

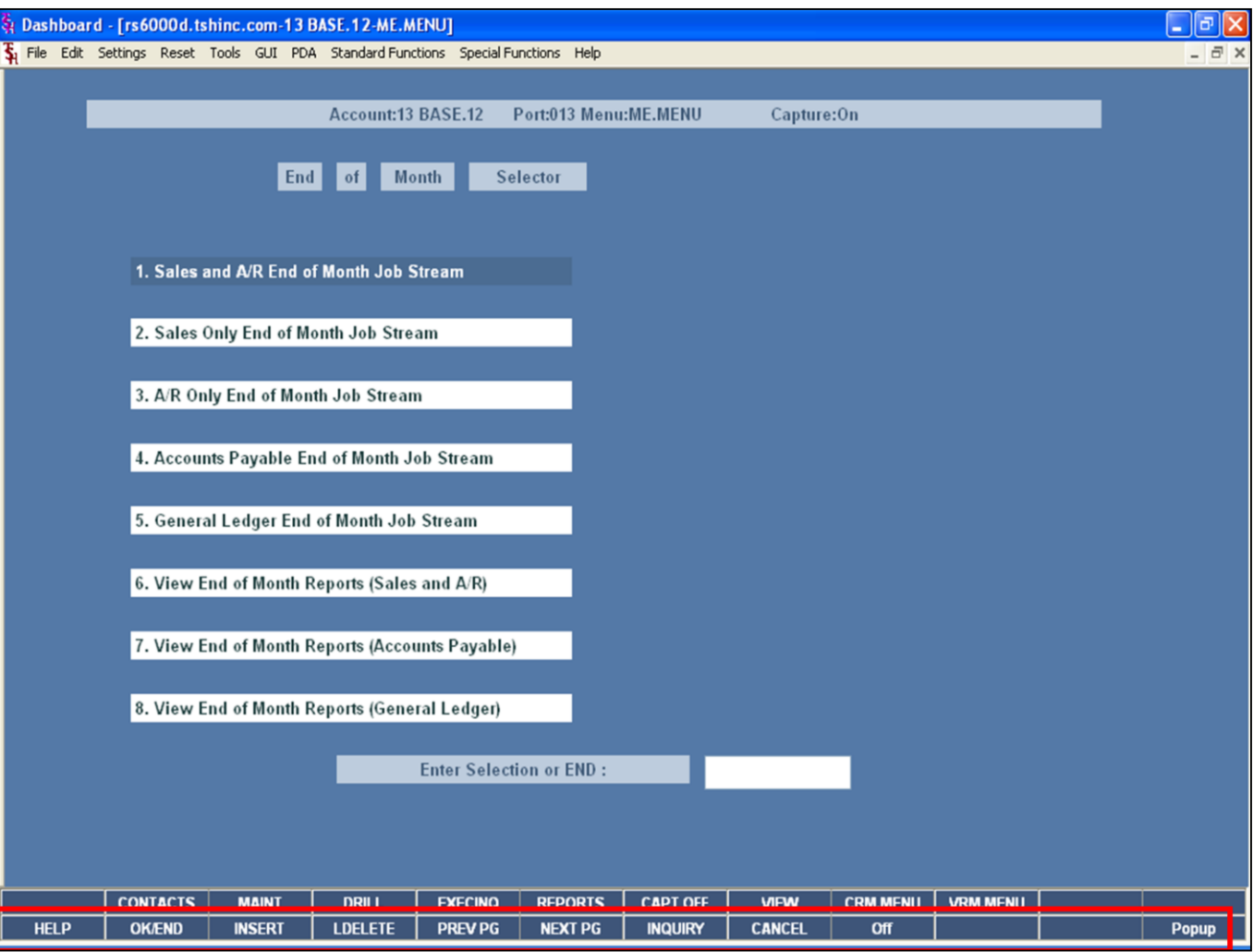
End of Month

The End of Month module allows a user to run the end of month processes for each section: AR, Sales, AP, and GL in one organized section.

The user now has multiple options when running the Sales and Accounts Receivable End of Month. Users can choose to run the Sales and Accounts Receivable as one process, or if preferred, the 2 processes can be split apart.

Besides the end of month programs, each section also has it's own Report Capture. This way all reports that are generated in a specific end of month are in it's own section.

Notes:



Master File Maintenance Function Keys

The first 12 function keys on your keyboard (F1-F12) are reserved for special functions in the MDS master file maintenance programs. They appear on the last line of the screen as follows:

HELP - The HELP function is available by clicking on the 'HELP' button or by pressing the 'F1' function key. Help text is setup as two layers. By pressing 'F1' at the first field on the screen, an overall description of the master file will be displayed. If 'F1' is pressed at a specific field within the master file, a detailed description of the field and its' use will be displayed.

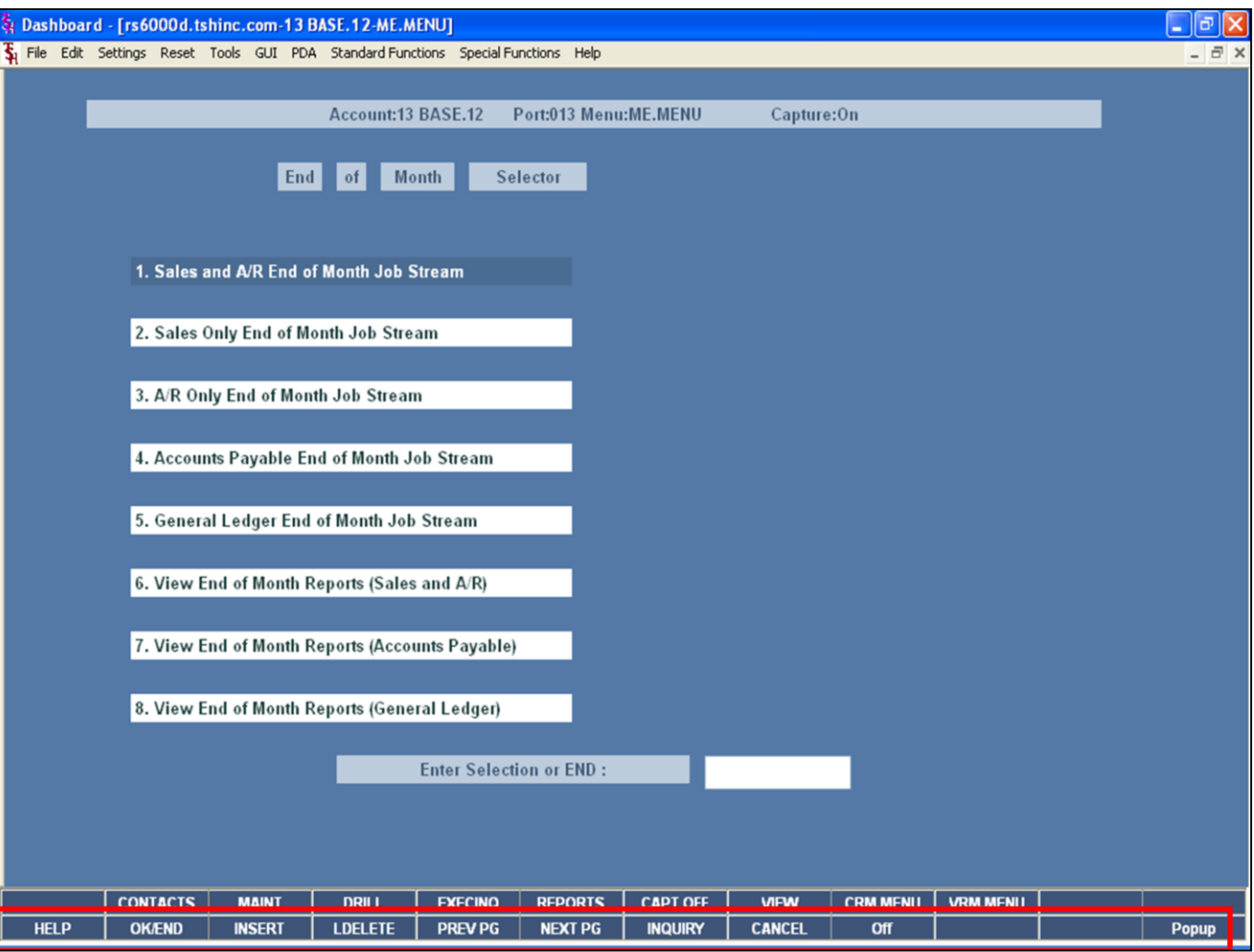
OK/END - The OK/END function is available by clicking on the 'OK/END' button, pressing the 'F2' function key, or by typing in the word 'END' and hitting <ENTER>. This function acts as an "accept" within a record.

INSERT - The INSERT function is available by clicking on the 'INSERT' button or by pressing the 'F3' function key. The INSERT mode feature allows insertion of letters or numbers into existing text. For example, if in the master file and you wish to insert additional words into a description field or correct a spelling error, you may use the insert function to do so, rather than retype the text.

LDELETE - The LINE DELETE function is available by clicking on the 'LDELETE' button or by pressing the 'F4' function key. The LDELETE function allows you to delete a line from the master file. Simply bring the cursor to the line you wish to delete, and click or press 'F4'.

PREV PAGE - The PREVIOUS PAGE function is available by clicking on the 'PREV PG' button or by pressing the 'F5' function key. This function would be used for master files which contain multiple input screens and will allow easy paging to additional screens. This function can be used simultaneously with the PREV PG function to move back and forth between the screens.

Notes:



Master File Maintenance Function Keys

NEXT PG – The NEXT PAGE function is available by clicking on the '**NEXT PG**' button or by pressing the 'F6' function key. This function would be used for master files which contain multiple input screens and will allow easy paging to additional screens. This function can be used simultaneously with the PREV PG function to move back and forth between the screens.

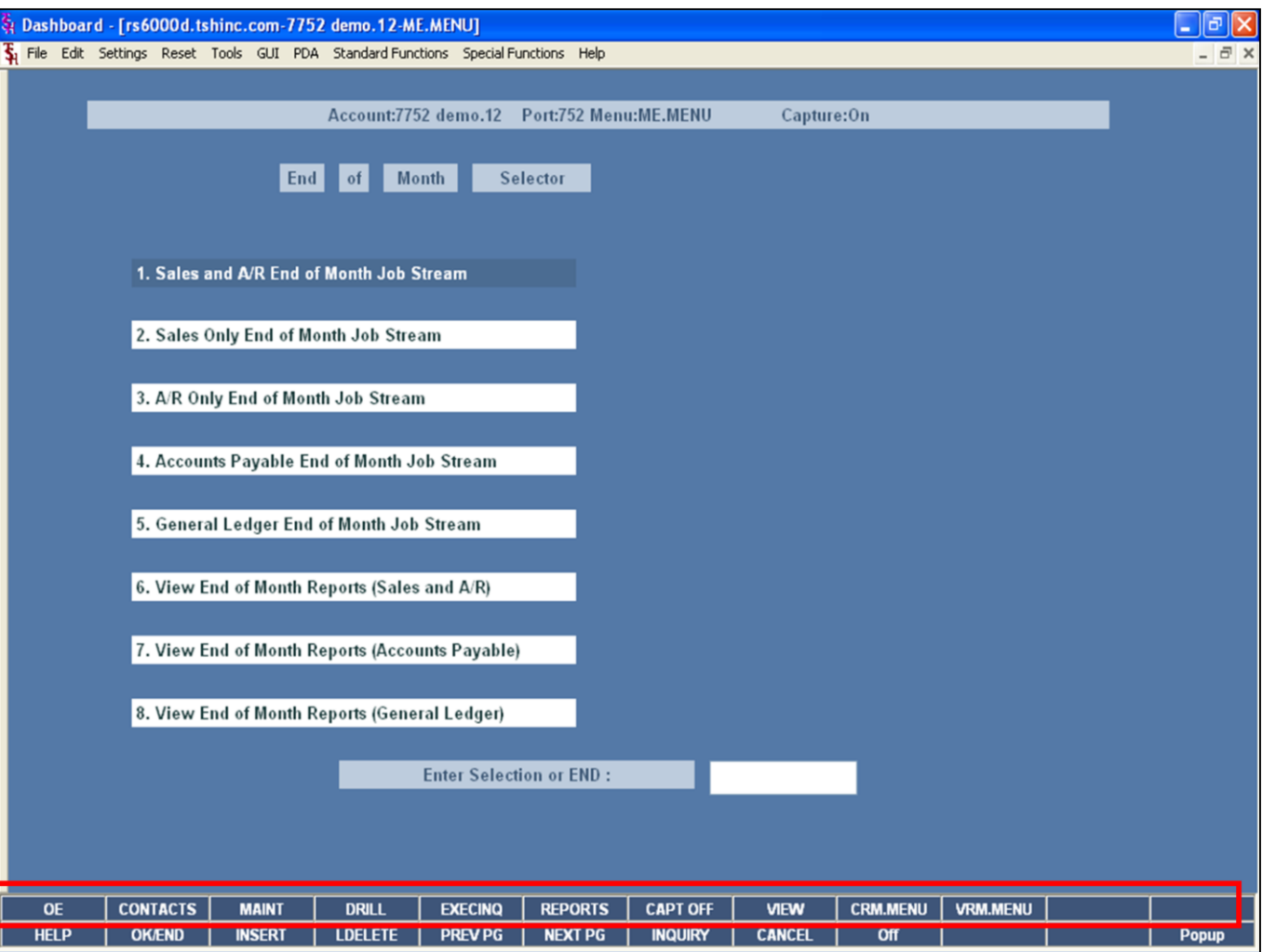
INQUIRY – The INQUIRY function is available by clicking on the '**INQUIRY**' button or by pressing the 'F7' function key. This function allows the operator the flexibility to display items in the master file already entered and to display other master files used within the file being created. Example: The Product Master file. At the first prompt for product number, if the operator clicks on the '**INQUIRY**' button or 'F7' is pressed the inquiry can be made to display products on file (to eliminate duplication). If you click on the '**INQUIRY**' button or press the 'F7' function key at another field, for example, product type (which is another master file) the system will display product types on file to help the operator in selecting which product type best fits the product being created. As you can see the inquiry function can be a very useful tool when creating or maintaining master files.

CANCEL – The CANCEL function is available by clicking on the '**CANCEL**' button or by pressing the 'F8' function key. This function is used to end a program without applying changes or additions made and should only be used if you DO NOT want the changes to be updated to the file. If used, the record will be filed as it was before the operator accessed it, in other words, as though no changes were made.

Off – The Off function is available by clicking on the '**Off**' button or by pressing the 'F9' function at any menu. This function will disconnect your session from WinMDS.

Popup – The Popup function is available by clicking on the '**Popup**' button or by pressing the 'F12' function key. This function will bring up a custom menu with personally specified menu options.

Notes:



Master File Maintenance Function Keys

The top row function keys on your keyboard <Shift>+(F1-F8) are reserved for special functions in the MDS master file maintenance programs.

These function keys change in each of the programs that you are in. For example, Product File Price Maintenance's top row of function keys will be different than Batch Price Changes – by Vendor's top row of function keys.

OE – The ORDER ENTRY function is available by clicking on the 'OE' icon or by pressing the Shift+'F1' function key. This will bring the user to the Order Entry Header screen.

CONTACTS - The CONTACTS function is available by clicking on the 'CONTACTS' icon or by pressing the Shift+'F2' function key. This will bring the user to the Contacts inquiry.

MAINT - The MAINTENANCE function is available by clicking on the 'MAINT' icon or by pressing the Shift+'F3' function key. This will bring the user to the File Maintenance menu.

DRILL - The DRILL function is available by clicking on the 'DRILL' icon or by pressing the Shift+'F4' function key. This will bring the user to the Drill Down menu.

EXECINQ - The EXECUTIVE INQUIRY is available by clicking on the 'EXECINQ' icon or by pressing the Shift+'F5' function key. This will bring the user to the Executive Inquiry.

REPORTS – The REPORTS module is available by clicking on the 'REPORTS' icon or by pressing the Shift+'F6' function key.

CAPT OFF - The CAPTURE OFF function is available by clicking on the 'CAPT OFF' icon or by pressing the Shift+'F7' function key. This will disable all available reports from going to Report Capture.

