

Day-End Procedures for UNIX Systems

What It Does

This document lists the steps necessary to perform the day-end procedures for UNIX systems. These steps are essential to preserve your data and establish your company's financial position and status.

Performing day-end procedures requires knowledge of system maintenance and backup functions.

All period ending procedures are **dedicated functions**. Before beginning, check the (Y) screen to be sure all devices are idle.

Note: The day-end procedures make up the initial steps of the month-end and year-end procedures.

How to Do It

Unless otherwise noted, you **must** perform these steps at the close of the day in the order they are listed. Do not begin the next day's business until you have performed these steps.

(TR)[B] Print batch invoices (if not online). While this step can be performed at any time during the day, it must be done prior to releasing A/R

batches so that all final verified invoices appear on the day-end reports. Perform this step at the time best suited to your method of operation.

(TR)[J] **(optional step)** Print any additional copies of invoices. It can be performed at any time during the day.

[maint] Put the system in maintenance mode. From the Keyop Menu, select option **M** for maintenance mode.

[Backup] Back up your system. To do this, go to the Keyop Menu and select option **4**. When the system displays the DDMS BACKUP message, press RETURN.

(T) If you are using the point-of-sale application, print the P.O.S. Tendered Totals Report and save it for an audit trail. This report shows tendered amounts at point-of-sale and is used to balance cash drawers. You **must** print this report before performing the MA procedure.

(O) After all invoices have printed, print and verify the A/R Batch Report. Do not release A/R batches when executing the report.

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(O) If there are no problems shown on the report, and your G/L summation is balanced, run the A/R Batch Report again and release A/R batches. If this is your final copy, save the report for your audit trail to provide an accounting breakdown of all order entry and accounts receivable activity.

(PD) For A/R audit, the (PDA) President's A/R screen will contain the accounts receivable totals. Verify that the new A/R "Total" in top left position of screen is equal to the last A/R "Total" plus total A/R from the day's batch reports. This ensures that all files are updated properly at the time of invoicing.

(T) Print the Daily Invoice Register and save it for your audit trail. This report shows the status B invoices and credits that will be flushed to the sales journal when the MA procedure is performed.

(QR)[A] **(Optional, but recommended if you are live on A/P and G/L.)** If you use A/P, print A/P batches and save it for your audit trail. This report shows manual accounts payable postings and voided checks.

(QR)[A] If there are no problems shown on the report, and your G/L summation is balanced, run the

A/P Batch Report again and release A/P batches. If this is your final copy, save the report for your audit trail to provide an accounting breakdown of all order entry and accounts receivable activity.

(W)[A] **(Optional, but recommended if you are live on G/L.)** If you use G/L, print G/L batches and save it for your audit trail. This report shows all manual postings to G/L accounts and all auto-posted summations from accounts receivable, accounts payable, and payroll.

(W)[A] If there are no problems shown on the report, and your G/L summation is balanced, run the G/L Batch Report again and release G/L batches. If this is your final copy, save the report for your audit trail to provide an accounting breakdown of all order entry and accounts receivable activity.

(M)[A] Flush completed orders to the sales journal (JOUR-S). As orders are flushed to the sales journal, they are deleted from the file P-MASTER. *Do not continue until the MA has been completed.*

(T) Print an Open Pick Report. Once all completed invoices have been flushed to the sales journal by performing the MA procedure, the file P-

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MASTER will contain only outstanding orders. This report will help you monitor your backorders and orders that have been shipped but not invoiced.

Note: To include quotes and transfers on the Open Pick Report, you must specify pay codes 0 through 9 as limiters when running the report.

- (TR)[I]** Print an Exceptions Report. This report provides an audit trail of unusual activity at order entry. This includes price overrides, credit limit overrides, deleted backorders, wasted invoice numbers, and so on.
- (T)** Print a Verification Exception Report. This report provides an audit trail of unusual order entry activity. This includes items added to orders using the [C] Change action code or changes in prices or shipped quantities during verification.
- (T)** Print a Flushing Exceptions Report. This report provides an audit trail of unusual activity while flushing customer backorders, such as items with no costs or list prices.
- (S)** **(optional step)** Purge completed purchase orders from the file PO-MASTER. (This step is optional.) The report includes a total of all pur-

chase orders purged for the day. Purchase orders can be deleted from your system or archived to the file JOUR-PO.

Note: When you purge purchase orders, the system prints the report, then reindexes the file PO-MASTER. Before continuing with your day-end, check the processes to verify that the report is through printing and that the reindexing procedure has been completed.

- [utility]** Shut down the system and bring it up again. From the Keyop Menu, type **2** and press RETURN until the Keyop Menu appears again. Type **1** and press RETURN until you return to the Keyop Menu.
- [normal]** Return your system to normal mode. From the Keyop Menu, select option **N**. The system should display several STARTING UTILITY messages.
- (OR)[B]** **(Optional, but the system will not update A/R history unless you complete this step.)** Run an aged A/R Trial Balance Report to update the current 30, 60, and 90 fields in the (AH) Customer History screen and PD-A. It is not necessary to print this report. At the Age Only prompt, type **Y**, press RETURN until you see Are You Sure, and type **Y**.

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This completes the day-end procedures. However, if you are performing them as part of the month-end or year-end procedures, refer to the following fax files:

- *Fax File 45: Month-End Procedures on UNIX Systems*
- *Fax File 48: Year-End Procedures on UNIX Systems.*