



Menu 16: End-of-Day Processing

Contents**MENU 16: END-OF-DAY PROCESSING**

<u>TABLE OF FIGURES</u>	<u>3</u>
16.1 INVOICING END-OF-DAY – INVOICE UPDATE	4
16.1A STATUS CHECK	6
16.2 CHANGE EOD FILE-SAVE WAKEUP TIME	8
<u>INDEX</u>	<u>9</u>

Table of Figures

Figure 16-1. End-of-Day Processing main menu.....	4
Figure 16-2. Day-End current settings.....	5
Figure 16-3. Sample of status check list	7
Figure 16-4. Wakeup Time	8

Menu 16 End-of-Day Processing

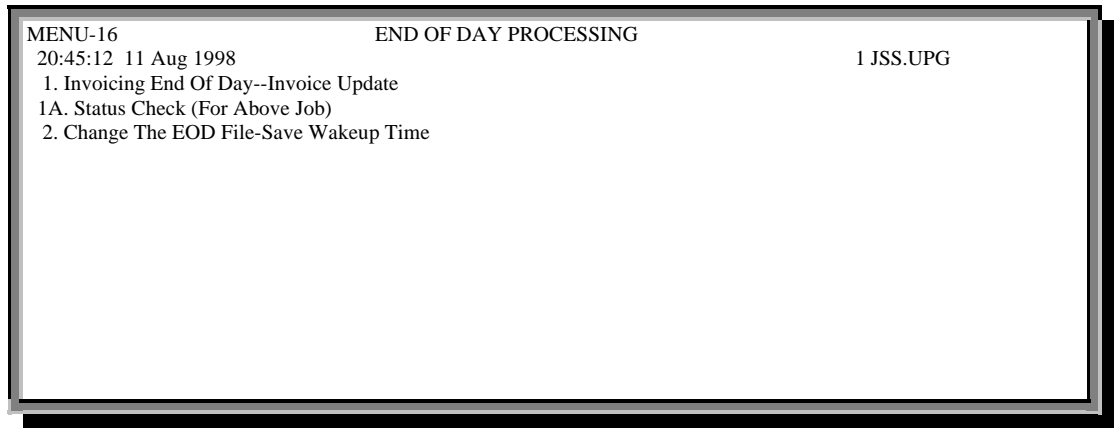


Figure 16-1. End-of-Day Processing main menu

Purpose

The purpose of End-of-Day (EOD) Processing is to prepare files for the month-end processing, to update accounts receivable files, and to report the day's activities. This process generates various reports used to keep track of your daily information, including cash received in order entry, pending pick tickets, backorders, finalized tickets, and sales totals.

Please note the following suggestions when using this process:

1. Always use a different file save tape for each End-of-Day. We recommend labeling the file save tapes with the day of the week that an End-of-Day that is run, and keep cycling through those tapes as long as they last.

Example **Every Monday use the Monday tape, every Friday use the Friday tape**

This helps eliminate extra work in case of a system failure: using a new file save tape every night would require you to re-create only the day's work since the last file save.

2. Remove the previous night's file save tape from the premises and store it in a secure place away from potential disaster. Rotate the tapes daily.
3. In preparation for the next End-of-Day process, the first morning personnel should check the End-of-Day terminal for any End-of-Day problems that might have occurred.

16.1 Invoicing End-of-Day – Invoice Update

End-of-Day invoicing prepares files for the month-end processing, updates accounts, and reports the day's activities. This process generates various reports used to keep track of daily information, including cash

Enter a file save option. Options 1-4 are:

1. To run the full End-of-Day with a full file save. Run this every night unless instructed to do otherwise.
2. Not a valid option. Do not run this unless instructed.
3. Not a valid option. Do not run this unless instructed.
4. To run the End-of-Day *without* a file save while the tape drive is accessed by another terminal (for example, in cross-reference loading). This allows End-of-Day to complete without a hitch. Since this omits a file save, make sure to run a full file save and update with the next End-of-Day.

- WHEN TAPE IS READY, HIT <CR> TO CONTINUE? Insert tonight's file save tape in the drive or make sure that it is already there.
- SLEEP OPTIONS: 1. BEGIN PROCESSING AT XX:XX (military format)
2. BEGIN PROCESSING NOW.
"XX:XX" is the military wakeup time chosen, such as "21:00"



To change the wake-up time, exit this menu and use Menu 16.2.

- ARE YOU SURE THAT ALL OF THE ABOVE DATA IS CORRECT (Y/N)?
Confirm the data is correct.
- ARE YOU REALLY SURE THAT ALL OF THE ABOVE DATA IS CORRECT (Y/N)? Confirm again.
- NOW MAKING SURE NO ONE ELSE IS RUNNING END-OF-DAY OR MONTH.
If the system finds that someone else has started End-of-Day or if the previous End-of-Day had a problem and a check did not clear, the following message appears: "SOMEONE ELSE IS RUNNING END-OF-DAY OR MONTH. ENTER 'Y***' TO CONTINUE OR <CR> TO STOP THE PROCESS." If you are not sure whether anyone else is running End-of-Day, verify other terminals to see if EOD is running. If you know End-of-Day is not running elsewhere and the reason for this message is because the previous End-of-Day stopped or did not complete, answer 'y***' to continue. Otherwise **Enter** to stop the process.
- NOW SLEEPING UNTIL XX:XX (MILITARY FORMAT)
- SLEEP XX:XX Once this displays, the End-of-Day will sleep until the wakeup time and begin processing then.

16.1A Status Check

View how long your End-of-Day has been running to determine which process has completed.