VIEW - The VIEW function is available by clicking on the 'VIEW' icon or by pressing the Shift+'F8' function key. This will forward the user to Report Capture and display all reports previously ran.

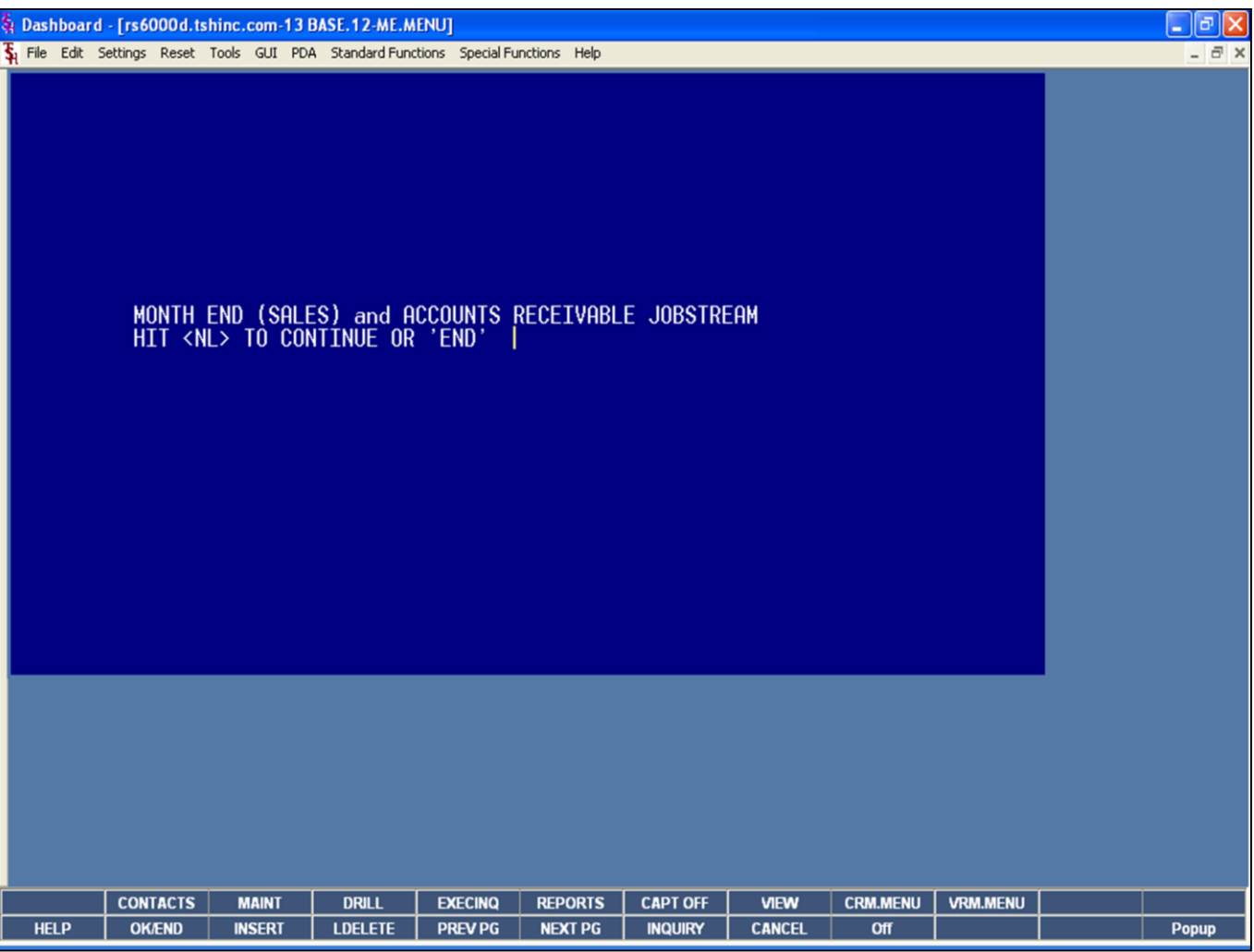
CRM.MENU – The CRM.MENU function is available by clicking on the 'CRM.MENU' icon or by pressing the Shift+'F9' function key. This will forward the user to the Customer Relationship Management menu.

VRM.MENU – The VRM.MENU function is available by clicking on the 'VRM.MENU' icon or by pressing

Notes:

the Shift+'F10' function key. This will forward the user to the Vendor Relationship Management menu.

Notes:



Sales and A/R End of Month Job Stream

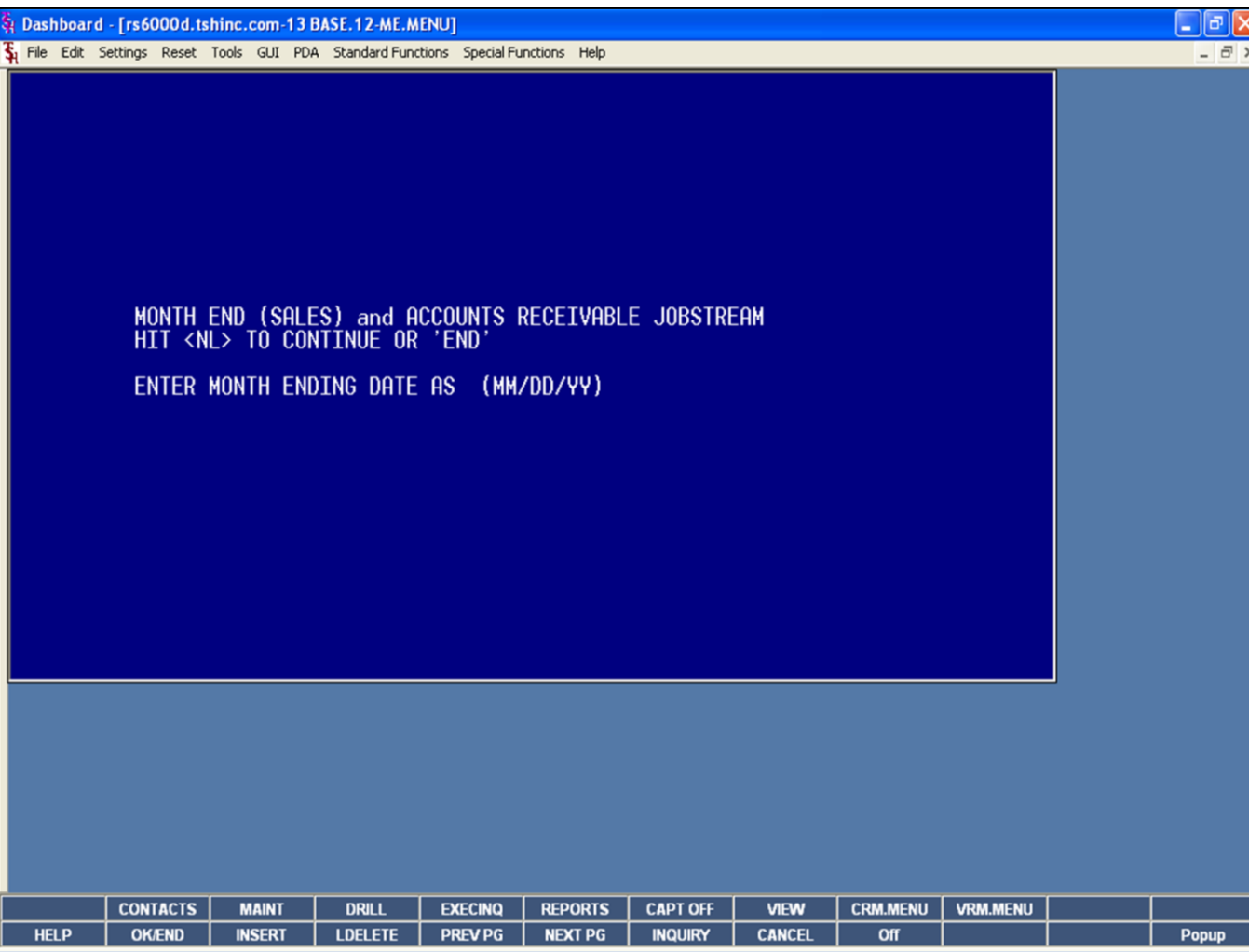
The user would run this program if they would like to end the month for both sales and accounts receivable. However, if the user would like to leave the accounts receivable period still open, the user would not run this program.

Before the end of month job stream is run, all invoicing for the month should be completed. All cash batches should be completed and updated. Any accounts receivable adjustments must also be updated to the monthly file.

**MONTH END (SALES) and ACCOUNTS RECEIVABLE JOB STREAM
HIT <NL> TO CONTINUE OR 'END'**

Press <ENTER> to continue or type 'END' to exit.

Notes:



Sales and A/R End of Month Job Stream

ENTER MONTH ENDING DATE AS (MM/DD/YY)

Enter the month ending date or 'END' to return to the menu, This date will be used for reports and aging.

Notes:

Dashboard - [rs6000d.tshinc.com-7748 demo.12-ME.MENU]

File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help

(SALES) and ACCOUNTS RECEIVABLE END OF MONTH JOBSTREAM

#	COMPANY	UPD	#	COMPANY	UPD
1.01	TSH Import Company	N			

ENTER LINE # TO CHANGE , 'A' FOR ALL, '0' TO ACCEPT, OR 'END' TO ABORT :

OE	CONTACTS	MAINT	DRILL	EXECINQ	REPORTS	CAPT OFF	VIEW	CRM.MENU	VRM.MENU		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup

Sales and A/R End of Month Job Stream

ENTER OPERATOR INITIALS – Depending on the logon parameters, you may not receive this prompt. The operator code entered is validated to the Operator file for access code 'AR'.

ENTER LINE# TO CHANGE, 'A' FOR ALL, '0' TO ACCEPT, OR 'END' TO ABORT'

Enter the line number for the company you wish to close for the sales and accounts receivable and hit <ENTER>. **Note:** If you have multiple companies and they are on different fiscal periods, you must do the month end process for 1 company at a time.

Notes:

Dashboard - [rs6000d.tshinc.com-7748 demo.12-ME.MENU]

File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help

(SALES) and ACCOUNTS RECEIVABLE END OF MONTH JOBSTREAM

#	COMPANY	UPD	#	COMPANY	UPD
1.01	TSH Import Company	N			

COMPANY 01, ENTER 'Y' TO UPDATE, 'N' TO REMOVE FROM UPDATE :
 ENTER LINE # TO CHANGE, 'A' FOR ALL, '0' TO ACCEPT, OR 'END' TO ABORT : 1

OE	CONTACTS	MAINT	DRILL	EXECINQ	REPORTS	CAPT OFF	VIEW	CRM.MENU	VRM.MENU		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup

Sales and A/R End of Month Job Stream

COMPANY 01, ENTER 'Y' TO UPDATE, 'N' TO REMOVE FROM UPDATE:

An entry of 'Y' will flag the company for end of month. An entry of 'N' will remove the update flag. Enter 'A' to flag all companies in the list for update. Enter 'END' to return to the menu. If 'A' is selected all companies that are to be updated must be on the same fiscal year.

Notes:

Dashboard - [rs6000d.tshinc.com-7748 demo.12-ME.MENU]

File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help

(SALES) and ACCOUNTS RECEIVABLE END OF MONTH JOBSTREAM

#	COMPANY	UPD	#	COMPANY	UPD
1.01	TSH Import Company	Y			

ENTER LINE # TO CHANGE , 'A' FOR ALL, '0' TO ACCEPT, OR 'END' TO ABORT : |

OE	CONTACTS	MAINT	DRILL	EXECINQ	REPORTS	CAPT OFF	VIEW	CRM.MENU	VRM.MENU		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup

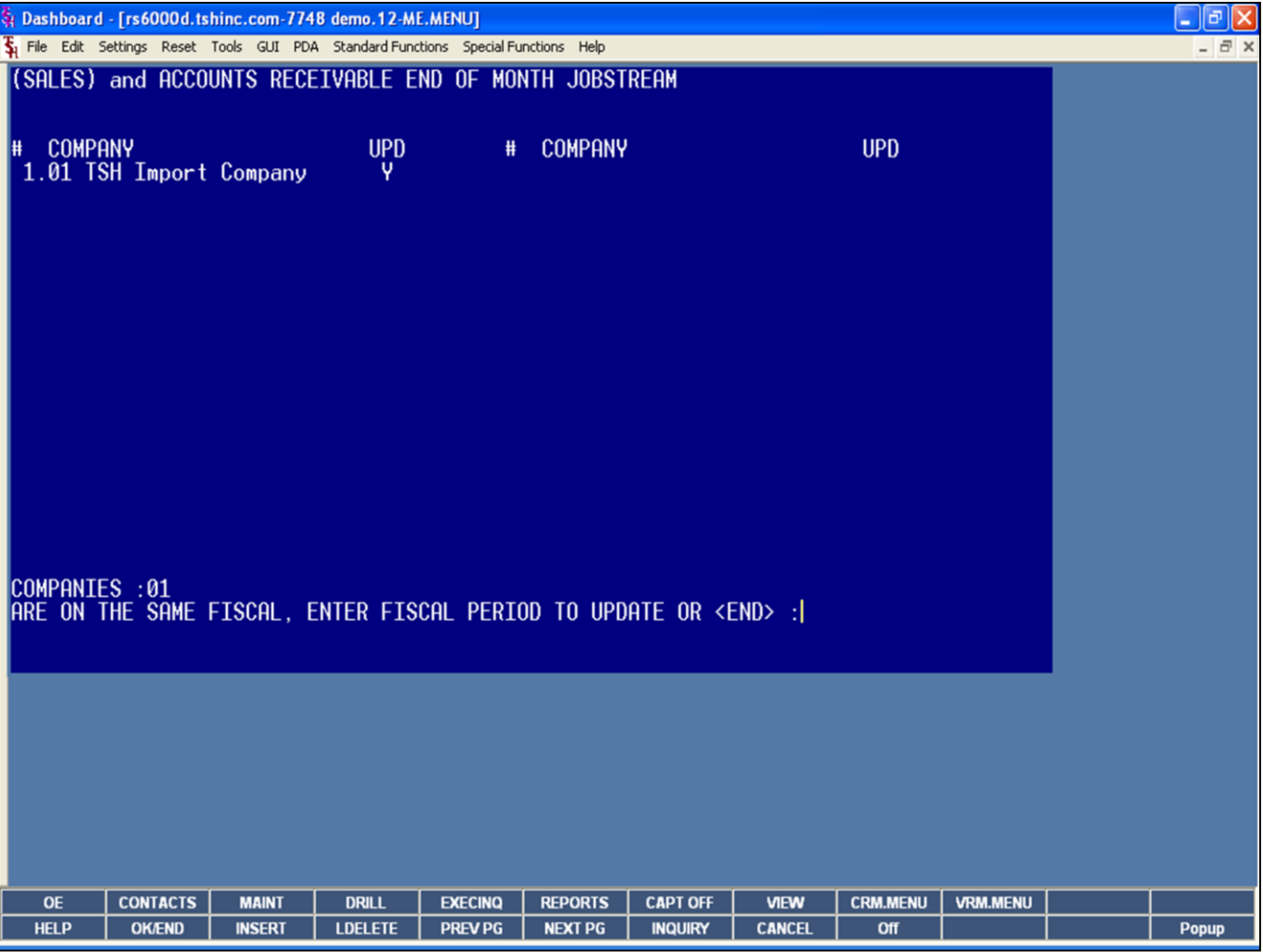
Sales and A/R End of Month Job Stream

ENTER LINE# TO CHANGE, 'A' FOR ALL, '0' TO ACCEPT, OR 'END' TO ABORT'

Enter '0' to accept and the end of month job stream will start for all companies with the update flag set to 'Y'. The user may also enter 'A' to start the end of month job stream for all the select companies.

The user may also enter 'END' to abort and return to the menu.

