



Menu 17: End-of-Month Processing

Contents**MENU 17: END-OF-MONTH PROCESSING**

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Menu 17 End-of-Month Processing

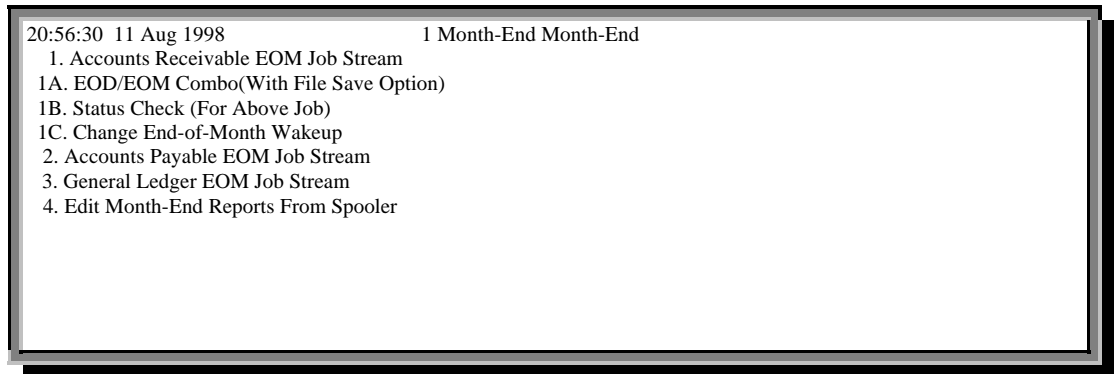


Figure 17-1. End-of-Month Processing main menu

Purpose

The purpose of this menu is to

- Move the monthly files to the yearly files
- Generate monthly sales figures and analysis reports
- Run monthly aging
- Create customer statements to prepare them for printing and distribution

We recommend having one save tape for each month and using it only once a year. This allows easy backtracking for purged data.

17.1 Accounts Receivable EOM Job Stream

This process runs the End-of-Month only. Run this *after* the last business day of the month and *after* the End-of-Day process.

- One step: **Enter** to proceed.

17.1A EOD/EOM Combo (with file-save option)

Recommended by Database, this process runs a stripped-down version of the End-of-Day (EOD) process, eliminating some of the time-consuming and non-essential (during Month-End) programs like forecasting and fixes. It allots time for End-of-Day and End-of-Month processes to complete. After the EOD process, it runs a file save followed by the End-of-Month process.



For the Month-End process, use the checklist on the following page.

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20:57:26 11 Aug 1998

END-OF-DAY & END-OF-MONTH COMBINATION
-----

THIS PROCESS WILL RUN A TRIMMED-DOWN VERSION OF YOUR NORMAL END-OF-DAY,
AUTOMATICALLY RUN THE DAILY CASH RECEIPTS JOURNAL FOR THE CASH WITH
ORDERS, AND THEN START YOUR END-OF-MONTH PROCESS. YOU NEED TO HAVE AL-
READY RUN YOUR CASH & ADJUSTMENT JOURNALS (4.2.1 & 4.2.2) AND MADE SURE
THAT ALL BATCHES BALANCE BEFORE STARTING THIS PROCESS.

YOU CAN CHECK THE STATUS OF THIS JOBSTREAM BY RUNNING 'STATUS CHECK'
(ON MENU 17) FROM ANOTHER CRT AT ANY TIME DURING THIS PROCESS.

ENTER <CR> TO CONTINUE, OR 'END' TO END

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Figure 17-2. End-of-Day & End-of-Month Combination

A/R Month-End Procedure

The following steps will help you have a successful Month-End.

- ___1. If you do not assess a service charge on overdue invoices, begin with Step 2. Otherwise, post service charges through Menu 4.3.7. Enter the number of "overdue" days an invoice must be to incur a service charge.

Example: To calculate a service charge on unpaid invoices that were due on the 10th of the current month, but not on unpaid invoices due on the 25th, enter a number greater than 6 and less than 20 for the number of overdue days.