When monitoring this status list, watch for the "Invoicing Complete" line to display. Once it appears (a corresponding printout will also appear on the main End-of-Day printer), you may run invoices again. Do not use Order Entry until "Invoicing Complete" displays.

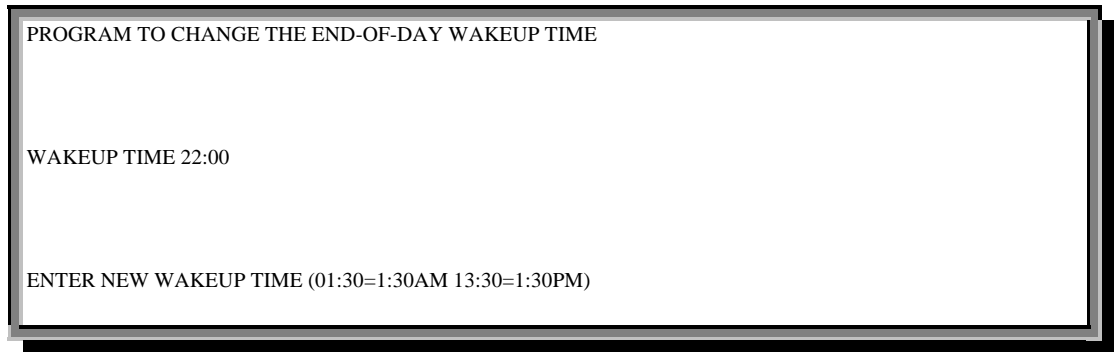
CASH WITH ORDERS PROCESSING	22:00:04
DUMPING DAILY CASH TO MONTHLY CASH	22:00:05
UPDATING CUSTOMERS FOR CASH WITH OR	22:00:06
BULK VERIFICATION	22:00:08
INVOICE UPDATE	22:00:08
INVOICING COMPLETE	22:01:40
XREF STATUS UPDATE	22:01:40
RESERVED INVOICE DELETION	22:01:43
UPDATING A/R RE-APP RECORDS	22:02:46
UPDATE A/R AND A/R XREF FILES	22:02:48
REBULID AR.HIST XREF	22:03:21
DAILY ORDER REGISTER	22:05:17
DAILY BALANCE UPDATE	22:05:21
DAILY BALANCE REPORT	22:05:21
BACKORDER ALLOCATION	22:06:25
FILL RATE CALC AND REPORT	22:11:31
PRICE HOLD REPORT	22:11:39
NON STOCK REPORT	22:11:40
PRICE HOLD REPORT	22:11:40
DAILY TOTALS RUN/UPDATE	22:11:41
DAILY PRODUCT RECEIPT REPORT	22:11:55
CANCELLED ORDERS LIST	22:11:59
HANGOUT REPORT	22:12:00
TRANSFERS AND BUYOUTS REPORT	22:13:14
UPDATE VENDOR RECEIPTS	22:13:15
UPDATE VENDOR SALES	22:13:19
INVENTORY AUDIT REPORT	22:13:20
INVENTORY AUDIT HISTORY UPDATE	22:13:21
CREDIT AUTHORIZATION REPORT	22:13:35
DAILY FILE CLEAR	22:13:36
ITEM.INQ CLEANUP	22:13:45
NEW LOOKUP XREF CREATE	22:13:52
ITEMS BELOW COST REPORT	23:14:00
PRICE OVERRIDE REPORT	23:14:11
OPEN DROPSHIP REPORT	23:14:13
DAILY WARRANTY REPORT	23:14:13
STATUS LOG	23:14:19
PRODUCTIVITY REPORT	23:14:20
EOD AGING	23:14:21
DAILY ORDER CLEAR	23:15:42
DAILY RELEASE CLEAR	23:16:56
PO FORECAST	23:18:34
NEW PRODUCTS TO MAINTAIN	23:25:45
CUSTOMERS TO BE CONTACTED REPORT	23:26:29
TELEMARKETING EOD REPORT	23:26:35
CHECK LAST PRICE TRANSMISSION	23:27:08
CREATE SERIAL XREF	23:27:09
DAILY TRANSFER REG	00:35:20
END OF DAY PROC RUNNING	00:35:43
AUTOMATIC FILE PURGE	00:36:11
END OF DAY FILE-SAVE	00:36:11
START TAPE VERIFY	01:07:19
END OF DAY COMPLETE	01:22:54
HIT <CR> TO RETURN TO MENU?	

Figure 16-3. Sample of status check list

- To view next the screen of the list, press **Enter**; type '*end*' to return to main menu.

16.2 Change EOD File-Save Wakeup Time

Change the time when your End-of-Day wakes up at night to begin processing. Change the wakeup time before you set the End-of-Day sleep time. It is sometimes necessary to set the wakeup time earlier if your End-of-Day is running too long into the morning and is not complete by the time you arrive.



```
PROGRAM TO CHANGE THE END-OF-DAY WAKEUP TIME

WAKEUP TIME 22:00

ENTER NEW WAKEUP TIME (01:30=1:30AM 13:30=1:30PM)
```

Figure 16-4. Wakeup Time

1. Type new wakeup time in *military time*.
Example "1:30" for 1:30 AM or "13:30" for 1:30 PM
2. To confirm selected time type 'y'; otherwise type 'n' to re-enter time.

Index

backorders, 4, 5
file save, 4, 6
invoicing, 4
Order Entry, 5

pick tickets, 4, 5
purpose of Menu 16, 4
save tape, 4, 6
screens. *See also* Table of Figures