Notes:



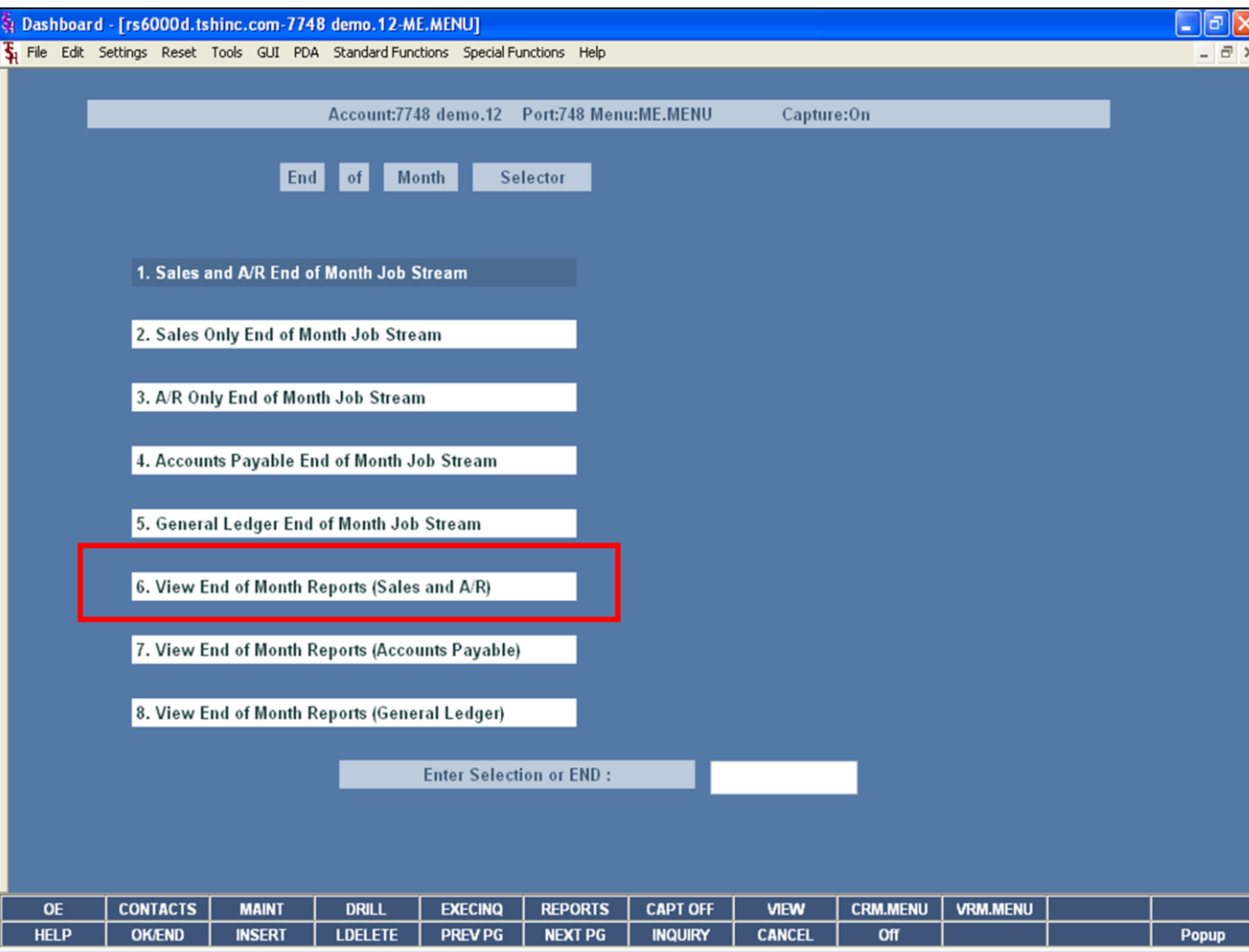
Sales and A/R End of Month Job Stream

**COMPANIES 01
ARE ON THE SAME FISCAL. ENTER FISCAL PERIOD TO UPDATE OR <END>**

Enter the fiscal period you are closing as 'YYMM' (do not use slashes) or 'END' to return to the menu. The fiscal period entered must be the current period. **Remember:** when entering in the fiscal period – the format is YYMM, as in 07 (year) and 11 (month).

At this point the Sales and Accounts Receivable End of Month Job Stream will run. When it is completed, the system will return the user to the End of Month menu.

Notes:



View End of Month Reports (Sales and A/R)

The reports generated in the Sales and Accounts Receivable End of Month Job Stream are automatically generated to the Report Capture user: EOM-AR. By accessing this report capture, the user can view all the reports generated from the job stream.

Notes:

Dashboard - [rs6000d.tshinc.com-7748 demo.12-SSS.REPORT.MASTER01251]

File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help

Report Master - Report Summary CAPTURED

User : EOM-AR Archive :

Count 23

#	Report Name	Date	Time	Size	St
1.	<Charge.Back.Register>	11/26/07	05:08:23pm	18	
2.	Error.Report..AR.Cash.Update.to.GLA	11/26/07	05:08:23pm	18	
3.	Error.Report..NON.AR.Cash.Update.to.GLA	11/26/07	05:08:23pm	18	
4.	Monthly.Cash.Register	11/26/07	05:08:23pm	749	
5.	Non.AR.Monthly.Cash.Register	11/26/07	05:08:23pm	674	
6.	Summary.Monthly.Cash.Register.by.Applied.Co.	11/26/07	05:08:23pm	5842	
7.	Summary.Monthly.Cash.Register.by.Receiving.Co.	11/26/07	05:08:23pm	10778	
8.	AR.Overdue.Report	11/26/07	05:08:22pm	5083	
9.	AR.Summary.Schedule	11/26/07	05:08:22pm	6462	
10.	Aging.Error.Report	11/26/07	05:08:22pm		
11.	Monthly.AR.Adjustment.List	11/26/07	05:08:22pm	182	
12.	Open.Item.Aged.Trial.Balance	11/26/07	05:08:22pm	40829	
13.	Bill.of.Lading.Register	11/26/07	05:08:21pm	453	
14.	Error.Report..Cost.of.Goods.Update.to.GLA	11/26/07	05:08:20pm	18	
15.	Error.Report..INVOICE.Cost.of.Goods.Update.to.GLA	11/26/07	05:08:20pm	18	

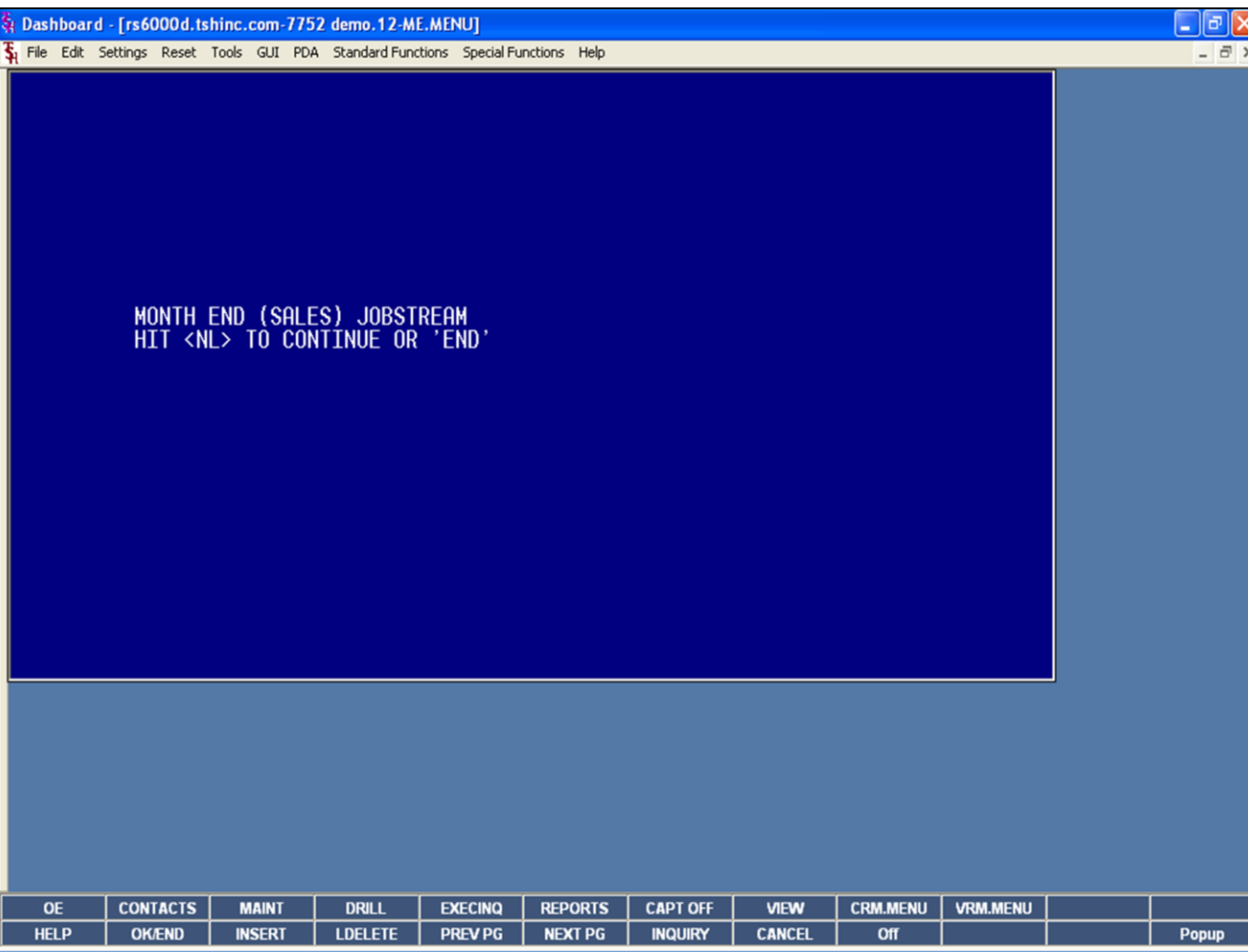
Enter Line# to View, DELETE to Delete or END : XXXXXXXXXXXX

Select	Unselect	Print	Comm/User	Copy	Flat	Fax	EMail	pdf / PR			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup

View End of Month Reports (Sales and A/R)

This is an example of the Sales and A/R End of Month reports listed in Report Capture.

Notes:



Sales Only End of Month Job Stream

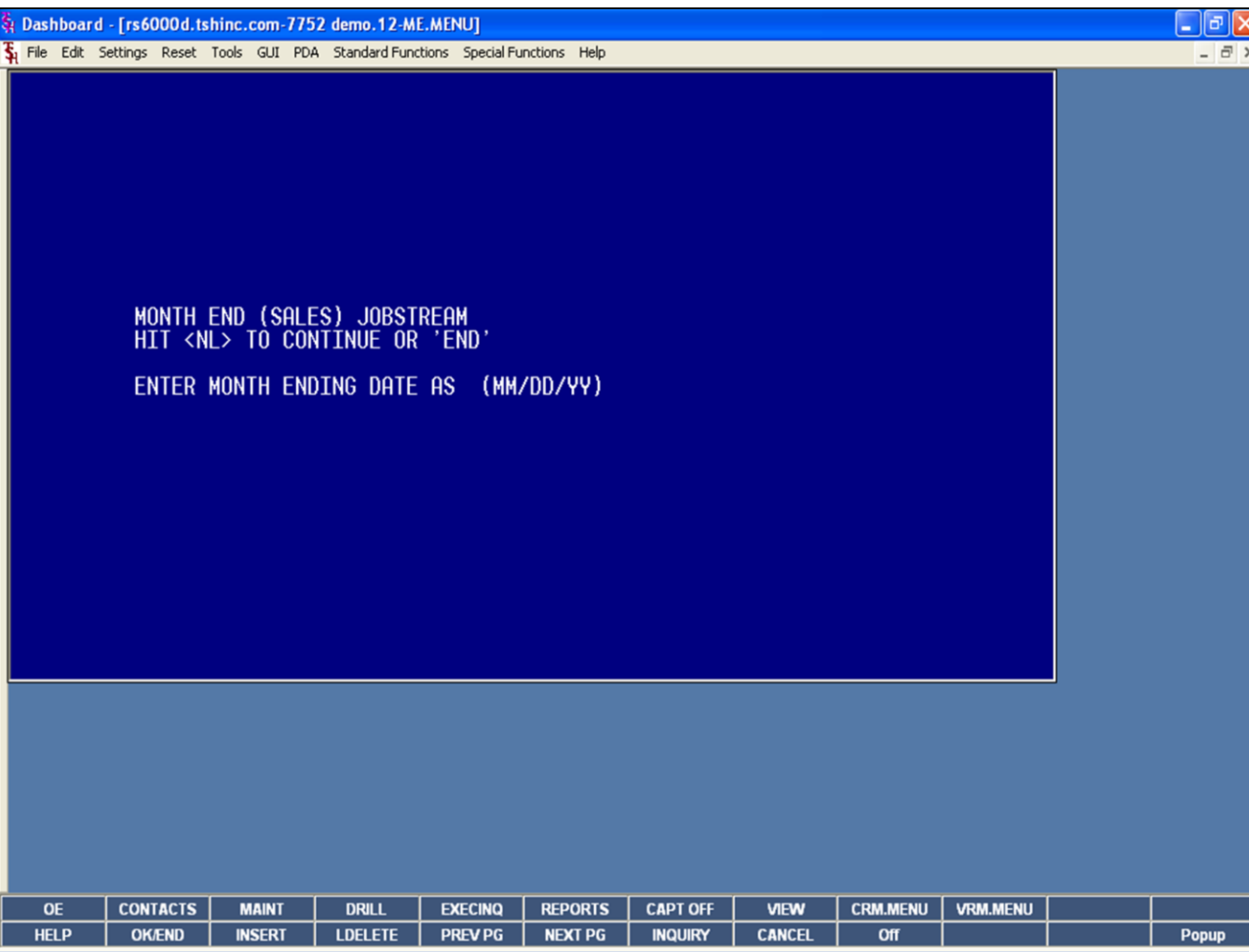
The operator can choose to only run the Sales End of Month Job Stream if they would still like to post accounts receivable to the period.

Before the end of month job stream is run, all invoicing for the month should be completed.

MONTH END (SALES) JOBSTREAM HIT <NL> TO CONTINUE OR 'END'

Press <ENTER> to continue or type 'END' to exit.

Notes:

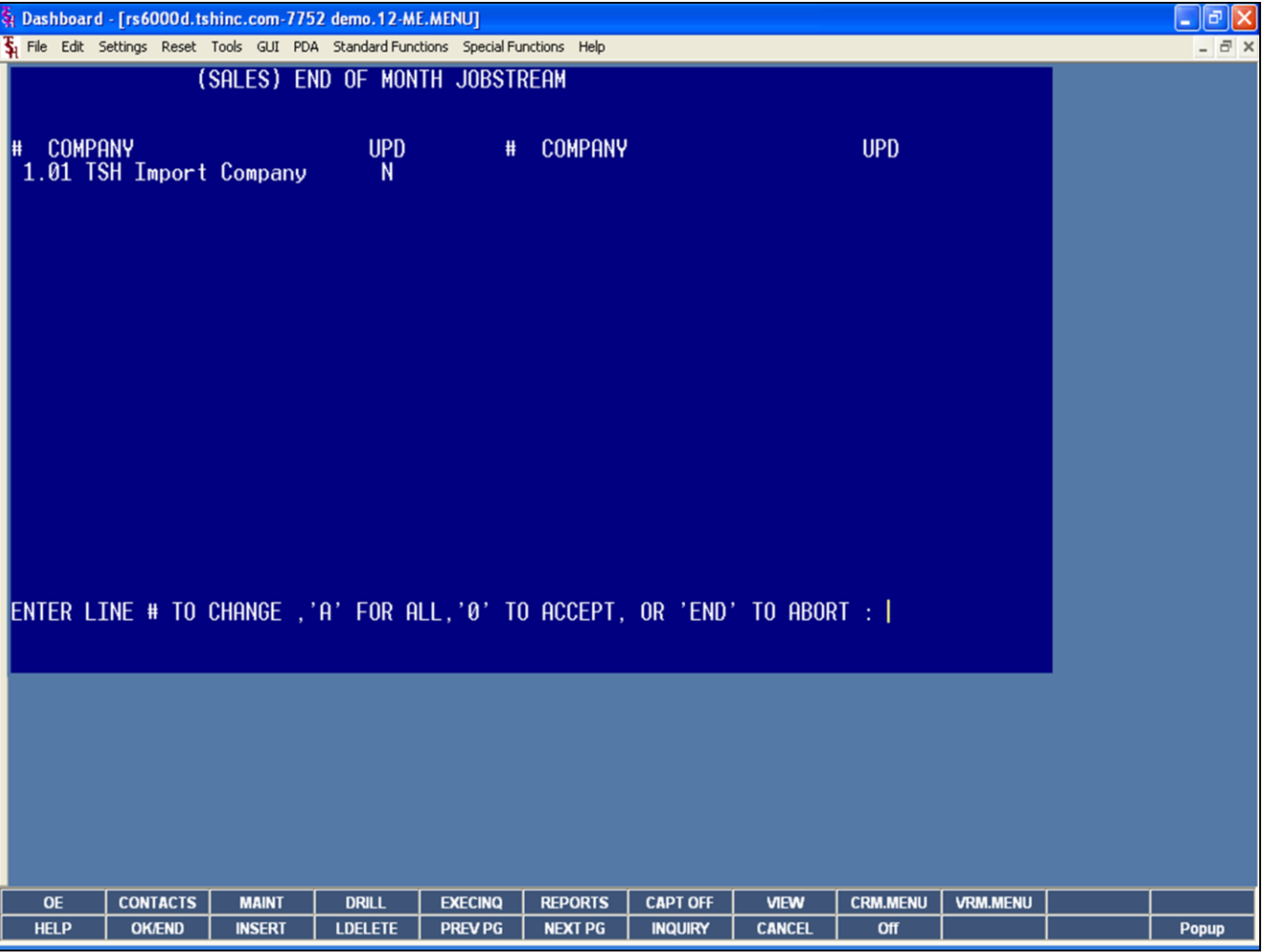


Sales Only End of Month Job Stream

ENTER MONTH ENDING DATE AS (MM/DD/YY)

Enter the month ending date or 'END' to return to the menu, This date will be used for reports.

