



Period-End Roadmap

NOTE: These procedures assume that the parameters in (LM1) are set as follows:
 Month # for Year End Action : Salesperson #12 Customer #12 Vendor #12 Item #12

Period End Procedures

- #### Month-End Only
1. Suspend procs — pg. 3
 2. Perform period-end backup — pg. 4
 3. Perform day-end procedures — pg. 4
- Note:** Save as month-end tape.
4. Perform auto-billing procedure — pg. 7
 5. Perform month-end only procedures — pg. 8
 6. Perform gen. month-end procedures — pg. 9
 7. Reactivate procs — pg. 3

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12:19:27          (MK) Period End Functions          11/30/02
Loc ( 1)

[M] Change Current Period (L2).      Period # 12   Fiscal year #02
[ ] Reset Finance Charges           [ ] Reset Customer Budgets

[M] Execute Customer Period End.
[M] Execute Vendor Period End.
[M] Execute Item Period End.        Month to Update Hits & Sales #11
[M] Execute Salesperson Period End.
  
```

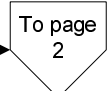
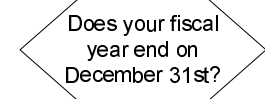
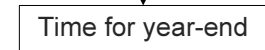
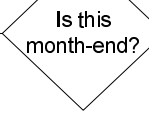
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12:11:47          (MK) Period End Functions          12/31/02
Loc ( 1)

[Y] Change Current Period (L2).      Period # 1   Fiscal Year #03
[Y] Reset Finance Charges           [Y] Reset Customer Budgets

[Y] Execute Customer Period End.
[Y] Execute Vendor Period End.
[Y] Execute Item Period End.        Month to Update Hits & Sales #12
[Y] Execute Salesperson Period End.
  
```

- #### Year-End (Fiscal and Calendar)
1. Suspend procs — pg. 3
 2. Perform period-end backup — pg. 4
 3. Perform day-end procedures — pg. 4
- Note:** Save as year-end tape.
4. Perform auto-billing procedure — pg. 7
 5. Perform gen. month-end procedures — pg. 9
 6. Print 1099s — pg. 16
 7. Perform year-end procedures — pg. 11
 8. Print W-2s — pg. 13
 9. Close payroll — pg. 13
 10. Open G/L — pg. 14
 11. Reactivate procs — pg. 3





Period-End Roadmap

