

EOM – End of Month Quick Guide  
 DJF – 10/2/15

Overview: This quick guide is intended to help you know how to verify you have run the end of month procedures in MDS. Note we recommend you run these monthly to allow you properly update the Month to date figures in the MDS system and have sales buckets for each month. If you do not run them , financial reporting and sales analysis is much harder.

First, when you run any end of month process, when it's finished you will be returned to the Eod of Month menu:



On this menu, Sales and AR share a Report Capture, AP and GL has it own separate ones. When you are finished with the processes, the reports are there for you to review.

To view go into the “View End of Month Reports (Accounts Payable), etc)  
 Each Eom will have it's own reports generated

Additionally, to find out what your current periods are for GL, AP, AR, and Sales, there is a report for this. Start by going to the Main Menu (any menu click the “Home” button). Then go to: 7 File Maintenance -> 1 Company Related Files -> 20 Current Fiscal Month Check:



The report will go to Report Capture.

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PAGE      1          ***** STATUS OF COMPANY DATES *****          05:47:15am 02 Oct 2015

CO# COMPANY NAME..... FM LST.YR.GL LST.MO.GL CURR.MO.SL LST.MO.SL CUR.YR.SL CURR.MO.AP LST.MO.AP CURR.MO.AR LST.MO.AR HARD.CLOSE.MO

01 DV MEDICAL SUPPLY, 06      14      1505      1505      1504      15      1502      1501      1501      1412
   INC

1 records listed.
  
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- From this report you can see:
- FM – First Fiscal Month
- LST.YR.GL – Last Year GL Closed
- LST.MO.GL – Last Month GL Closed – this occurs in every EOD
- CURR.MO.SL – Current Month Sales
- LST.MO.SL – Last Month Sales
- CUR.YR.SL – Current Year Sales
- CURR.MO.AP – Current Month AP
- LST.MO.AP – Last Month AP
- CURR.MO.AR – Current Month AR
- LST.MO.AR – Last Month AR

After looking at this report, you should see the EOM Process you ran increment to the next period.

IE 1508 → 1509

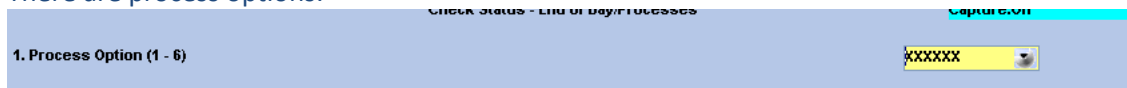
If it does not appear that the EOM was performed.

You can check status from another report.

From the main menu: 8 End of Period Processing -> 1 End of Day Processing – 4 Check Status of End of Day/Processes:



There are process options:



Just click on the drop down arrow and for this research, choose the process to audit example #5 AR/EOM . The report goes to Report Capture.

If you have any questions or issues – please contact [Support@tshinc.com](mailto:Support@tshinc.com)