Notes:



Sales Only End of Month Job Stream

ENTER OPERATOR INITIALS – Depending on the logon parameters, you may not receive this prompt. The operator code entered is validated to the Operator file for access code 'AR'.

ENTER LINE# TO CHANGE, 'A' FOR ALL, '0' TO ACCEPT, OR 'END' TO ABORT'

Enter the line number for the company you wish to close for sales only and hit <ENTER>. **Note:** If you have multiple companies and they are on different fiscal periods, you must do the month end process for 1 company at a time.

Notes:

Dashboard - [rs6000d.tshinc.com-7752 demo.12-ME.MENU]

File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help

(SALES) END OF MONTH JOBSTREAM

#	COMPANY	UPD	#	COMPANY	UPD
1.01	TSH Import Company	N			

COMPANY 01, ENTER 'Y' TO UPDATE, 'N' TO REMOVE FROM UPDATE :|
 ENTER LINE # TO CHANGE, 'A' FOR ALL, '0' TO ACCEPT, OR 'END' TO ABORT : 1

OE	CONTACTS	MAINT	DRILL	EXECINQ	REPORTS	CAPT OFF	VIEW	CRM.MENU	VRM.MENU		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup

Sales Only End of Month Job Stream

COMPANY 01, ENTER 'Y' TO UPDATE, 'N' TO REMOVE FROM UPDATE:

An entry of 'Y' will flag the company for end of month. An entry of 'N' will remove the update flag. Enter 'A' to flag all companies in the list for update. Enter 'END' to return to the menu. If 'A' is selected all companies that are to be updated must be on the same fiscal year.

Notes:

Dashboard - [rs6000d.tshinc.com-7752 demo.12-ME.MENU]

File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help

(SALES) END OF MONTH JOBSTREAM

#	COMPANY	UPD	#	COMPANY	UPD
1.01	TSH Import Company	Y			

ENTER LINE # TO CHANGE , 'A' FOR ALL, '0' TO ACCEPT, OR 'END' TO ABORT :

OE	CONTACTS	MAINT	DRILL	EXECINQ	REPORTS	CAPT OFF	VIEW	CRM.MENU	VRM.MENU		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup

Sales Only End of Month Job Stream

ENTER LINE# TO CHANGE, 'A' FOR ALL, '0' TO ACCEPT, OR 'END' TO ABORT'

If you enter '0' to accept, the end of month job stream will start for all companies with the update flag set to 'Y'. The user may also enter 'A' to start the end of month job stream for all the select companies.

The user may also enter 'END' to abort and return to the menu.

Notes:

Dashboard - [rs6000d.tshinc.com-7752 demo.12-ME.MENU]

File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help

(SALES) END OF MONTH JOBSTREAM

#	COMPANY	UPD	#	COMPANY	UPD
1.01	TSH Import Company	Y			

COMPANIES :01
ARE ON THE SAME FISCAL, ENTER FISCAL PERIOD TO UPDATE OR <END> :

OE	CONTACTS	MAINT	DRILL	EXECINQ	REPORTS	CAPT OFF	VIEW	CRM.MENU	VRM.MENU		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup

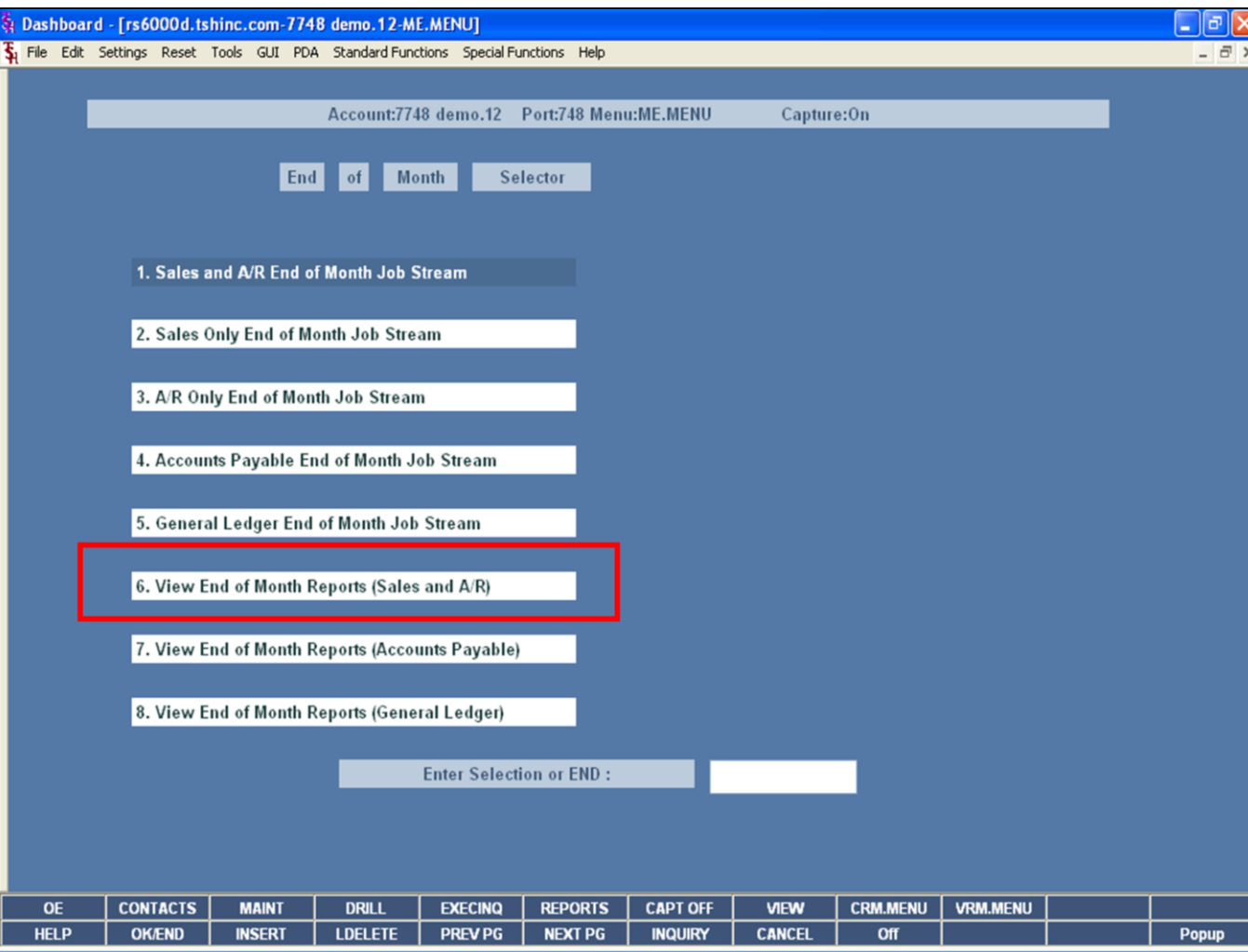
Sales Only End of Month Job Stream

**COMPANIES 01
ARE ON THE SAME FISCAL. ENTER FISCAL PERIOD TO UPDATE OR <END>**

Enter the fiscal period you are closing as 'YYMM' (do not use slashes) or 'END' to return to the menu. The fiscal period entered must be the current period. **Remember:** when entering in the fiscal period – the format is YYMM, as in 07 (year) and 11 (month).

At this point the Sales Only End of Month Job Stream will run. When it is completed, the system will return the user to the End of Month menu.

Notes:



View End of Month Reports (Sales and A/R)

The reports generated in the Sales End of Month Job Stream are automatically generated to the Report Capture user: EOM-AR. By accessing this report capture, the user can view all the reports generated from the job stream.

Notes:

Dashboard - [rs6000d.tshinc.com-7752 demo.12-SSS.REPORT.MASTER01251]

File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help

Report Master - Report Summary CAPTURED

User : EOM-AR Archive :

Count 34

#	Report Name	Date	Time	Size	St
1.	<Bill.of.Lading.Register>	11/28/07	12:19:43pm	453	
2.	Error.Report..Cost.of.Goods.Update.to.GLA	11/28/07	12:19:41pm	18	
3.	Error.Report..INVOICE.Cost.of.Goods.Update.to.GLA	11/28/07	12:19:41pm	18	
4.	Error.Report..Invoice.Update	11/28/07	12:19:41pm	18	
5.	Error.Report..Update.of.INVOICE.Def.Sales.to.GLA	11/28/07	12:19:41pm	18	
6.	Error.Report..Update.of.Sales.1.to.GLA	11/28/07	12:19:41pm	18	
7.	Monthly.Consignment.Memo.Register.CIV	11/28/07	12:19:40pm	270	
8.	Monthly.Consignment.Memo.Register.CSH	11/28/07	12:19:40pm	270	
9.	Monthly.Credit.Memo.Register	11/28/07	12:19:40pm	1544	
10.	Monthly.Invoice.Register	11/28/07	12:19:40pm	538	
11.	Monthly.Tax.Register	11/28/07	12:19:40pm	791	
12.	Charge.Back.Register	11/26/07	05:08:23pm	18	
13.	Error.Report..AR.Cash.Update.to.GLA	11/26/07	05:08:23pm	18	
14.	Error.Report..NON.AR.Cash.Update.to.GLA	11/26/07	05:08:23pm	18	
15.	Monthly.Cash.Register	11/26/07	05:08:23pm	749	

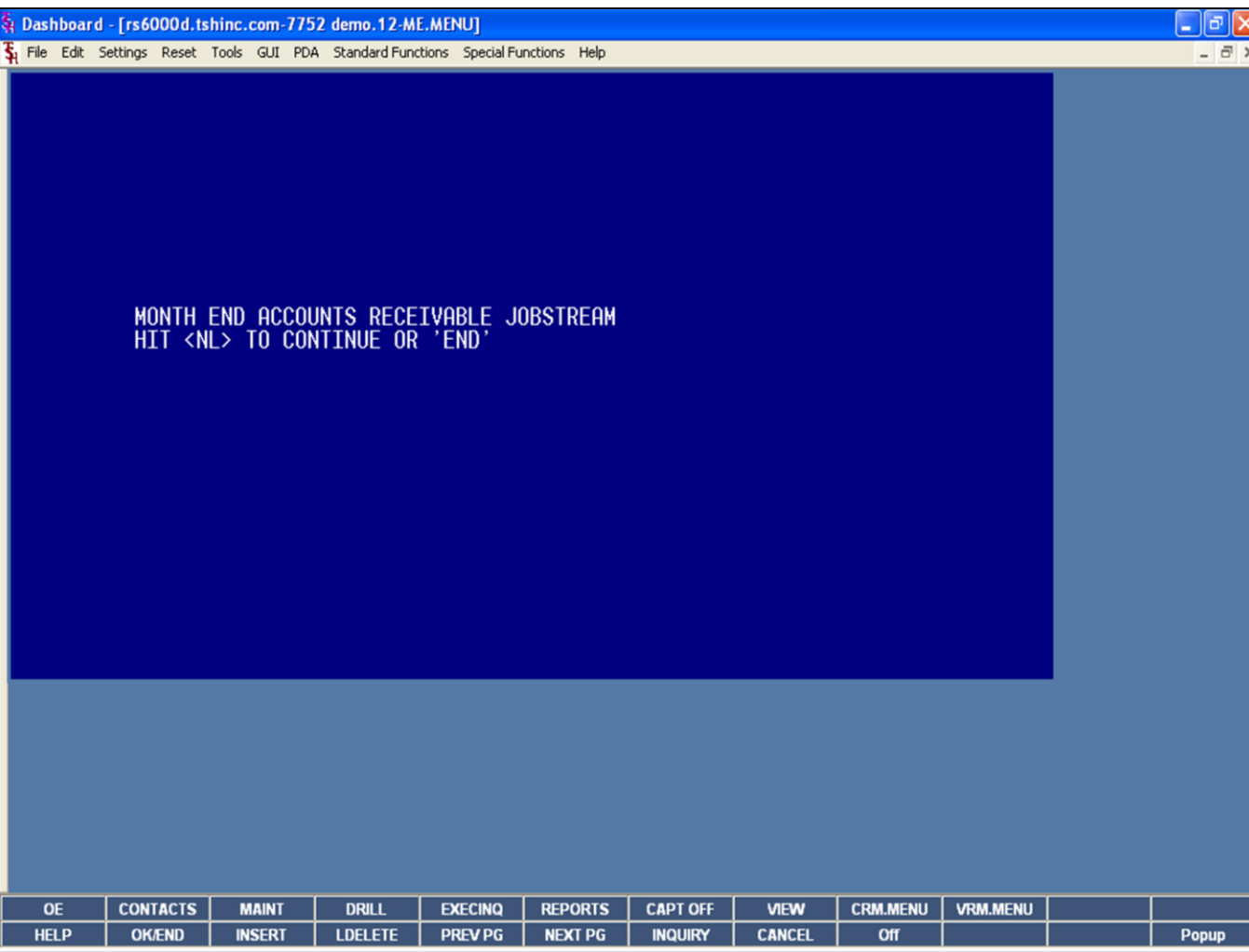
Enter Line# to View, DELETE to Delete or END : XXXXXXXXXXXX

Select	Unselect	Print	Comm/User	Copy	Flat	Fax	EMail	pdf / PR			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup

View End of Month Reports (Sales and A/R)

This is an example of the Sales End of Month reports listed in Report Capture.

Notes:



A/R Only End of Month Job Stream

The operator can choose to only run the Account Receivable End of Month Job Stream when they are ready to close the Accounts Receivable period. This job stream is used in conjunction with the Sales Only End of Month Job Stream. The Sales Only End of Month Job Stream would have already been ran prior to processing on the new period, then when the posting to the accounts receivable for the period is complete, this procedure would be ran.