Reprint service charge invoices using Menu 4.3.10.

- ___2. If there are no open batches proceed to Step 3. Otherwise run Menu 4.2.4 for an Open Batch Listing. If there are batches but they are not balanced, do so in Menu 4.1.1. Then run a final copy of Daily Cash Receipts Journal (Menu 4.2.1) and Daily Adjustment Journal (Menu 4.2.2). Month-End will not run if these reports show any activity, they have not been run, or cash batches are out of balance.
- ___3. Insert the Month-End tape labeled for the current month you are closing. We recommend a separate tape for each month.
- ___4. Log off the terminal (until the big "J" displays). At the logon prompt enter '**Month-End**'. The Month-End password is "ME."
- ___5. Check the Month-End wakeup time (Option 1C). Change it if necessary.
- ___6. Select Option 1A to run the End-of-Day/End-of-Month combination. Read the message and the reminder to run reports in menus 4.2.1 and 4.2.2. **Enter**, and then answer the series of questions, followed by 'y' to confirm.

- ___7. Choose Option 1 for the File Save option. Enter the Sleep option to begin processing immediately, or let it sleep to a later time as determined in Step 5. Note that the next prompt, ARE YOU REALLY SURE THE ABOVE IS CORRECT, is your last chance to backup in case you answered any of the above questions incorrectly.
- ___8. The program verifies that the Daily Cash is balanced. It then checks if anyone else is running End-of-Month; the program stops if it detects another user.
- ___9. The Statement Message Maintenance screen is next. This screen is for adding special messages on all the statements. When the message is correct, enter '0' to accept. Do not insert blank lines between lines of text. The system prompts for multiple companies to allow a different statement message for each company. If your company does not print separate statements for each store, enter only a message for Company 01. You may change the statement message at any point throughout the month using Menu 12.12.
- ___10. Enter the beginning date for payments. Enter the first day of the current month (the month that you are closing). If you enter '*end*' instead of the date, the payment detail suppresses and does not print on the statements.

17.1B Status Check (for above job)

View how long your End-of-Month has been running to determine which process has completed. This is useful during End-of-Month if you want to print out statements soon after they are done processing. Look for the "Running Statements" line shortly after starting the End-of-Month process; once the status moves to the next item you can print the statements using Menu 4.3.5, Print Statements from Spooler (no need to wait until End-of-Month completion).

