

□ **20 : MONTH END PROCESS & REPORT**

1. MAIN MENU #6 - SUPERVISORY.
2. PRESS A - RUN END OF MONTH.
3. A BOX WILL DISPLAY SHOWING THE DATE OF THE LAST END OF MONTH AND OK TO RUN EOM (end of month).
4. ANSWER “Y”
5. IT WILL RUN FOR ABOUT 1 MINUTE OR LESS AND THIS DOES NOT PRINT THE REPORT. AT THE END IT WILL TELL YOU END OF MONTH COMPLETE. PRESS ENTER TO CONTINUE.
6. PRESS F2 BACK TO MAIN MENU.
7. PRESS 3 - CUSTOMER /BILLING.
8. PRESS 6 - CUSTOMER REPORTS.
9. PRESS 6 - INVOICE RECAPS.
10. PRESS 1 - RECAP BY DATE.
11. USE THE DEFAULTS SET AND PRESS F1 TO CONTINUE.
12. INPUT THE STARTING AND ENDING DATES FOR YOUR MONTH RANGE AND PRESS F1 TO CONTINUE.
13. THE REPORT WILL BE SHOWN ON SCREEN. PRESS F1 TO PRINT.
14. PRESS F2 BACK TO MAIN MENU.

NOTES