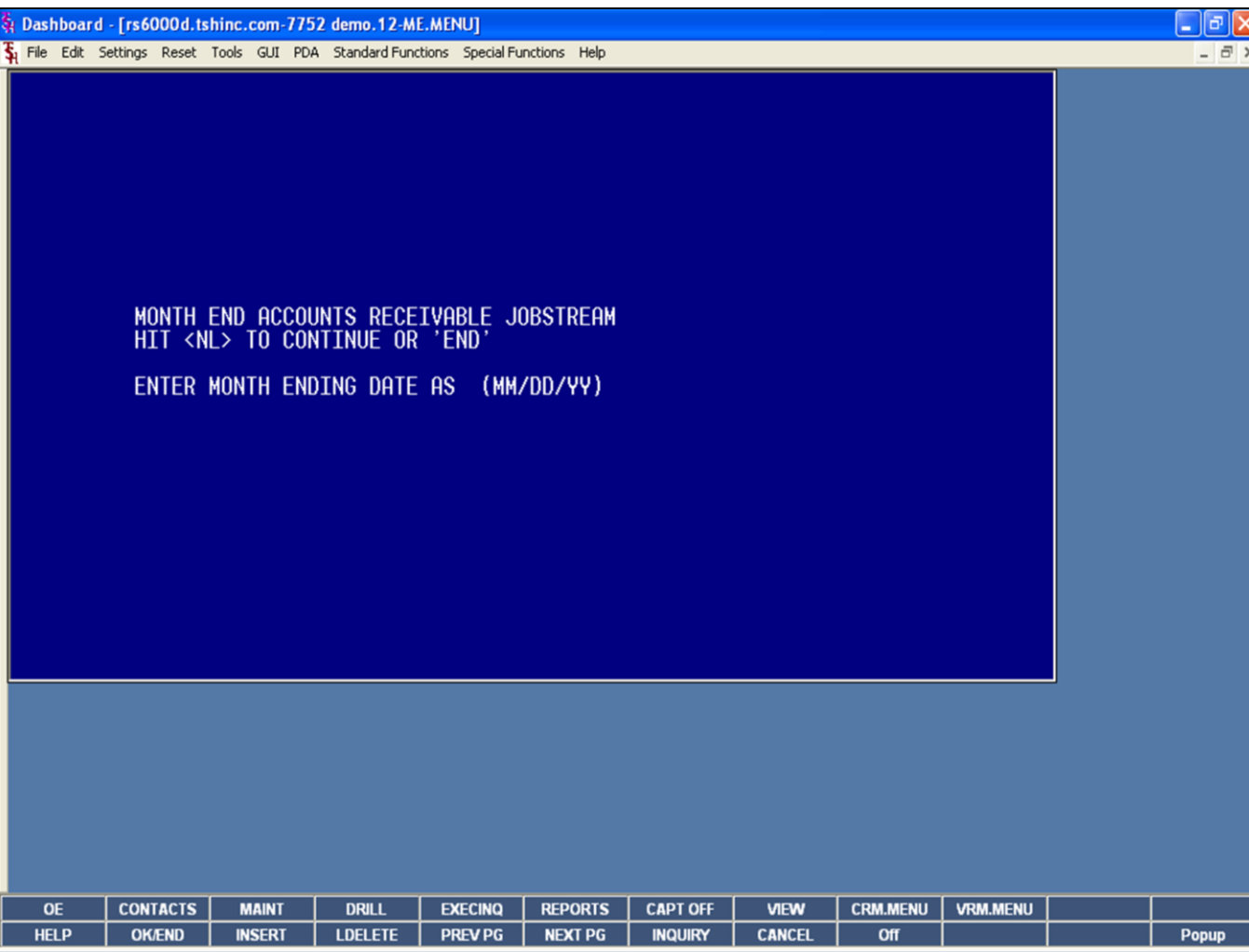
Before the end of month job stream is run, all cash batches should be completed and updated. Any accounts receivable adjustments must also be updated to the monthly file.

MONTH END ACCOUNTS RECEIVABLE JOBSTREAM

HIT <NL> TO CONTINUE OR 'END'

Press <ENTER> to continue or type 'END' to exit.

Notes:

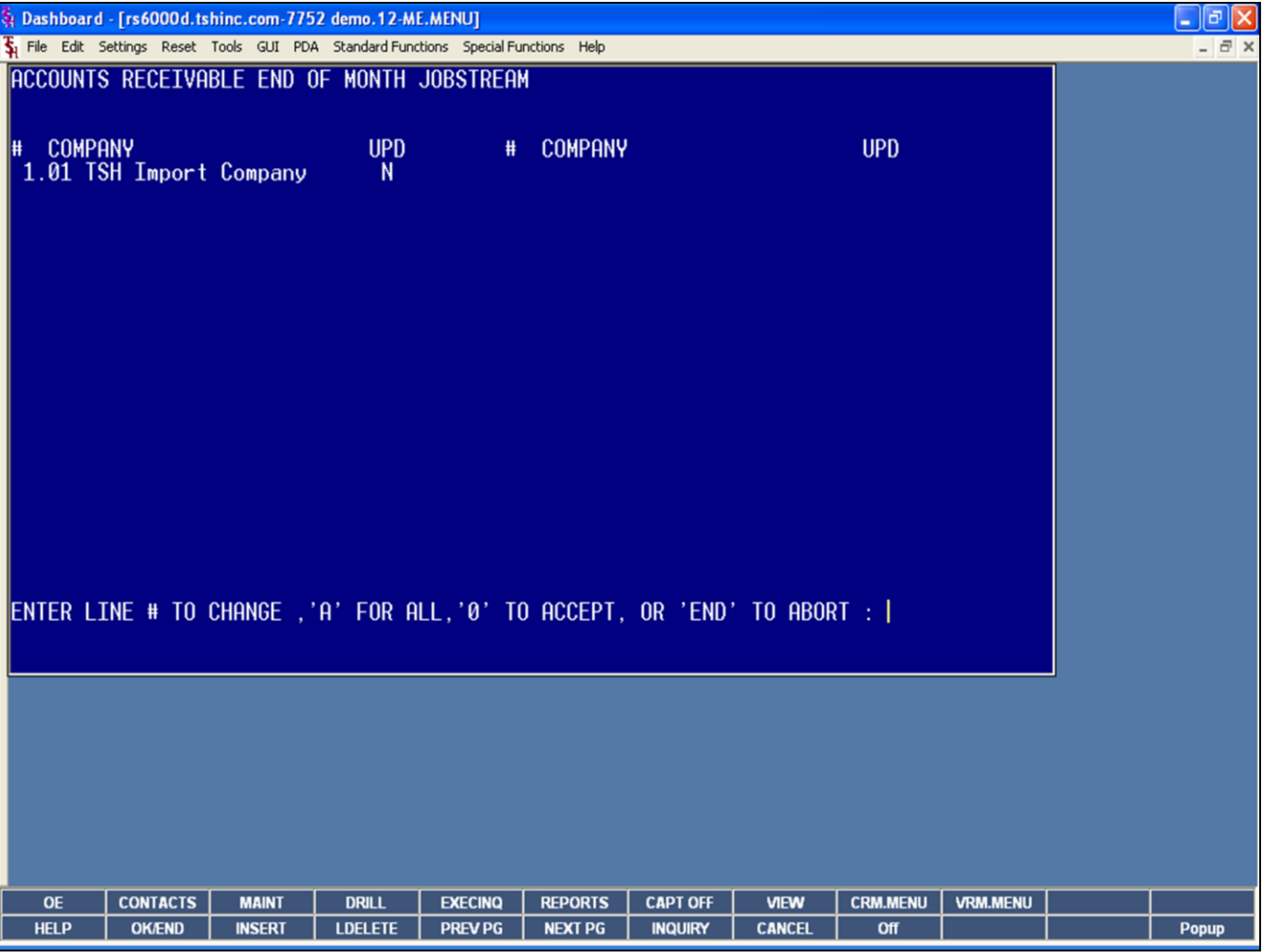


A/R Only End of Month Job Stream

ENTER MONTH ENDING DATE AS (MM/DD/YY)

Enter the month ending date or 'END' to return to the menu. This date will be used for the aging and reports.

Notes:



A/R Only End of Month Job Stream

ENTER OPERATOR INITIALS – Depending on the logon parameters, you may not receive this prompt. The operator code entered is validated to the Operator file for access code 'AR'.

ENTER LINE# TO CHANGE, 'A' FOR ALL, '0' TO ACCEPT, OR 'END' TO ABORT'

Enter the line number for the company you wish to close for A/R only and hit <ENTER>. **Note:** If you have multiple companies and they are on different fiscal periods, you must do the month end process for 1 company at a time.

Notes:

Dashboard - [rs6000d.tshinc.com-7752 demo.12-ME.MENU]

File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help

ACCOUNTS RECEIVABLE END OF MONTH JOBSTREAM

#	COMPANY	UPD	#	COMPANY	UPD
1.01	TSH Import Company	N			

COMPANY 01, ENTER 'Y' TO UPDATE, 'N' TO REMOVE FROM UPDATE :|
 ENTER LINE # TO CHANGE, 'A' FOR ALL, '0' TO ACCEPT, OR 'END' TO ABORT : 1

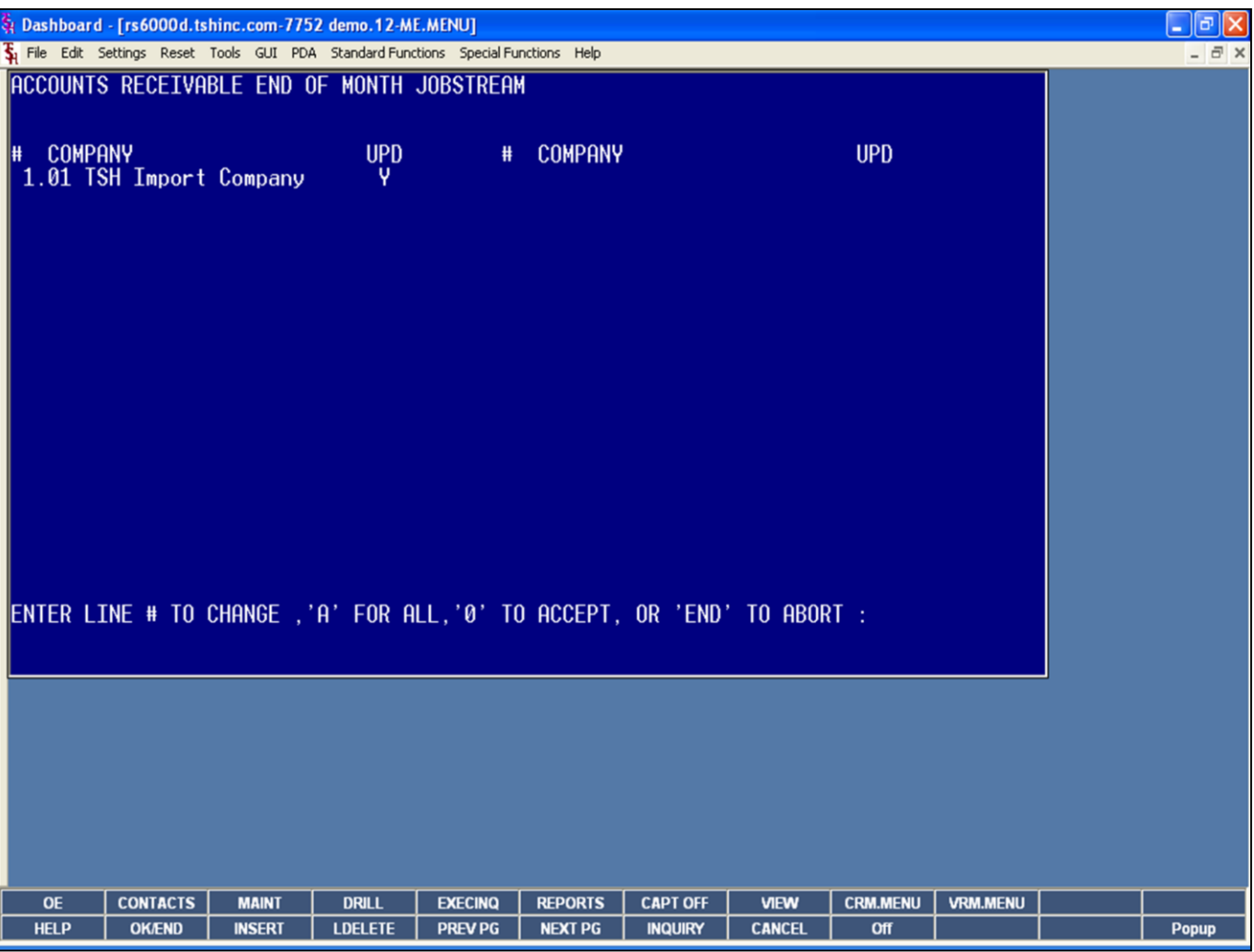
OE	CONTACTS	MAINT	DRILL	EXECINQ	REPORTS	CAPT OFF	VIEW	CRM.MENU	VRM.MENU		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup

A/R Only End of Month Job Stream

COMPANY 01, ENTER 'Y' TO UPDATE, 'N' TO REMOVE FROM UPDATE:

An entry of 'Y' will flag the company for end of month. An entry of 'N' will remove the update flag. Enter 'A' to flag all companies in the list for update. Enter 'END' to return to the menu. If 'A' is selected all companies that are to be updated must be on the same fiscal year.

Notes:



A/R Only End of Month Job Stream

ENTER LINE# TO CHANGE, 'A' FOR ALL, '0' TO ACCEPT, OR 'END' TO ABORT'

If you enter '0' to accept, the end of month job stream will start for all companies with the update flag set to 'Y'. The user may also enter 'A' to start the end of month job stream for all the select companies.

The user may also enter 'END' to abort and return to the menu.

Notes:

Dashboard - [rs6000d.tshinc.com-7752 demo.12-ME.MENU]

File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help

ACCOUNTS RECEIVABLE END OF MONTH JOBSTREAM

#	COMPANY	UPD	#	COMPANY	UPD
1.01	TSH Import Company	Y			

COMPANIES :01
ARE ON THE SAME FISCAL, ENTER FISCAL PERIOD TO UPDATE OR <END> :

OE	CONTACTS	MAINT	DRILL	EXECINQ	REPORTS	CAPT OFF	VIEW	CRM.MENU	VRM.MENU		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup

A/R Only End of Month Job Stream

COMPANIES 01

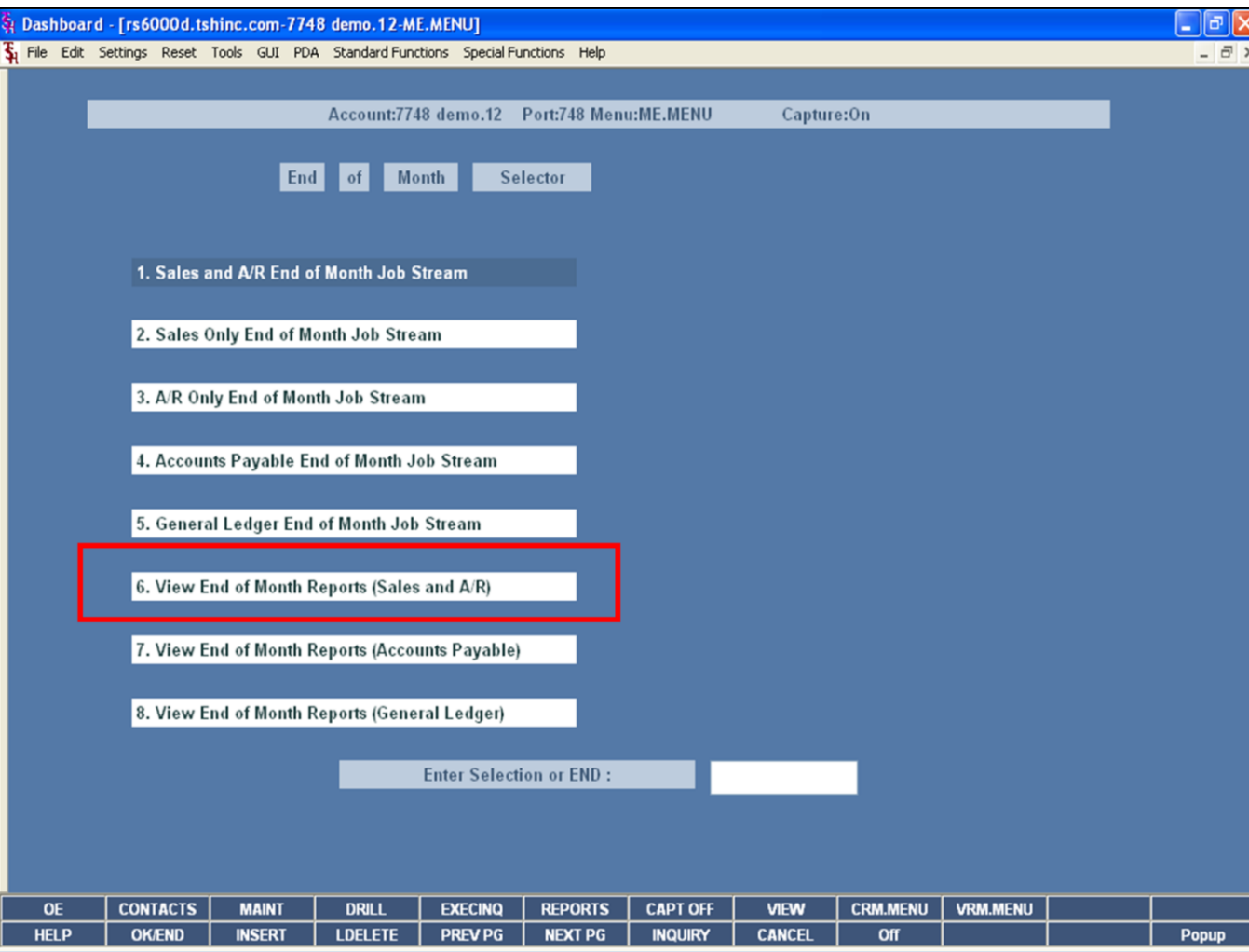
ARE ON THE SAME FISCAL. ENTER FISCAL PERIOD TO UPDATE OR <END>

Enter the fiscal period you are closing as 'YYMM' (do not use slashes) or 'END' to return to the menu. The fiscal period entered must be the current period.

