

Appak –End-of-Month Processing

Closing and EOM Processing

This option rolls over your files from one month to the next. Note that in the Company Setup Section, you have declared the dates for the current week, month, and year. APPAK will update the Current Year (at the beginning of your year) and the Current Month when this End-of-Month process is run, if so desired. You must maintain the Current Week. See the "Description" and "Operation" sections, below, for more details.

To begin End-of-Month Processing, choose <F4> (*Setup*) from the *Accounts Payable Menu* as illustrated below:

DESCRIPTION:

Prior to beginning the End-of-Month Processing, you should archive or backup your files so that you can recover any data erroneously lost. (see Appendix for details).

Note: While End-of-Month is running, No other stations should be using APPAK. Do not attempt to make any entries.

Once you have chosen End-of-Month Processing, you are asked several questions (detailed in the "Operation" section on the next page) which control what APPAK will do to your records. First, you specify whether any erasures are to be made in the history records. Next, you specify the cut off date for which these erasures are effective. **NOTE: Erasures are made UP TO the cutoff date and do not INCLUDE the date you specify.**

Advance the Current Month? The default is Y (yes) advance the "Current Month". If you answer "N" (no), the Current Month is not advanced. See the description of "Current ProcessingPeriods" in the section "Company Setup".

When processing begins, APPAK records the month which is being rolled over in the history records. If this is the end of your fiscal year, APPAK first accumulates the data for the year, then proceeds to roll over the month.

NOTE: We recommend not to erase any of your records since storage is so cheap now a days. Leave all fields under Erase headings empty. Put N-no on Erase accounts that are inactive. Enter Y-yes to proceed. Push <ENTER>.

Appak will start processing all accounts and invoices, etc. Please do not interrupt or enter any invoices while processing is being done. Once finished Appak will bring you back to the main menu.

End-of-Month processing can be run more than one time if you wish to use different cut-off dates for erasure of checks, invoices and accounts. If you run End-of-Month more than one time, you should not advance the Current Month .

NOTE: Please refer to the section "General Comments Concerning Reports" in Cookbook of Operations for information about generating reports.

"LAST YEAR"		"CURRENT YEAR"	"NEW MONTH-TO-DATE"
04/01/1999 - 03/31/2000		04/01/2000 - 03/31/2001	04/01/2001 - 04/30/2001
HISTORY	Clearing: 0 Setting: 5761		
ERASURES	Checks: 0 Invoices: 0 Accounts: 0		
About to erase the account: [REDACTED]			
OK to Erase (Yes/No/Stop Asking/Quit)? [REDACTED]			