The macro may take several minutes to execute. When it is finished, you will have an alphabetized list of all clients who either shopped in the current year or who have Other as their Town.

You will now need to scan the list and decide if there are additional clients that should be deleted, either because they are duplicates, they are deceased, or for some other reason. Delete the entire row, so that there is no gap between the preceding client and the subsequent client.

This is also a good time to edit the sticky notes and delete the bulk of them.

**Step Two**

Overview

Step Two sorts all the Clients in the Client Sheet by # and then runs down the list, comparing the client number there with the client #s in the Family Sheet. Family members associated with clients who were deleted in Step One are deleted. Family members associated with remaining clients are deleted if their End Date is earlier than the end of the old year. Otherwise their End Date is set to the last day of the new year.

Clients are then sorted by first and last names and new client numbers are assigned with the client at the head of the alphabetical list getting client # 1, the second client getting # 2, etc. Family members are reassigned numbers as well.

Procedure

Open the Family DB and paste the entire DB (through Column G) into EYC, Family. Close the Family DB.

Initiate the StepTwo macro by pressing CTRL-T. The macro may take up to 30 minutes to execute. When it is finished, clients and family members will be consolidated and renumbered for the new year.

Now save the new Client DB and Family DB by copying and pasting into the old ones (make copies of the old ones). For the new Shopping DB, you will see a column with numbers 1-… Go to the old Shopping DB and clear the contents (leave the headers in Row 1) and save as the new Shopping DB.