Remember: when entering in the fiscal period – the format is YYMM, as in 07 (year) and 11 (month).

At this point the A/R End of Month Job Stream will run. When it is completed, the system will return the user to the End of Month menu.

Notes:



View End of Month Reports (Sales and A/R)

The reports generated in the A/R Only End of Month Job Stream are automatically generated to the Report Capture user: EOM-AR. By accessing this report capture, the user can view all the reports generated from the job stream.

Notes:

Dashboard - [rs6000d.tshinc.com-7752 demo.12-SSS.REPORT.MASTER01251]

File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help

Report Master - Report Summary CAPTURED

User : EOM-AR Archive :

Count 46

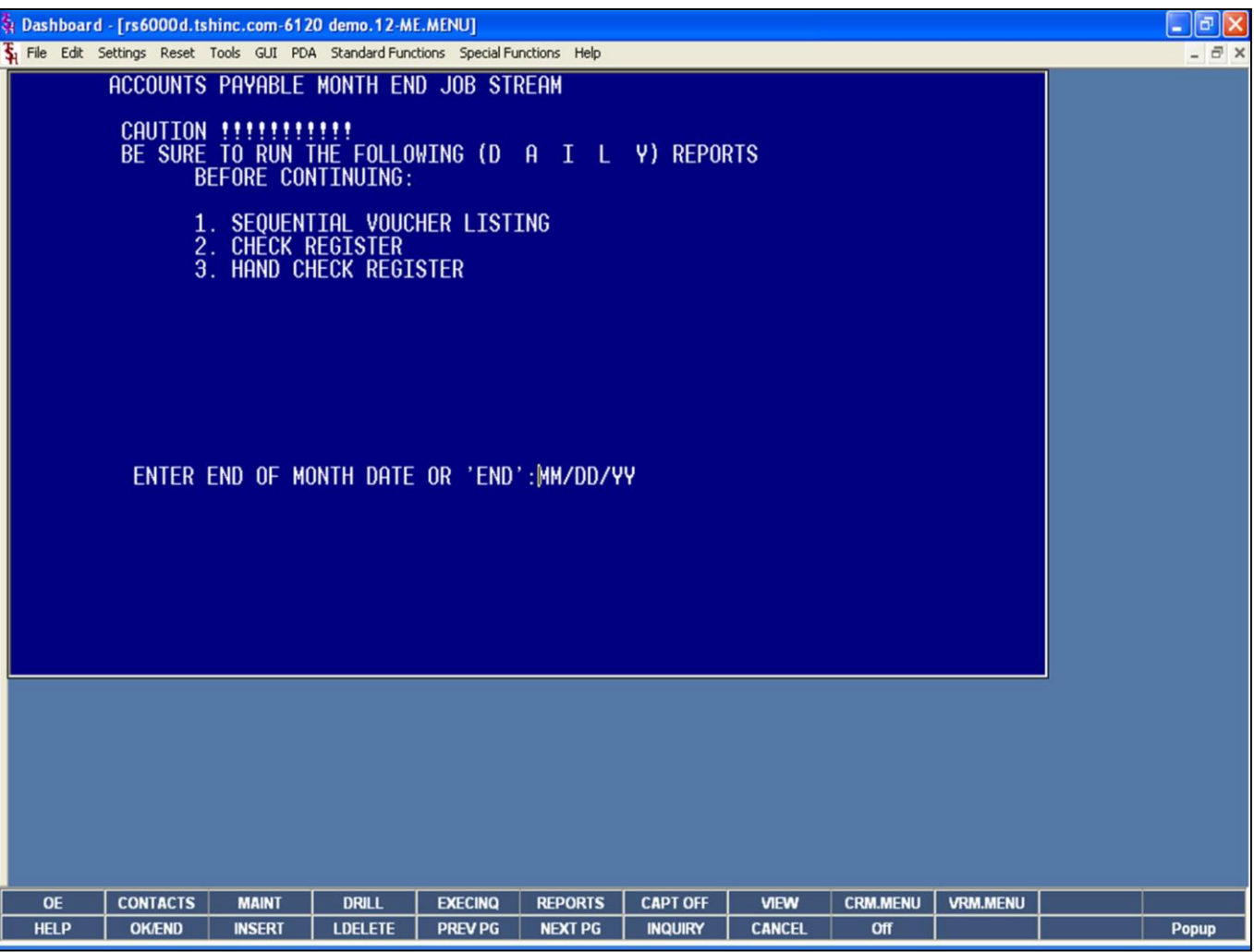
#	Report Name	Date	Time	Size	St
1.	<AR.Overdue.Report>	11/28/07	01:29:40pm	5083	
2.	AR.Summary.Schedule	11/28/07	01:29:40pm	6462	
3.	Aging.Error.Report	11/28/07	01:29:40pm		
4.	Charge.Back.Register	11/28/07	01:29:40pm	18	
5.	Error.Report..AR.Cash.Update.to.GLA	11/28/07	01:29:40pm	18	
6.	Error.Report..NON.AR.Cash.Update.to.GLA	11/28/07	01:29:40pm	18	
7.	Monthly.AR.Adjustment.List	11/28/07	01:29:40pm	182	
8.	Monthly.Cash.Register	11/28/07	01:29:40pm	749	
9.	Non.AR.Monthly.Cash.Register	11/28/07	01:29:40pm	674	
10.	Open.Item.Aged.Trial.Balance	11/28/07	01:29:40pm	39272	
11.	Summary.Monthly.Cash.Register.by.Applied.Co.	11/28/07	01:29:40pm	778	
12.	Summary.Monthly.Cash.Register.by.Receiving.Co.	11/28/07	01:29:40pm	1039	
13.	Bill.of.Lading.Register	11/28/07	12:19:43pm	453	
14.	Error.Report..Cost.of.Goods.Update.to.GLA	11/28/07	12:19:41pm	18	
15.	Error.Report..INVOICE.Cost.of.Goods.Update.to.GLA	11/28/07	12:19:41pm	18	

Enter Line# to View, DELETE to Delete or END : XXXXXXXXXXXX

Select	Unselect	Print	Comm/User	Copy	Flat	Fax	E-Mail	pdf / PR			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup

View End of Month Reports (Sales and A/R)
 This is an example of the A/R End of Month reports listed in Report Capture.

Notes:



Accounts Payable End of Month Job Stream

Prior to running the accounts payable end of month job stream, the following should be done:

1. Verify that all vouchers have been entered for the month and all batches have been updated.
2. Verify that all checks and handchecks have been generated for the month and updated.

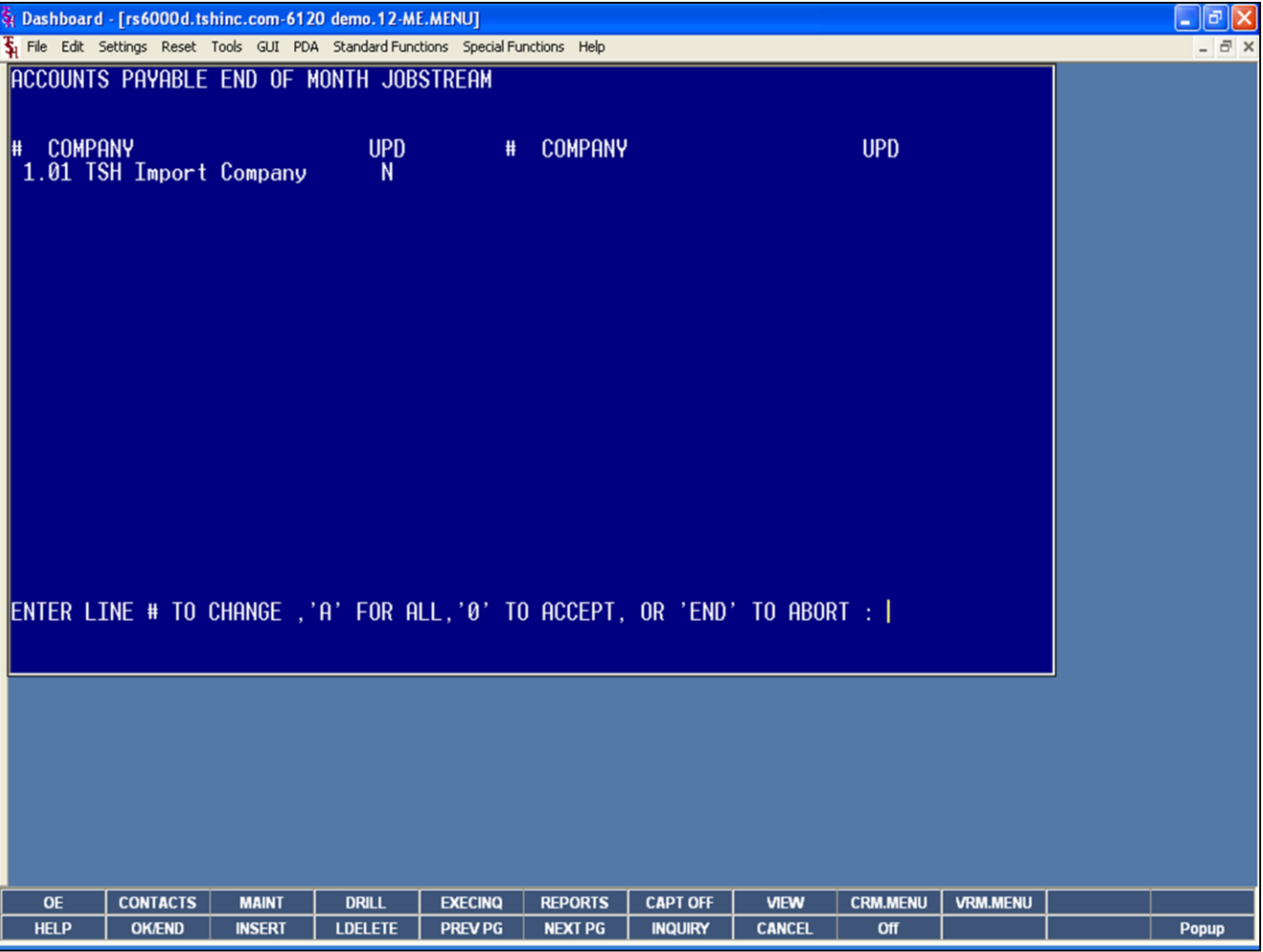
**ENTER END OF MONTH DATE OR 'END':
MM/DD/YY**

Enter the month end date or 'END' to return to the menu.

ENTER OPERATOR INITIALS

If prompted, enter your operator code. The operator code entered is validated to the Operator file for access code 'AP'.

Notes:



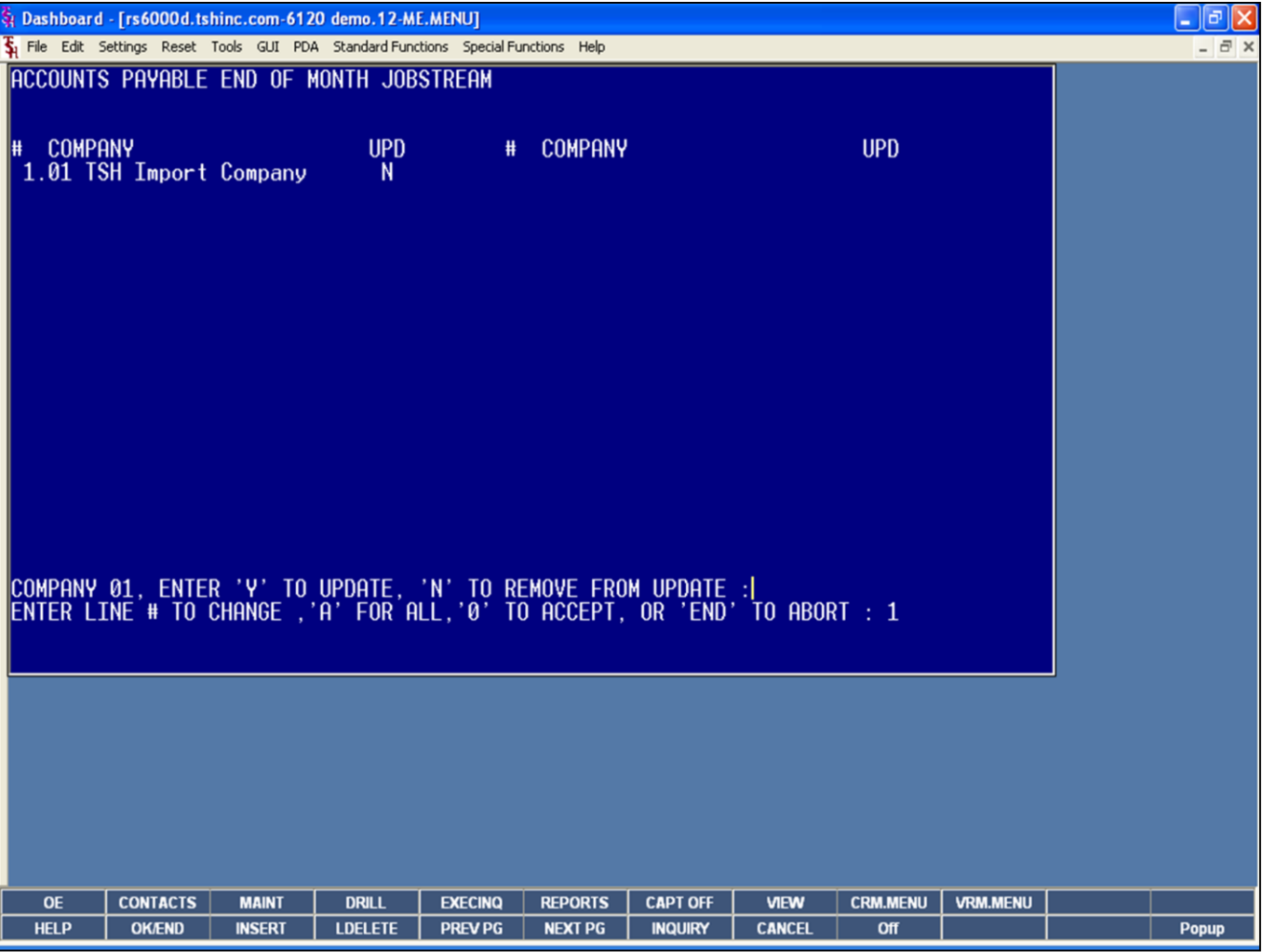
Accounts Payable End of Month Job Stream

ENTER LINE# TO CHANGE, 'A' FOR ALL, '0' TO ACCEPT, OR 'END' TO ABORT:

Enter the line number for the company you wish to close accounts payable and hit <ENTER>. The user can type 'END' to exit.

