

# Annual Processes

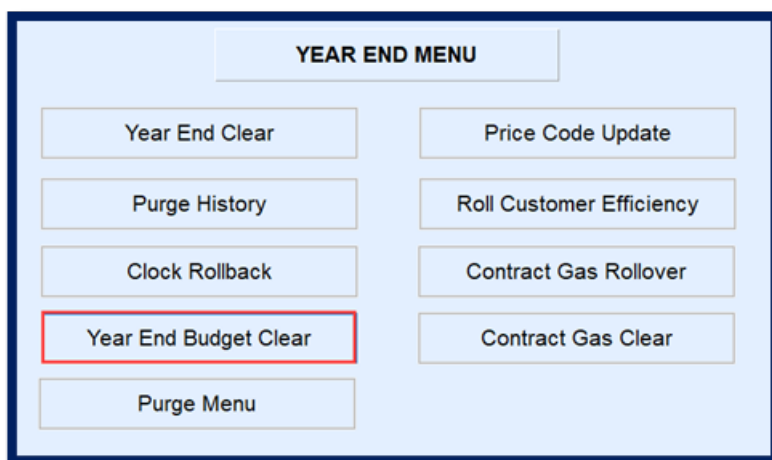
Last Modified on 08/04/2022 1:55 pm EDT

The Year End Budget Clear program needs to be processed at end of a budget period. This resets the Budgets to indicate they are inactive, moves the current payment amount to the previous payment amount, and resets the *Service Charges*, *Minimum Finance Charges*, and *Send Statement* settings back to their prior values before performing the Update Budget Amount Program.

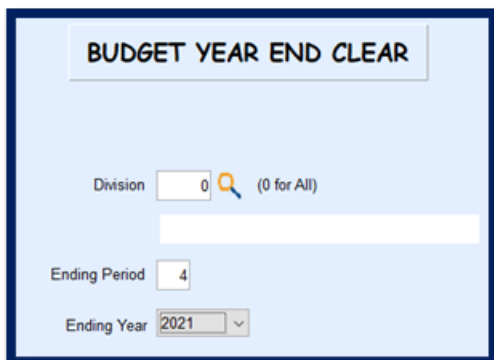
## Year End Budget Clear

This program is located in the *Year End Menu* which is accessible from the main menu.


1. Select **Year End Budget Clear**.



2. Enter the *Division*, *Ending Period* month and the *Ending Year*.

A screenshot of a software interface titled "BUDGET YEAR END CLEAR". The form is displayed on a light blue background with a dark blue border. It contains three input fields: "Division" with the value "0" and a search icon, "Ending Period" with the value "4", and "Ending Year" with the value "2021" and a dropdown arrow. Below the "Division" field is a search bar.

3. Select **Process**. A screen will display to indicate the program is processing.
4. When finished, the program will return to the *Year End Menu*. Navigate to the *Customer Maintenance* screen to verify the updates have taken place on budget billing accounts.

Active/Inactive	<input type="text" value="I"/>
Budget Payment	<input type="text" value="0.00"/>
Beginning Period/Year	<input type="text" value="v"/> <input type="text" value="v"/>
Ending Period/Year	<input type="text" value="v"/> <input type="text" value="v"/>
ECommerce Budget Day	<input type="text" value="0"/>
# of Billing Periods	<input type="text" value="0"/>
Billing Type Code	<input type="text" value="0"/> 
# Times Billed	<input type="text" value="0"/>
# Payments Made	<input type="text" value="0"/>
Prior Year Budget	<input type="text" value="55.10"/>
Prior Year Balance	<input type="text" value="\$0.00"/>