CASH WITH ORDERS PROCESSING	18:23:35
DUMPING DAILY CASH TO MONTHLY CASH	18:23:36
UPDATING CUSTOMERS FOR CASH WITH ORDERS	18:23:38
BULK VERIFICATION	18:23:50
INVOICE UPDATE	18:23:50
INVOICING COMPLETE	18:29:21
XREF STATUS UPDATE	18:29:21
RESERVED INVOICE DELETION	18:29:32
UPDATING A/R RE-APP RECORDS	18:34:39
UPDATE A/R AND A/R XREF FILES	18:35:04
REBULID AR.HIST XREF	18:40:22
DAILY ORDER REGISTER	18:51:37
DAILY BALANCE UPDATE	18:51:57
DAILY BALANCE REPORT	18:51:57
BACKORDER ALLOCATION	18:54:24
FILL.RATE CALC AND REPORT	18:54:25
PRICE HOLD REPORT	18:54:54
NON STOCK REPORT	18:54:56
PRICE HOLD REPORT	18:54:56
DAILY TOTALS RUN/UPDATE	18:54:59
DAILY PRODUCT RECEIPT REPORT	18:56:03
AUTO CORP PICK PACKS/INVOICES	18:56:25
CANCELLED ORDERS LIST	18:56:36
HANGOUT REPORT	18:56:37
TRANSFERS AND BUYOUTS REPORT	19:00:28
UPDATE VENDOR RECEIPTS	19:00:28
UPDATE VENDOR SALES	19:00:46
INVENTORY AUDIT REPORT	19:00:46
INVENTORY AUDIT HISTORY UPDATE	19:00:48
CREDIT AUTHORIZATION REPORT	19:00:57
DAILY FILE CLEAR	19:01:01
FIX PROGRAM 28.8	19:01:35
FIX PROGRAM 28.10	20:30:47
FIX PROGRAM 28.9	21:27:47
FIX PROGRAM 28.9B	22:30:06
REBUILD LOOKUP FILE	22:31:15
ITEMS BELOW COST REPORT	22:31:16
PRICE OVERRIDE REPORT	22:31:35
OPEN DROPSHIP REPORT	22:31:38
DAILY WARRANTY REPORT	22:31:38
STATUS LOG	22:31:54
PRODUCTIVITY REPORT	22:31:55
DAILY ORDER CLEAR	22:32:05
DAILY RELEASE CLEAR	22:36:08
CUSTOMERS TO BE CONTACTED REPORT	22:39:30
TELEMARKETING EOD REPORT	22:39:40
CHECK LAST PRICE TRANSMISSION	22:40:19
CREATE SERIAL XREF	22:40:19
DAILY TRANSFER REG	23:21:10
END OF DAY PROC RUNNING	23:23:29
END OF DAY COMPLETE	23:23:33
UPDATING DAILY CASH BATCHES	23:23:33
END OF MONTH FILE SAVE	23:23:54
BEGINNING END OF MONTH	00:32:17
A/R AGING	00:32:18
RUNNING STATEMENTS	00:39:19
RUNNING TRIAL BALANCE	00:41:28
SUMMARY ATB W/%	00:41:53
RUNNING A/R ADJUSTMENT LISTING	00:42:02
A/R CASH REPORTS	00:42:03
MCASHPRT WRITEOFF REPORT	00:43:01
MCASHPRT TO MCASHPRT.HOLD	00:50:24
MCASH TO GLA UPDATE	00:50:29
UPDATE LAST 12 MONTHS SALES	00:59:50
ROLL COMPANY DATES	01:25:42

Figure 17-3. Sample of Status Check list

17.1C Change End-of-Month Wakeup

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

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PROGRAM TO CHANGE THE END-OF-MONTH WAKEUP TIME

WAKEUP TIME 22:00

ENTER NEW WAKEUP TIME (01:30=1:30AM 13:30=1:30PM), OR 'END'

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Figure 17-4. Wakeup Time Change

17.2 Accounts Payable EOM Job Stream

This menu runs the same Accounts Payable End-of-Month as Menu 13.4. Please refer to that menu for specific information.

Step 1

Select your printer destination.

Step 2

***** PLEASE NOTE *****

THE MONTH-END REPORTS WILL PRINT ON PRINTER 0 AND
WILL ALSO

BE HELD IN THE SPOOLER IN CASE THE PRINTER JAMS

ACCOUNTS PAYABLE MONTH END JOB STREAM

CAUTION !!!!!!!!!!!

BE SURE TO RUN THE FOLLOWING (D A I L Y) REPORTS
BEFORE CONTINUING

1. SEQUENTIAL VOUCHER LISTING
2. CHECK REGISTER
3. HAND CHECK REGISTER

ENTER END OF MONTH DATE OR 'END':MM/DD/YY

17.3 General Ledger EOM Job Stream

Please refer to Menu 14 for General Ledger Month-End closing procedures.

17.4 Edit Month-End Reports From Spooler

Use this menu to locate and print any reports generated from the End-of-Month. It is not necessary to know any spooler commands, to search for spooler entries, or to begin at TCL.

Step 1

Select a printer

Step 2

Choose one option:

- Enter an entry number from the spooler
- Type '*md*' to delete all reports in spooler
- **Enter** to view all reports (the most common choice)

Enter:

AT THE FIRST PROMPT, ENTER 'Y' TO VIEW THE ENTRY AND
MAKE SURE
THAT ITS THE ONE YOU WANT. AT THE 'STRING' PROMPT,
HIT RETURN.
AT THE 'SPOOL' PROMPT, ENTER 'Y'. THE REPORT WILL
THEN PRINT ON
THE PRINTER YOU HAVE SELECTED.

Entry # 98 Display (y/n/s/d/x/(cr))?-

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