Note: If you have multiple companies and they are on different fiscal periods, you must do the month end process for 1 company at a time.

Notes:



**Accounts Payable End of Month Job Stream
COMPANY 01, ENTER 'Y' TO UPDATE, 'N' TO
REMOVE FROM UPDATE:**

An entry of 'Y' will flag the company for end of month. An entry of 'N' will remove the update flag.

Enter 'A' to flag all companies in the list for update. If 'A' is selected all companies that are to be updated must be on the same fiscal year.

The user may also enter 'END' to abort and return to the menu.

Notes:

Dashboard - [rs6000d.tshinc.com-6120 demo.12-ME.MENU]

File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help

ACCOUNTS PAYABLE END OF MONTH JOBSTREAM

#	COMPANY	UPD	#	COMPANY	UPD
1.01	TSH Import Company	Y			

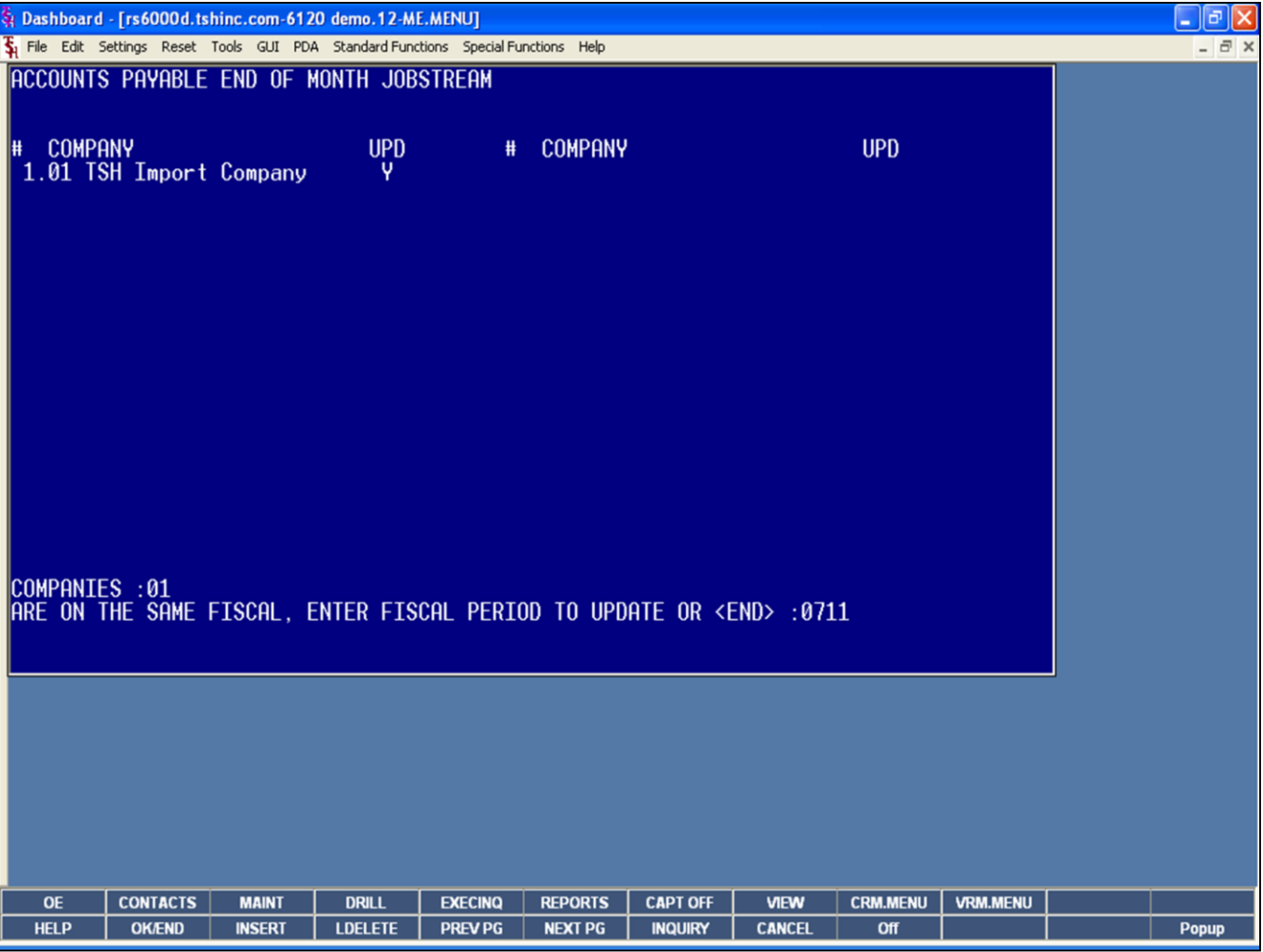
ENTER LINE # TO CHANGE , 'A' FOR ALL, '0' TO ACCEPT, OR 'END' TO ABORT :

OE	CONTACTS	MAINT	DRILL	EXECINQ	REPORTS	CAPT OFF	VIEW	CRM.MENU	VRM.MENU		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup

Accounts Payable End of Month Job Stream

To continue, enter '0' and hit <ENTER>. The end of month job stream will start for all companies with the update flag set to 'Y'.

Notes:



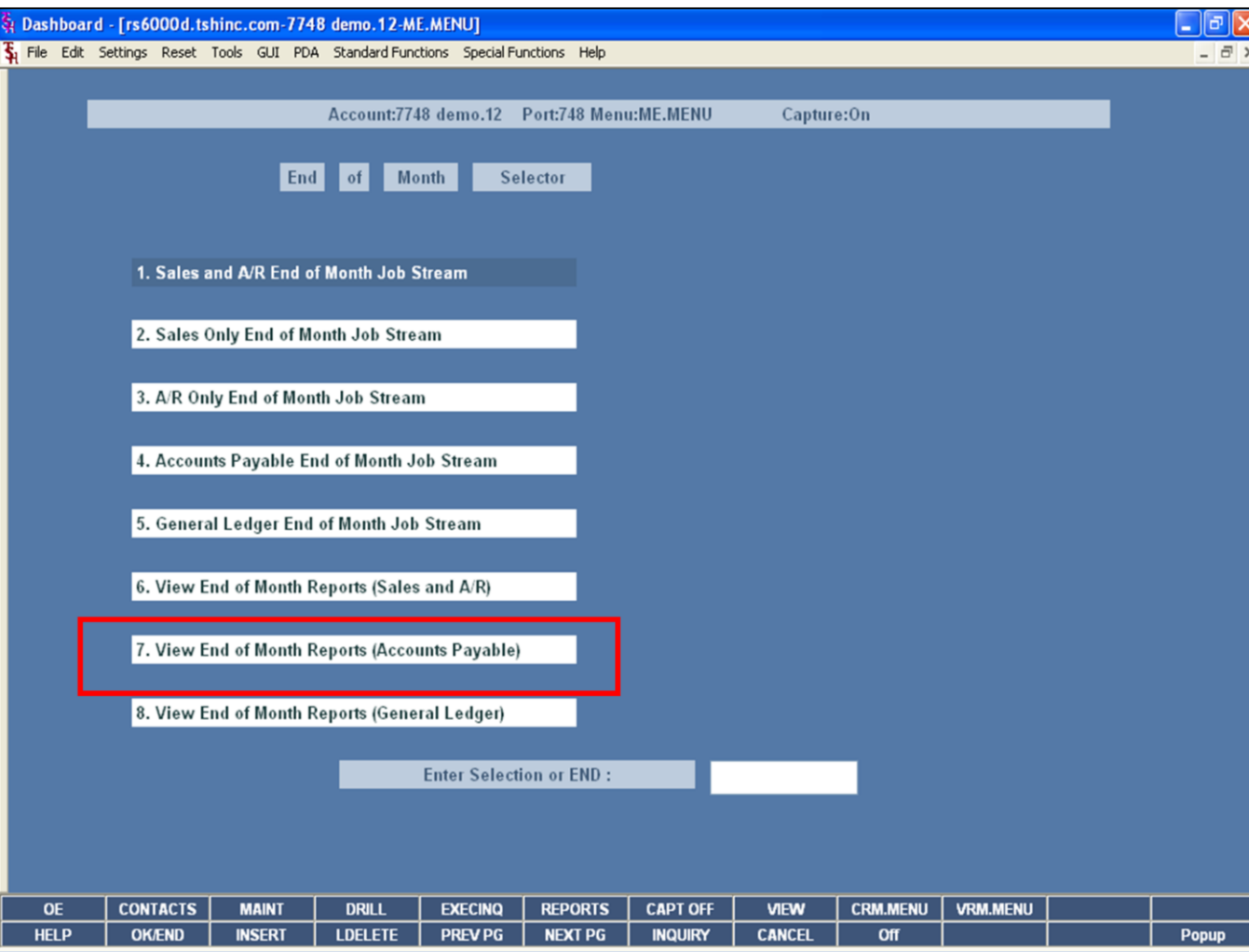
Accounts Payable End of Month Job Stream COMPANIES 01

ARE ON THE SAME FISCAL. ENTER FISCAL PERIOD TO UPDATE OR <END>

Enter the fiscal period you are closing as 'YYMM' (do not use slashes) or 'END' to return to the menu. The fiscal period entered must be the current period. **Remember:** when entering in the fiscal period – the format is YYMM, as in 07 (year) and 11 (month).

At this point the Accounts Payable End of Month Job Stream will run. When it is completed, the system will return the user to the End of Month menu.

Notes:



View End of Month Reports (Accounts Payable)

The reports generated in the Accounts Payable End of Month Job Stream are automatically generated to the Report Capture user: EOM-AP. By accessing this report capture, the user can view all the reports generated from the job stream.

Notes:

Dashboard - [rs6000d.tshinc.com-6120 demo.12-SSS.REPORT.MASTER01251]

File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help

Report Master - Report Summary CAPTURED

User : EOM-AP Archive :

Count 12

#	Report Name	Date	Time	Size	St
1.	<Accounts.Payable.Activity.List>	11/27/07	11:33:27 am	148211	
2.	Number.of.Vouchers.per.User	11/27/07	11:33:27 am	446	
3.	Job.Cost.Summary	11/27/07	11:33:26 am	1004	
4.	Job.Detail.History.Report	11/27/07	11:33:26 am	921	
5.	Monthly.Cash.Disbursement.Summary	11/27/07	11:33:26 am	18	
6.	Monthly.Handcheck.Disbursement.Summary	11/27/07	11:33:26 am	18	
7.	Monthly.Check.Register	11/27/07	11:33:25 am	2764	
8.	Monthly.Paid.Invoice.Register	11/27/07	11:33:25 am	2561	
9.	Monthly.Summary.Check.Register	11/27/07	11:33:25 am	448	
10.	Detail.Accrued.Merchandise.Expense.Register	11/27/07	11:33:24 am	81833	
11.	Error.Report..Accrued.Merchandise.Expense.Update.to.GLA	11/27/07	11:33:24 am	18	
12.	Summary.Accrued.Merchandise.Expense.Register	11/27/07	11:33:24 am	355	
13.					
14.					
15.					

Enter Line# to View, DELETE to Delete or END : XXXXXXXXXXXX

Select	Unselect	Print	Comm/User	Copy	Flat	Fax	E-Mail	pdf / PR			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup

View End of Month Reports (Accounts Payable)

This is an example of the Accounts Payable End of Month reports listed in Report Capture.

Notes:

Dashboard - [rs6000d.tshinc.com-6120 demo.12-ME.MENU]

File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help

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* * * * * GENERAL LEDGER MONTH-END UPDATE * * * * *

NOTE: ONCE UPDATE IS RUN 'MONTHLY JOURNAL ENTRY REPORT'
      AND 'PRELIMINARY G/L ACTIVITY DETAIL RPT' MAY NOT BE RUN.

      ENTER <RTN> TO CONTINUE OR 'END': ###
    
```

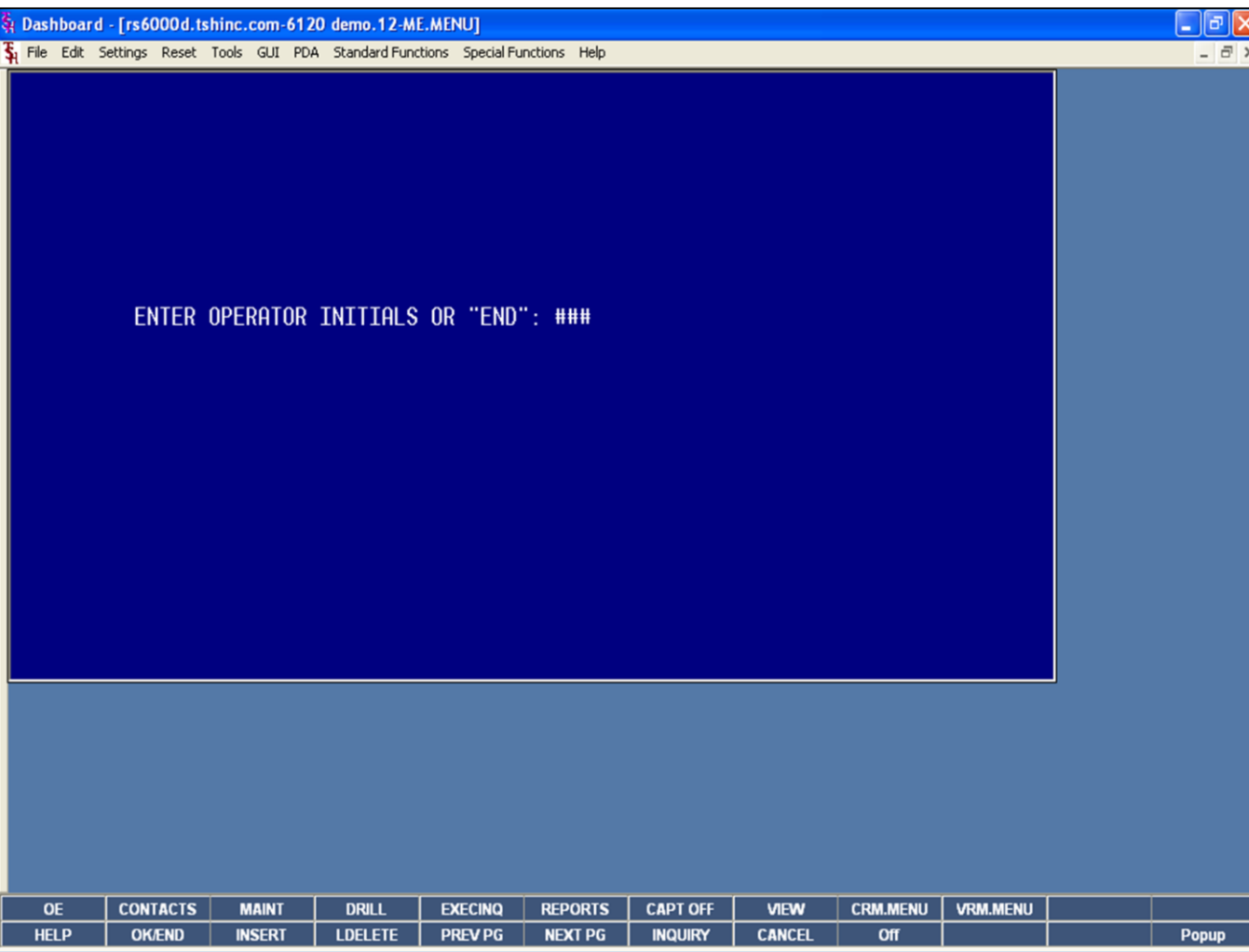
OE	CONTACTS	MAINT	DRILL	EXECINQ	REPORTS	CAPT OFF	VIEW	CRM.MENU	VRM.MENU		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup

General Ledger End of Month Job Stream

ENTER <RTN> TO CONTINUE OR 'END': ###

Hit <ENTER> to continue or type 'END' and hit <ENTER> to exit.

Notes:



General Ledger End of Month Job Stream

ENTER OPERATOR INITIALS OR 'END': ###

The user enters their operator code. The operator code is validated to the Operator file for access code 'AP'. The user may exit by typing 'END' and hitting <ENTER>.

OE	CONTACTS	MAINT	DRILL	EXECINQ	REPORTS	CAPT OFF	VIEW	CRM.MENU	VRM.MENU		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup

Notes:

Dashboard - [rs6000d.tshinc.com-6120 demo.12-ME.MENU]

File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help

```

***** CAUTION *****
IF YOU ARE RE-CLOSING A FISCAL PERIOD AND HAVE ALREADY CLOSED
SUBSEQUENT FISCAL PERIODS YOU 'SHOULD' RE-PRINT ALL G/L REPORTS
UP TO AND INCLUDING THE 'LAST' FISCAL PERIOD YOU HAVE CLOSED
SO THAT YOU HAVE THE MOST 'CURRENT REVISION' OF THE REPORTS
DO YOU WANT TO PROCEED ? (Y/N) |
    
```

OE	CONTACTS	MAINT	DRILL	EXECINQ	REPORTS	CAPT OFF	VIEW	CRM.MENU	VRM.MENU		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup

General Ledger End of Month Job Stream

******* CAUTION *******

IF YOU ARE RE-CLOSING A FISCAL PERIOD AND HAVE ALREADY CLOSED

SUBSEQUENT FISCAL PERIODS YOU 'SHOULD' RE-PRINT ALL G/L REPORTS

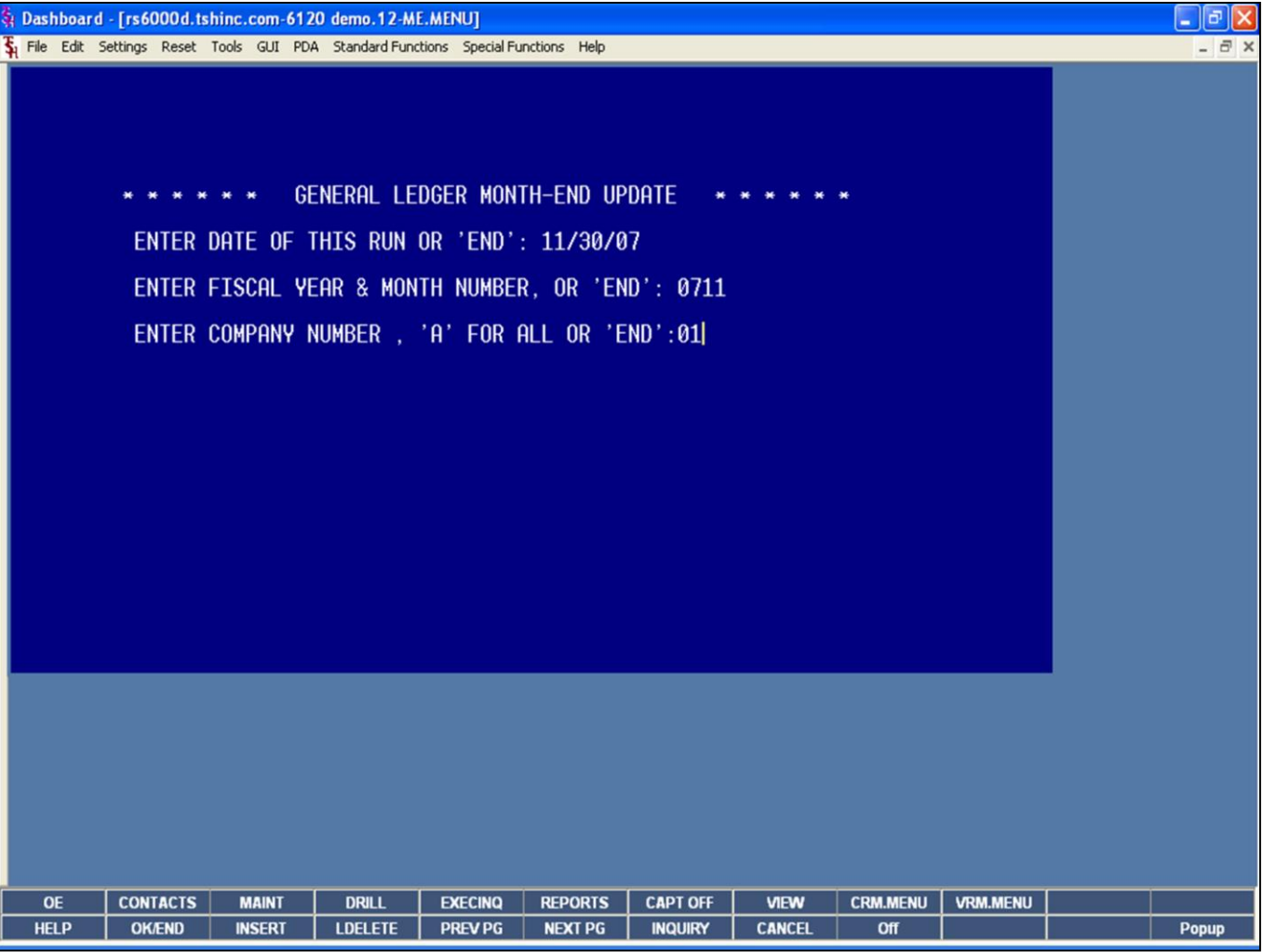
UP TO AND INCLUDING THE 'LAST' FISCAL PERIOD YOU HAVE CLOSED

SO THAT YOU HAVE THE MOST 'CURRENT REVISION' OF THE REPORTS

DO YOU WANT TO PROCEED ? (Y/N)

Enter 'Y***' to continue. The user may also type 'N' to return to the menu.

Notes:



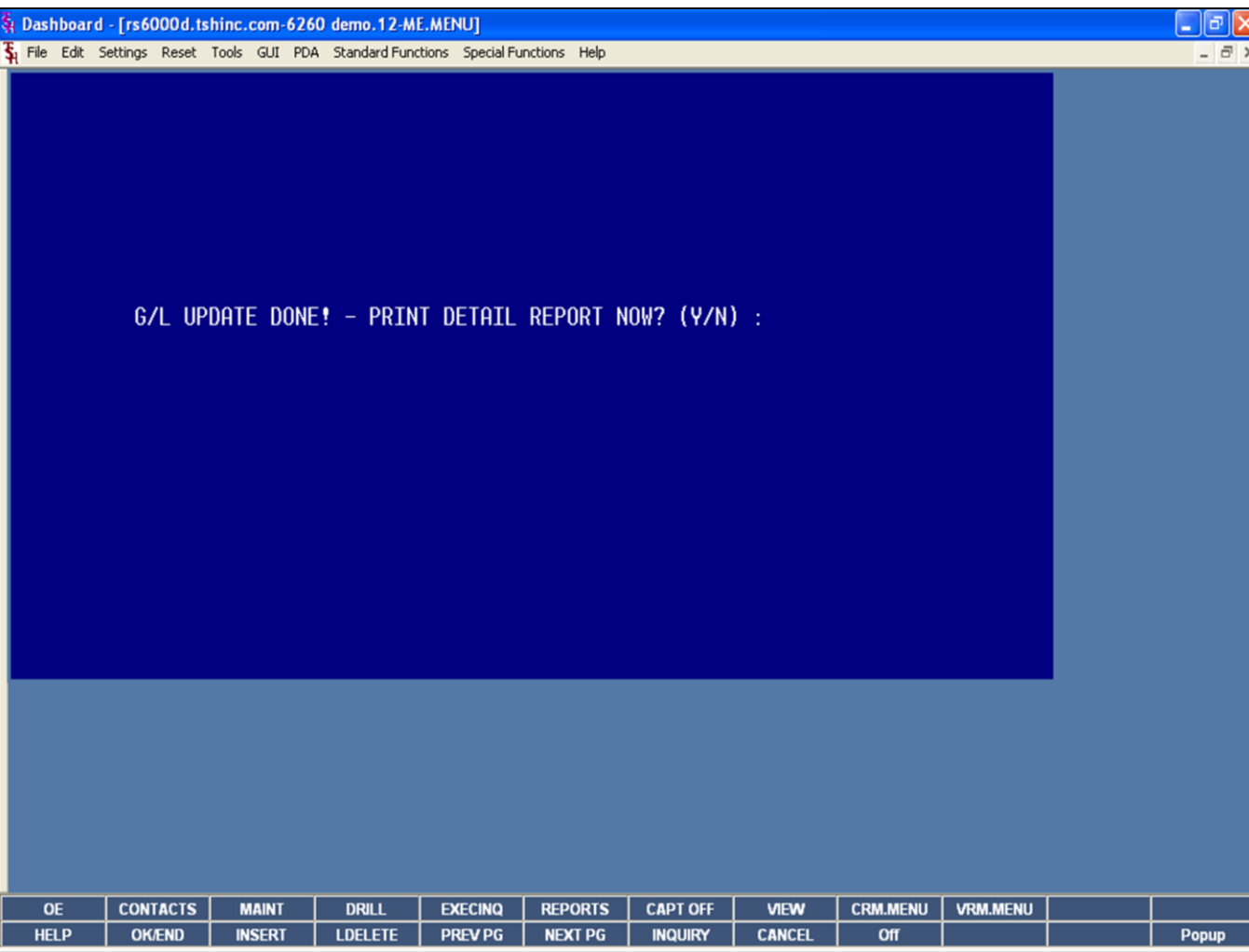
General Ledger End of Month Job Stream

ENTER DATE OF THIS RUN OR 'END':
 Enter the date to appear of the report. The format is MM/DD/YY.

ENTER FISCAL YEAR & MONTH NUMBER, OR 'END':
 Enter the fiscal year and month (YYMM) or 'END' to return to the menu.

ENTER COMPANY NUMBER, 'A' FOR ALL OR 'END':
 Enter a specific company number, 'A' for all companies, or 'END' to return to the menu.

Notes:

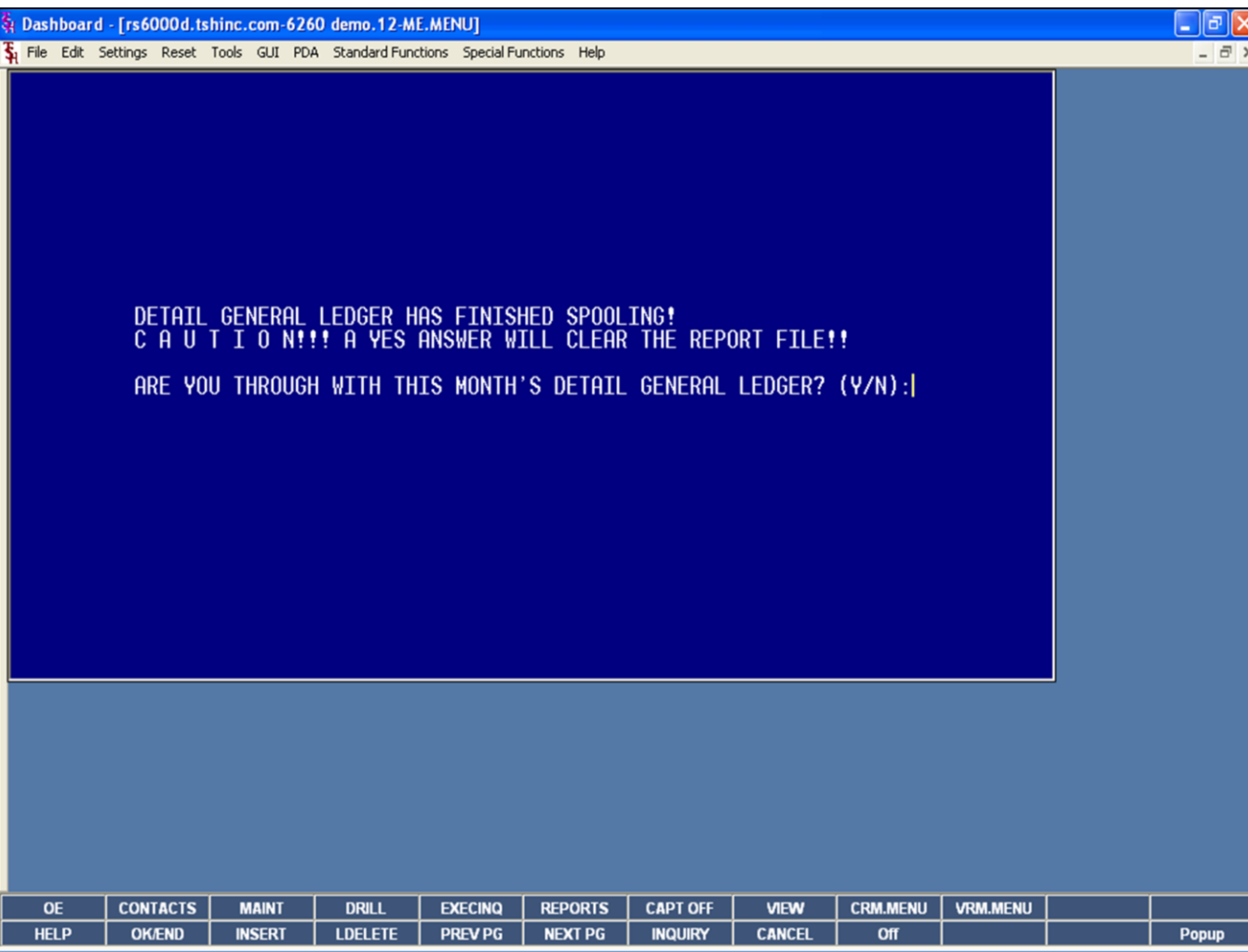


General Ledger End of Month Job Stream

G/L UPDATE DONE! - PRINT DETAIL REPORT NOW? (Y/N):

Enter 'Y' to print the detail report. Enter 'N' to bypass printing the report.

Notes:



General Ledger End of Month Job Stream

DETAIL GENERAL LEDGER HAS FINISHED SPOOLING!

CAUTION!!! A YES WILL CLEAR THE REPORT FILE !!

ARE YOU THROUGH WITH THIS MONTH'S DETAIL GENERAL LEDGER? (Y/N)

Enter 'Y' to continue and clear the file.

Notes:

Dashboard - [rs6000d.tshinc.com-7748 demo.12-ME.MENU]

File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help

Account:7748 demo.12 Port:748 Menu:ME.MENU Capture:On

End of Month Selector

1. Sales and A/R End of Month Job Stream
2. Sales Only End of Month Job Stream
3. A/R Only End of Month Job Stream
4. Accounts Payable End of Month Job Stream
5. General Ledger End of Month Job Stream
6. View End of Month Reports (Sales and A/R)
7. View End of Month Reports (Accounts Payable)
8. View End of Month Reports (General Ledger)

Enter Selection or END :

OE	CONTACTS	MAINT	DRILL	EXECINQ	REPORTS	CAPT OFF	VIEW	CRM.MENU	VRM.MENU		
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup

View End of Month Reports (General Ledger)

The reports generated in the General Ledger End of Month Job Stream are automatically generated to the Report Capture user: EOM-GL. By accessing this report capture, the user can view all the reports generated from the job stream.

Notes:

Dashboard - [rs6000d.tshinc.com-7752 demo.12-SSS.REPORT.MASTER01251]

File Edit Settings Reset Tools GUI PDA Standard Functions Special Functions Help

Report Master - Report Summary CAPTURED

User : EOM-GL Archive :

Count 1

#	Report Name	Date	Time	Size	St
1.	<Detail.GL.Report>	11/28/07	10:53:44 am	29683	
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

Enter Line# to View, DELETE to Delete or END : XXXXXXXXXXXX

Select	Unselect	Print	Comm/User	Copy	Flat	Fax	E-Mail	pdf / PR			
HELP	OK/END	INSERT	LDELETE	PREV PG	NEXT PG	INQUIRY	CANCEL	Off			Popup

View End of Month Reports (General Ledger)

This is an example of the General Ledger End of Month reports listed in Report Capture.

Notes:

Where to Get More Information

•To contact support, call 973-777-8050 or fax 973-777-1483

•To access The Systems House's website: www.tshinc.com

Notes:
