



TSH Tip

End-of-Period Processing

Overview of this TSH Tip

Who should use this TSH Tip?

Systems managers and administrators, and anyone who needs to use Vision™ to run End-of-Day or End-of-Month processing.

What will this TSH Tip help you do?

This TSH Tip will help you do several things:

- Understand the purpose of End-of-Day and End-of-Month processing.
- Set up and maintain parameters for End-of-Day and End-of-Month processing.
- Run End-of-Day and End-of-Month processing.

Which parts of Vision are discussed?

Reporting Sales Month Dates Maintenance (menu-12.1.1.6)
Holiday Maintenance (menu-12.1.1.7)
Company/Report Print Queue Maintenance (menu-12.1.1.9)
GL Sales Month Dates Maintenance (menu-12.1.1.11)
Parameter System Maintenance (menu-12.1.4.2)
System Reports Maintenance (menu-12.1.4.8)
Reporting EOM Parameter Maintenance (menu-12.6.2)
Reporting EOM Phantom Maintenance (menu-12.6.3)
Reporting EOM Error Recovery Maintenance (menu-12.6.4)
EOD Parameter Maintenance (menu-12.6.6)
EOD Phantom Maintenance (menu-12.6.7)
EOD Error Recovery Maintenance (menu-12.6.8)
System Information Email Maintenance (menu-12.6.9)
End of Day Process — Complete (menu-16.1)
EOD Status Inquiry (menu-16.2 or 19.6)
Run EOM Process (menu-17.1)
Reporting End of Month Status Inquiry (menu-17.2)
Rerun Specific EOM Reports (menu-17.3)
Spooler Menu (MYJOBS) (menu-22)

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Introduction to end-of-period processing

Vision's End-of-Day (EOD) and End-of-Month (EOM) processing jobs streamline many routine reporting and financial functions for you. Both of these end-of-period jobstreams comprise individual subprocesses. The EOD and EOM processes are restartable so that if either one is interrupted, you can restart it and it will finish any processes that had not already finished.

End-of-Day processing

The EOD jobstream contains processes that originate from several different functional areas of Vision. Invoicing, General Ledger, Accounts Receivable, and Purchasing are included, among others. These processes all flow into the EOD jobstream. The EOD jobstream includes all transactions that occurred during the day, as well as creation of many useful reports. The EOD jobstream consists of three main phases that occur in succession: file updating, report creation, and file clearing.

End-of-Month processing

The focus of EOM processing is to close the Accounts Receivable and Sales for the month and create various EOM reports. The EOM jobstream consists of three main phases: file updating, report creation, and file clearing.

Setting up and maintaining processing

Setup overview of end-of-period processes

Parameters for how Vision handles End-of-Day and End-of-Month processing are set up in several different areas of Vision. The Systems House staff sets up some of these parameters for you initially; instructions are provided here so that you understand how they are used.

The Systems House staff does the following for you:

- Specify whether an offline reporting account is used for EOM
- Specify number of EOD phantom processes
- Specify number of EOM phantom processes
- Set up system processes

User maintenances:

- Specify holidays
- Redefine the printer queues and numbers of copies for reports
- Set up fiscal and GL period dates
- Set up EOD parameters
- Set up EOM parameters
- Specify which EOD and EOM reports are generated (All reports are initially set to be generated.)
- Specify email addresses for notification of problems

Specify whether an offline reporting account is used for EOM

To save EOM processing time, you may have a separate, offline reporting account used for EOM report generation. Following are guidelines for specifying whether or not your system has such a separate, offline account.

Note: The Systems House sets up the following for you. Instructions are provided here so that you understand your system's setup.

1. From the Main Menu, select **menu-12.1.4.2** (File Maintenance, Company Related Files, Company Maintenance Menu, Parameter System Maintenance).
2. At the prompt, enter your operator password. The Parameter System Maintenance screen appears.
3. In the **Key** field, press **Enter** to accept the default.
4. In field 28, the **EOM Offline Reporting (Y/N)** field, enter **Y** if the system uses an offline reporting account for EOM reporting, or enter **N** if it does not.

PARAMETER.SYSTEM.HDR0 The Systems House, Inc. 07/17/02 11:07:33
Parameter System Maintenance

Key...: 001

1. Supplies (Y/N)....: Y	18. National System (Y/N).....: N
2. Furniture (Y/N)...: Y	19. Gather Cust Bank Info (Y/N)..: N
3. Machines (Y/N)....: Y	20. Central File Maint (Y/N).....: N
4. Credit Card (M/B)..: M	21. Enable FSC AP GL Process(Y/N): N
5. Manual Relse (Y/N): N	22. Enable FSC AR Processing(Y/N): N
6. Same P/O (Y/N)....: Y	23. Vertex Sales Tax (Y/N).....: N
7. Costing Invnty....: A	24. U-Procure Account (Y/N).....: N
8. Costing Pgm.....: COSTING	25. Multi Prod Mast (Y/N).....: Y
9. Pricing Pgm.....: PRICING	26. ATB Customer Sort (N/A).....: A
10. Cold (Y/N).....: N	27. ATB Invoice Sort (I/S).....: S
11. Fax2Order (Y/N)...: N	28. EOM Offline Reporting (Y/N)..: N
12. Ord/Prch Stat(Y/N): N	
13. Execusense (Y/N)..: N	
14. Order Audit Update: LOG.ORDER.ACTIVITY	
15. Order Audit Inquiry: SHOW.ORDER.ACTIVITY	
16. Closed Ord. Update: CLOSED.ORDER.XREF.UPD	
17. SIWO Clsd.Ord.Upd.: EF.SIWO.CLOSED.ORDER.XREF.UPD	

Ln#, (S#), (R), (F), (?), (0)Accept:

Ready Ln 22, Col 57 NUM

Specifying the maximum number of EOD phantom processes

The number of phantom processes running can be limited or turned off altogether. If the phantom processes are turned off, the EOD subprocesses run serially.

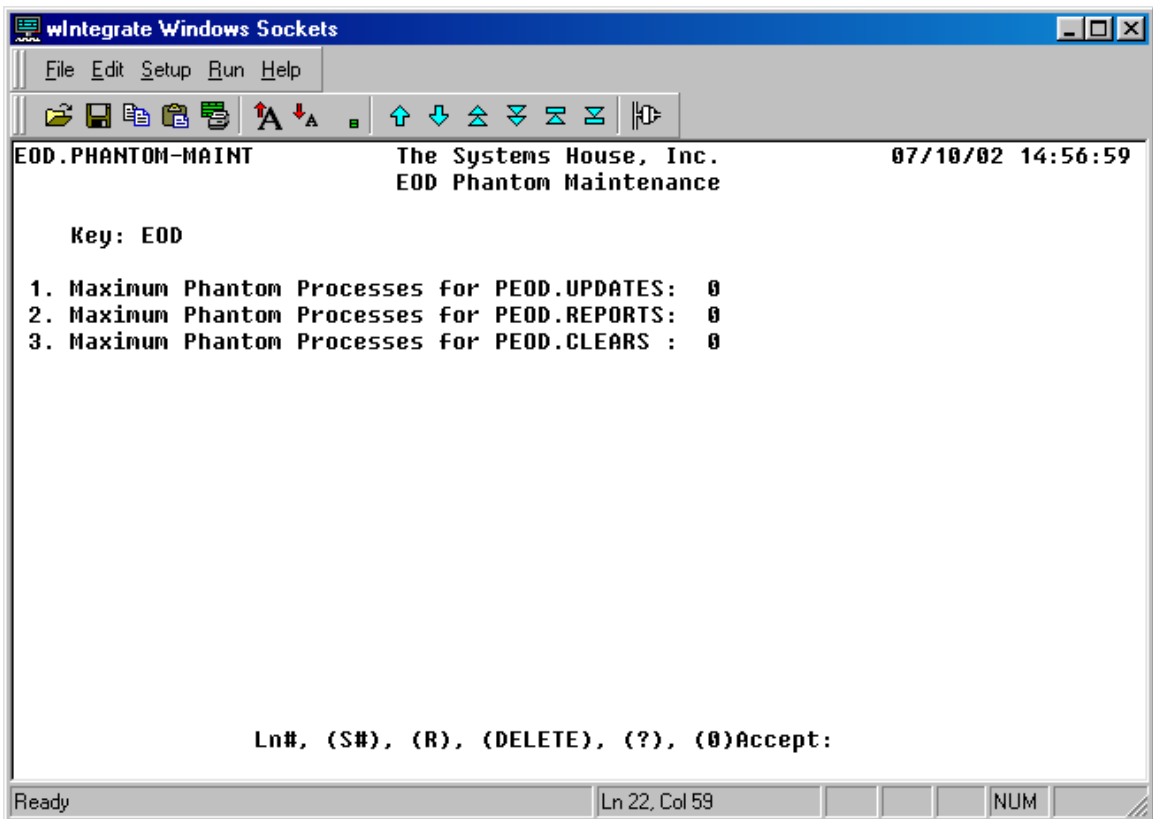
The EOD Phantom Maintenance, menu-12.6.7, determines the maximum number of processes that can occur for each phase of the EOD process.

Note: The Systems House sets up the following for you. Instructions are provided here so that you understand your system's setup.

1. From the Main Menu, select **menu-12.6.7** (File Maintenance, System Related Files, EOD Phantom Maintenance).
2. At the prompt, enter your operator password. The EOD Phantom Maintenance screen appears.
3. In the **Key** field, press **Enter** to accept the default.

Please note: If you enter a zero in any of the fields, all processes are run inline. It is recommended that for ASP systems, the fields should always be set to zero. On in-house systems, it can be set to 2 or 3 if EOD does not have time to run during the night.

4. In the **Maximum Phantom Processes for PEOD.UPDATES** field, enter the number of processes that can occur during the updating phase of the EOD process. For normal use, enter any number between 2 and 99, with higher numbers saving more time. Start with 99 and lower the number if problems occur. Enter a zero to shut off phantom processing.
5. In the **Maximum Phantom Processes for PEOD.CLEARs** field, enter the number of processes that can occur during the clearing phase of the EOD process. For normal use, enter any number between 2 and 99, with higher numbers saving more time. Start with 99 and lower the number if problems occur. Enter a zero to shut off phantom processing.
6. In the **Maximum Phantom Processes for PEOD.REPORTS** field, enter the number of processes that can occur during the reporting phase of the EOD process. For normal use, enter any number between 2 and 99, with higher numbers saving more time. Start with 99 and lower the number if problems occur. Enter a zero to shut off phantom processing.



Specifying the maximum number of EOM phantom processes

The number of phantom processes running can be limited or turned off altogether. If the phantom processes are turned off, the EOM subprocesses run serially.

The EOM Phantom Maintenance, menu-12.6.3, determines the maximum number of processes that can occur for each phase of the EOM process.

Note: The Systems House sets up the following for you. Instructions are provided here so that you understand your system's setup.

1. From the Main Menu, select **menu-12.6.3** (File Maintenance, System Related Files, Reporting EOM Phantom Maintenance).
2. At the prompt, enter your operator password. The EOM Phantom Maintenance screen appears.
3. In the **Key** field, press **Enter** to accept the default.

Please Note: If you enter a zero in any of the fields, it suspends EOM processing and all processes are run inline. It is recommended that for ASP systems, the fields should always be set to zero. On in-house systems, it can be set to 2 or 3 if EOM does not have time to run during the night.

4. In the **Maximum Phantom Processes for EOM_UPDATES** field, enter the number of processes that can occur during the updating phase of the EOM process. For normal use, enter any number between 2 and 99, with higher numbers saving more time. Enter a zero to shut off phantom processing.

If your system does *not* have a separate offline reporting account, start with 99 and lower the number if problems occur.

If your system *does* have a separate offline reporting account, start with 2 and raise the number until the optimum number of phantom processes is achieved.

5. In the **Maximum Phantom Processes for EOM_CLEARS** field, enter the number of processes that can occur during the clearing phase of the EOM process. For normal use, enter any number between 2 and 99, with higher numbers saving more time. Enter a zero to shut off phantom processing.

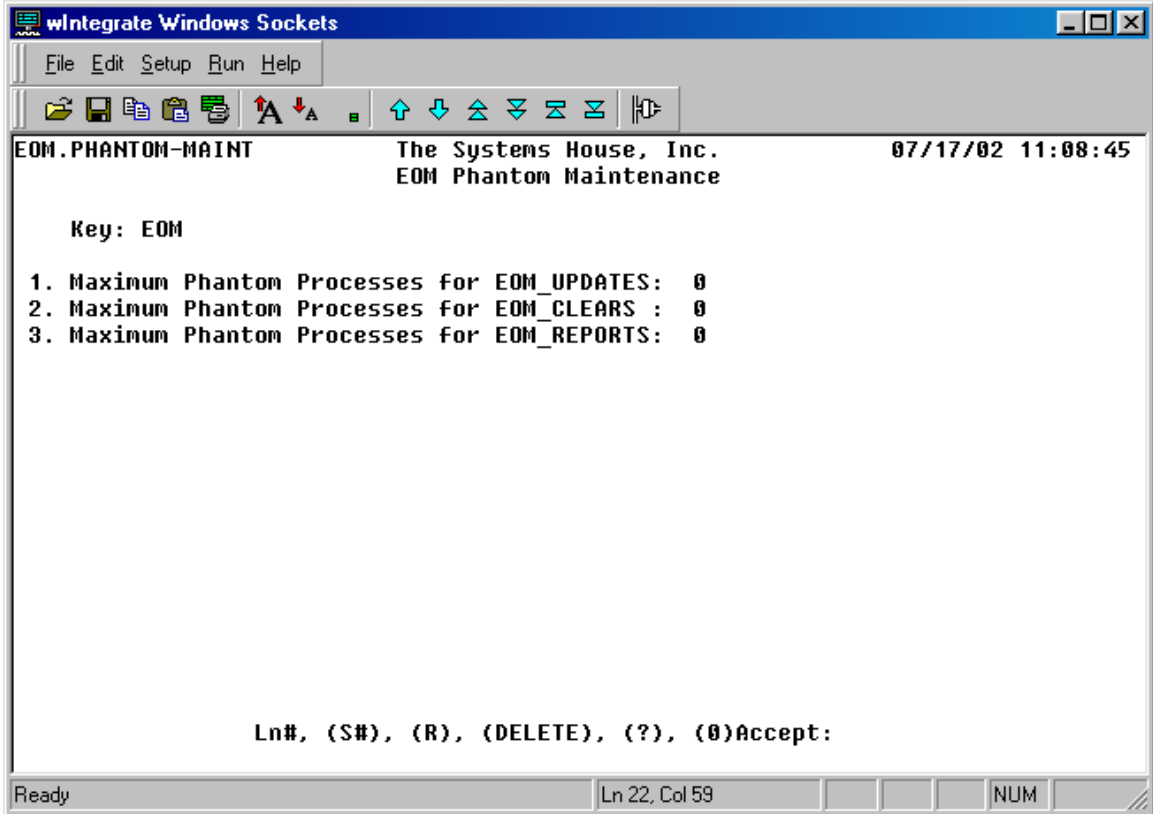
If your system does *not* have a separate offline reporting account, start with 99 and lower the number if problems occur.

If your system *does* have a separate offline reporting account, start with 2 and raise the number until the optimum number of phantom processes is achieved.

6. In the **Maximum Phantom Processes for EOM_REPORTS** field, enter the number of processes that can occur during the reporting phase of the EOM process. For normal use, enter any number between 2 and 99, with higher numbers saving more time. Enter a zero to shut off phantom processing.

If your system does *not* have a separate offline reporting account, start with 99 and lower the number if problems occur.

If your system *does* have a separate offline reporting account, start with 2 and raise the number until the optimum number of phantom processes is achieved.



Setting up system processes

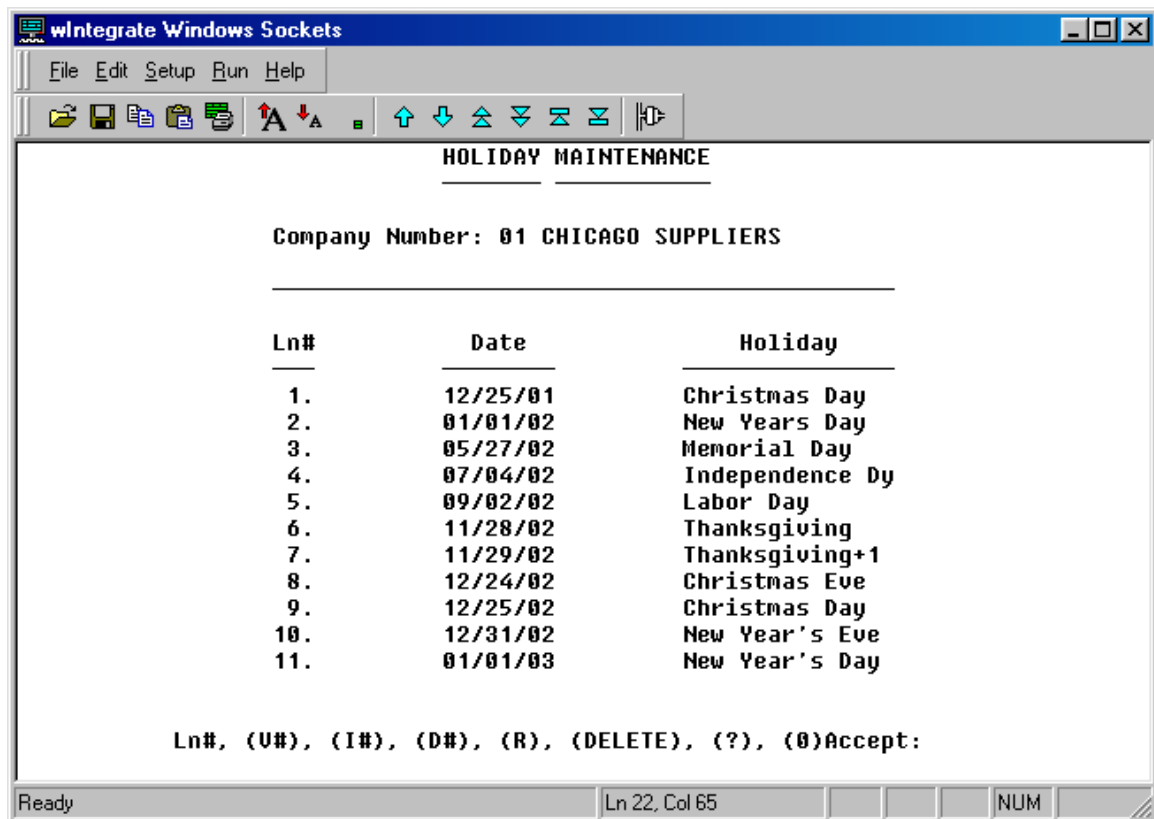
The Systems House Support sets up system processes and adds them to the appropriate end-of-period jobstream for you through System Processes Maintenance, menu-12.6.1.

Specifying holidays

Holiday Maintenance is used in End-of-Day processing. Invoices are not printed on any of the holidays specified in Holiday Maintenance. Holiday Maintenance is also used in field service.

Note: The fiscal period dates need to be set before the holidays are set up.

1. From the Main Menu, select **menu-12.1.1.7** (File Maintenance, Company Related Files, Company Maintenance Menu, Holiday Maintenance).
2. At the prompt, enter your operator password. The Holiday Maintenance screen appears.
3. Enter the number of the company for which you would like to specify holidays.
4. In the **Date** column, enter the calendar dates of each holiday.
5. In the **Holiday** column, enter the corresponding holidays for the year.



The screenshot shows a window titled "wintegrate Windows Sockets" with a menu bar (File, Edit, Setup, Run, Help) and a toolbar. The main window displays the "HOLIDAY MAINTENANCE" screen for "Company Number: 01 CHICAGO SUPPLIERS". The screen contains a table with the following data:

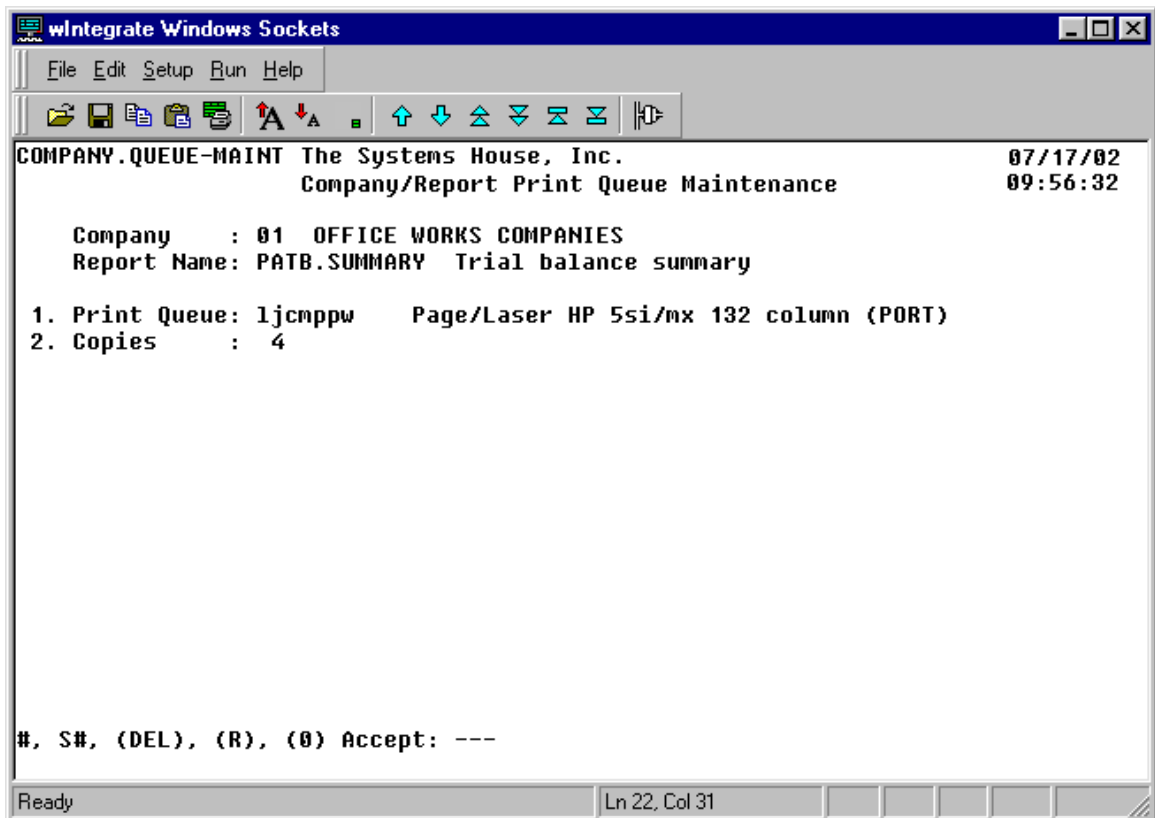
Ln#	Date	Holiday
1.	12/25/01	Christmas Day
2.	01/01/02	New Years Day
3.	05/27/02	Memorial Day
4.	07/04/02	Independence Dy
5.	09/02/02	Labor Day
6.	11/28/02	Thanksgiving
7.	11/29/02	Thanksgiving+1
8.	12/24/02	Christmas Eve
9.	12/25/02	Christmas Day
10.	12/31/02	New Year's Eve
11.	01/01/03	New Year's Day

At the bottom of the screen, there is a prompt: "Ln#, (U#), (I#), (D#), (R), (DELETE), (?), (0)Accept:". The status bar at the bottom shows "Ready" and "Ln 22, Col 65".

Specifying the printer queue and the number of copies for reports

You can redefine the printer and the number of copies to be assigned for some of the reports generated during the end-of-period processes. This is especially helpful if you would like some of the reports to be sent to a printer in the accounting department, for example, and other reports to go to a printer in the sales department.

1. From the Main Menu, select menu-12.1.1.9 (File Maintenance, Company Related Files, Company Maintenance Menu, Company/Report Print Queue Maintenance).
2. At the prompt, enter your operator password. The Company/Report Print Queue Maintenance screen appears.
3. In the **Company** field, enter the company number for which you are assigning reports to queues.
4. In the **Report Name** field, enter the report ID, or enter ?? to select from a list of reports.
5. In the **1. Print Queue** field, enter the name of the valid printer queue you are using as the default queue for this report and/or company or enter ?? to select from a list of queues.
6. In the **2. Copies** field, enter the number of report copies that should be spooled to the queue.



Setting up fiscal and GL period dates

You may choose to run EOM processing on the last day of a month, on the weekend, or whenever. You may also need to report sales figures to a corporate entity with a different fiscal period structure. Vision's flexibility allows you to do this through the following:

- Reporting Sales Month Dates Maintenance, menu-12.1.1.6, which you would use to set up the date ranges for performing the EOM jobstream on the current fiscal setup; summary billing statements, usage reports, and sales reports would be processed during EOM.
- GL Sales Month Dates Maintenance, menu-12.1.1.11, which you would use to set up the date ranges for the invoicing and commissions for the EOM. The data included in reports for headquarters would be based on these date ranges.

Most often, the dates in the two maintenances listed above would be the same.

Note: You should complete Reporting Sales Month Dates Maintenance before GL Sales Month Dates Maintenance. Once the dates in both maintenances have been set up, if you need to change the fiscal sales month dates later, you will also need to go back and change the GL sales month dates accordingly.

1. From the Main Menu, select one of the following:
 - **Menu-12.1.1.6** (File Maintenance, Company Related Files, Company Maintenance Menu, Reporting Sales Month Dates Maintenance) for the Fiscal Dates Maintenance screen
 - **Menu-12.1.1.11** (File Maintenance, Company Related Files, Company Maintenance Menu, GL Sales Month Dates Maintenance) for the GL Sales Dates Maintenance screen

Note: Once you have used the Reporting Sales Month Dates Maintenance option to set up the fiscal dates, the system will ask you if you would like to use those same dates for the GL Sales Month Dates Maintenance. If so, the system will set up the GL sales month dates for you GL Sales Month Dates Maintenance; so additional maintenance will not be necessary.

2. At the prompt, enter your operator password.
3. In the **Fiscal Year** field, enter the last two digits of the fiscal year.
4. The **Per** field shows the month and year of the fiscal period in the format YYNN (for example, 0301 is shown for the first fiscal period of fiscal year 2003). The default for the first field is month 01.
5. In the **Start Dt** field, enter the start date of the fiscal period in the MM/DD/YY format.
6. In the **End Dt** field, enter the last date of the fiscal period in the MM/DD/YY format.
7. In the **Days** field, you can accept the default for the number of business days in the fiscal period.

The GL sales month date ranges govern the following reports:

- Invoice Register
- Field Service Invoice Register
- Monthly Tax Register
- Field Service Monthly Tax Register
- Credit Memo By Reason
- Monthly Inventory Adjustment Listing
- Monthly Commission Register
- Monthly Commission Register with Warehouse Recap
- Aged Trial Balance

wintegrate Windows Sockets

File Edit Setup Run Help

Fiscal Dates Maintenance

Fiscal Year: 02

Per	Start Dt	End Dt	Days	Month
1. 0201	01/01/02	2. 01/31/02	3. 23	January
4. 0202	02/01/02	5. 02/28/02	6. 20	February
7. 0203	03/01/02	8. 03/31/02	9. 21	March
10. 0204	04/01/02	11. 04/30/02	12. 22	April
13. 0205	05/01/02	14. 05/31/02	15. 23	May
16. 0206	06/01/02	17. 06/30/02	18. 20	June
19. 0207	07/01/02	20. 07/31/02	21. 23	July
22. 0208	08/01/02	23. 08/31/02	24. 22	August
25. 0209	09/01/02	26. 09/30/02	27. 21	September
28. 0210	10/01/02	29. 10/31/02	30. 23	October
31. 0211	11/01/02	32. 11/30/02	33. 21	November
34. 0212	12/01/02	35. 12/31/02	36. 22	December

Ln#, (S#), (R), (DELETE), (?), (0)Accept:

Ready Ln 22, Col 59 NUM

wintegrate Windows Sockets

File Edit Setup Run Help

GL Sales Dates Maintenance

GL Sales
Year: 02

Per	Start Dt	End Dt	Days	Month
1. 0201	01/01/02	2. 01/31/02	3. 23	JanuaryAA
4. 0202	02/01/02	5. 02/28/02	6. 20	February
7. 0203	03/01/02	8. 03/31/02	9. 21	March
10. 0204	04/01/02	11. 04/30/02	12. 22	April
13. 0205	05/01/02	14. 05/31/02	15. 23	May
16. 0206	06/01/02	17. 06/30/02	18. 20	June
19. 0207	07/01/02	20. 07/31/02	21. 23	July
22. 0208	08/01/02	23. 08/31/02	24. 22	August
25. 0209	09/01/02	26. 09/30/02	27. 21	September
28. 0210	10/01/02	29. 10/31/02	30. 23	October
31. 0211	11/01/02	32. 11/30/02	33. 21	November
34. 0212	12/01/02	35. 12/31/02	36. 22	December

Ln#, (S#), (R), (DELETE), (?), (0)Accept:

Ready Ln 22, Col 59 NUM

Setting up EOD parameters

Use EOD Parameter Maintenance to set up EOD parameters for each fiscal period.

Before you use EOD Parameter Maintenance, please ensure that your fiscal month ranges are set up in Reporting Sales Month Dates Maintenance, menu-12.1.1.6, and that they are correct. For instructions on the Reporting Sales Month Dates Maintenance option, please refer to *Setting up fiscal and GL period dates* on page 10.

1. From the Main Menu, select **menu-12.6.6** (File Maintenance, System Related Files, EOD Parameter Maintenance).
2. At the prompt, enter your operator password. The EOD Parameter Maintenance screen appears.
3. In the **Reporting Period** field, enter the fiscal period in the YYYYMM format. The **Business Date** field is filled in for the first line.

The defaults for the fields described in steps 5–9 below are based on the day of the week. Default values can be overridden if desired.

4. In the **Run EOD** field, enter one of the following:
Y to run EOD.
N if you do not want to run EOD for that date.
5. Enter the **Invoice Date** for the first business day in the fiscal period. The default is the business date based on the reporting sales month definition (which is set up in Reporting Sales Month Dates Maintenance, menu-12.1.1.6). For example, if you would like the invoice date for the first business day to equal the business date, enter the same date. If you would like the invoice date to be the day after the business date, enter the following date. The default for the Invoice Date field in subsequent lines will follow the same rule as used when you entered the invoice date for the first business date. You can override any default invoice date.
6. In the **EOD Day** field, indicate the day of the week. You can press **Enter** to accept the default.

7. In the **Run EOW** field, enter one of the following:
Y to run EOW.
N if you do not want to run EOW.

Additional processing is done during End-of-Week (EOW) processing:

- The week-to-date figures are reset.
- The Product Access Inquiry is reset.
- The links for the scrolling inquiries (Sequential Item Price, menu-19.1.9, and Sequential Item Cost, menu-19.1.10) are reset.

In addition, several reports are generated as part of EOW:

- Unbilled Direct Ship Report
- Unacknowledged Furniture POs Report
- Furniture Open Claims Report
- Pending Complete Ship Report (also processed from menu-2.5)
- Weekly Summary Invoices
- Sales Rep Quota Report (also processed from menu-11.1)
- Inventory Valuation Summary (currently only generated during EOW)

8. In the **GLsls EOM** field, enter one of the following:
N if you do not want to run the GL Sales EOM processing.
Y to run the GL Sales EOM processing.

If you enter Y in the GLsls EOM field, GL Sales EOM processing will be kicked off automatically after EOD is run. You will still need to also run EOM from menu-17.1 in order to close Accounts Receivable and Sales for the month and to generate the standard EOM reports.

Additional reports are generated during GL Sales EOM processing:

- Stock Status with On Hand > "0" Report (also processed from menu-23.3.3)
- Special & Nonstock Inpick Valuation Report (also processed from menu-23.3.6)
- Detail Aged A/R Report (also processed from menu-4.4.4)
- Monthly Invoice Register (also processed from menu-3.1)
- Monthly Tax Register (also processed from menu-3.3)
- Cash Receipts Journal (also processed from menu-4.4.1.1)
- Adjustment Journal (also processed from menu-4.4.2)
- Monthly Inventory Adjustment Listing (currently only generated during GL Sales EOM)
- Monthly Counter Adjustment Report (currently only generated during GL Sales EOM)
- EOM Depreciation Report (currently only generated during GL Sales EOM)
- Contract Realization Report (also processed from menu-20.9.2.11)
- Monthly Transfer Report (currently only generated from menu-17.1, Run EOM Process)
- Deposit Payment Report (also processed from menu-5.8.5)
- Stock Status with On Hand > "0" Report (also processed from menu-23.3.3)
- Monthly Credits Report (also processed from menu-3.4)
- Summary Sales Tax Register Amounts (also processed from menu-3.11)
- Monthly Sales and Cost by Company ID (also processed from menu-3.12)

- In the **Sleep Time** field, you can enter the start time for EOD processing. Use the 24-hour format (for example, 18:00 would be 6:00 p.m.). If a start time is not entered in this field, there is no delay for EOD processing when you start it via menu-16.1; in other words, EOD processing would begin as soon as you start it from menu-16.1.

The default for the **Sleep Time** field is the previous sleep time entry; this enables you to easily set the same start time for EOD processing each day. You can override any default time if necessary.

- The cursor moves to the next line, where the **Business Date** field has been filled in. You can continue adding information for each business date until you have set up all of the business dates in the fiscal month.

The EOD parameters for this fiscal period cannot be saved until all of the dates have been accounted for. The date range for the fiscal period is set up in Reporting Sales Month Dates Maintenance, menu-12.1.1.6.

EOD.PARAMETER.LINE# The Systems House, Inc. 07/17/02 09:08:29
 EOD Parameter Maintenance
 Reporting From 06/01/02 To 06/30/02
 Period: 200206 Current Invoice Date =

Business Date	EOD Cmp	Run EOD	Invoice Date	EOD Day	Run EOW	GLs1s EOM	Sleep Time
1. 06/01/02 Saturday		N					
2. 06/02/02 Sunday		N					
3. 06/03/02 Monday	Y	Y	06/03/02	MONDAY	N	N	
4. 06/04/02 Tuesday	Y	Y	06/04/02	TUESDAY	N	N	
5. 06/05/02 Wednesday	Y	Y	06/05/02	WEDNESDAY	N	N	
6. 06/06/02 Thursday	Y	Y	06/06/02	THURSDAY	N	N	
7. 06/07/02 Friday	Y	Y	06/07/02	FRIDAY	Y	N	23:00
8. 06/08/02 Saturday		N					
9. 06/09/02 Sunday		N					
10. 06/10/02 Monday	Y	Y	06/10/02	MONDAY	N	N	
11. 06/11/02 Tuesday	Y	Y	06/11/02	TUESDAY	N	N	
12. 06/12/02 Wednesday	Y	Y	06/12/02	WEDNESDAY	N	N	
13. 06/13/02 Thursday	Y	Y	06/13/02	THURSDAY	N	N	
14. 06/14/02 Friday	Y	Y	06/14/02	FRIDAY	Y	N	

Ln#, (U#), (R), (DELETE), (?), (0)Accept:

Setting up EOM parameters

Use EOM Parameter Maintenance to set up EOM parameters for each fiscal period.

1. From the Main Menu, select **menu-12.6.2** (File Maintenance, System Related Files, Reporting EOM Parameter Maintenance).
2. At the prompt, enter your operator password. The EOM Parameter Maintenance screen appears.
3. In the **Fiscal Year** field, enter the year for which you want to set parameters. Each line that will be shown is for a different month in the fiscal year that you specify. The EOM End Dt is the last business date of the month.
4. The EOM Date Range is the days for which EOM can be run for this period. If you enter a new fiscal year, you are asked to fill in the start and end dates for each month's EOM Date Range in the **Start Dt** and **End Dt** fields. If that is the case, enter the appropriate dates in the **Start Dt** and **End Dt** fields; otherwise, you can make changes to any dates as necessary. Typically, the Start Dt is a few days before the EOM End Dt, and the End Dt is a few days before the EOM End Dt of the following month.
5. In the **Sleep Time for ALL EOM's** field, enter start time for EOM processing. Use the 24-hour format (for example, 18:00 would be 6:00 p.m.).

It is recommended that you do not modify the **Current Fiscal Period** or **Month End Date** fields.

```
wIntegrate Windows Sockets
File Edit Setup Run Help
EOM.PARAMETER-MAINT          The Systems House, Inc.          07/17/02 10:31:28
                          EOM Parameter Maintenance

1. Fiscal Year:  2002
   Month      EOM      EOM Date Range
   End Dt    Start Dt  End Dt
1. January   01/31/02  01/28/02  02/24/02
2. February  02/28/02  02/25/02  03/27/02
3. March     03/31/02  03/28/02  04/26/02
4. April     04/30/02  04/27/02  05/27/02
5. May       05/31/02  05/28/02  06/26/02
6. June      06/30/02  06/27/02  07/27/02
7. July      07/31/02  07/28/02  08/27/02
8. August    08/31/02  08/28/02  09/26/02
9. September 09/30/02  09/27/02  10/27/02
10. October  10/31/02  10/28/02  11/26/02
11. November 11/30/02  11/27/02  12/27/02
12. December 12/31/02  12/28/02  01/27/03

2. Current Fiscal Period: 200206          4. Sleep Time for ALL EOM's:
3. Month End Date.....: 06/30/02

Ln#, (S#), (R), (END), (DELETE), (?), (0)Accept:

Ready                               Ln 22, Col 63                               NUM
```

Specifying which EOD and EOM reports are generated

In Vision, you can specify which EOD and EOM reports are generated automatically during EOD and EOM processing. You may find it useful to eliminate reports that you do not need to increase processing speed or make it easier to print the reports when processing is done. You can also create some of the reports you need by using the Rerun Specific EOM Reports option (menu-17.3).

1. From the Main Menu, select **menu-12.1.4.8** (File Maintenance, Company Related Files, Parameter Maintenance Menu, System Reports Maintenance).
2. At the prompt, enter your operator password. The System Reports Maintenance screen appears. Press **Enter** to see the list of system reports. Select the appropriate one:
 1. EOD System Reports
 2. EOM System Reports
3. The Report Generation Maintenance screen for either EOD or EOM appears.

Note that not all of the EOD and EOM reports are listed in Report Generation Maintenance. If a report is required by the system, you cannot disable it; therefore, this type of report is not listed in Report Generation Maintenance.

The command line lists your available options:

L#: Enter the number of the line that you want to change. The cursor moves to the designated line and allows you to change the data on that line.

(S#): Enter S and the line number to move the cursor to that line and step through the rest of the fields in numeric order.

(H#): Enter H and the line number to see the complete report name.

(N)ext Pg: Enter N to see the next page of reports.

Pg (B)ack: Enter B to see the previous page of reports.

(R): Enter R to restart this screen and to void any changes that you made since the last time you entered 0 to Accept. R lets you start over with previously displayed information.

4. For any report, enter **Y** to enable generation of that report during EOD or EOM processing or **N** to disable it. All reports will start out as enabled.
5. Once you are done making changes, enter **0** to accept the report setup.

wintegrate Windows Sockets

File Edit Setup Run Help

SYSTEM.REPORTS-MAINT The Systems House, Inc. 07/17/02 11:11:26
Report Generation Maintenance - EOD

Report Name	EX	Report Name	EX	Report Name	EX
1. U - EOD BEFORE_BU	Y	18. FS.CALL	Y	35. EORDER OPEN ORD	Y
2. DAILY XFER REPORT	Y	19. FS BILL	Y	36. FSC RECEIVING	Y
3. DLY CNTR CASH RPT	Y	20. FS TRADE IN	Y	37. FSC RECEIVE GL	Y
4. CNTR ADJ REPORT	Y	21. FS REQUEST	Y	38. FSC GLA AUDIT	Y
5. RETAIL PROBLMS RPT	Y	22. FS CASH DUE CALL	Y	39. FSC PROD CLASS GL	Y
6. OPEN DRAWER LIST	Y	23. FS ATT ACC ERRORS	Y	40. FSC INU SUMM	Y
7. PRICE WATCH RPT	Y	24. FS NOPART CALL	Y	41. FSC JSTNO ERR	Y
8. U - EOD BEFORE_IU	Y	25. FS CONTR CHG	Y	42. FSC CASH ORDER	Y
9. EOD FURN ERRORS	Y	26. FS CONTR CRED HLD	Y	43. JOURNAL BATCH	Y
10. EXP QUOTE RPT SLSM	Y	27. FS CALL CRED HLD	Y	44. BO ACK	Y
11. DMG/REPAIR REPORT	Y	28. FS THRESHOLD	Y	45. OPERATIONS SUMM	Y
12. RCUNG REPORT	Y	29. FS NO CONTR RENT	Y	46. SALES SUMM	Y
13. CLOSED SIWO RPT	Y	30. FS SLSM DEMO	Y	47. CRED CARD SALES	Y
14. U - EOD AFTER_IU	Y	31. PEND NEW CUST	Y	48. WHLSR INU DIFF	Y
15. PRICE HOLD REPORT	Y	32. DS AUTO VERIFY	Y	49. U-PROCURE ERRORS	Y
16. CRED HOLD REPORT	Y	33. OPER ANALYSIS	Y	50. U-PROCURE SUSPEND	Y
17. CA & GLA UPD FROM	Y	34. ALL ORD ON HOLD	Y	51. BO NON INU PROD	Y

L#, (S#), H#-Rpt Desc, (N)ext Pg, Pg (B)ack, (R), 'END', '0' to Accept:

Ready Ln 22, Col 74 NUM

wintegrate Windows Sockets

File Edit Setup Run Help

SYSTEM.REPORTS-MAINT The Systems House, Inc. 07/17/02 11:12:34
Report Generation Maintenance - EOM

Report Name	EX	Report Name	EX	Report Name	EX
1. U - EOM BEFORE_REG	Y	18. CUST OWNED (5)	Y		
2. U - EOM AFTER_REG	Y	19. WHLR STK PURCHASES	Y		
3. U - EOM BEFORE_AR	Y	20. MON BILL INU REG	Y		
4. SUMM INU (3)	Y	21. BILL BY DEPT W/CC	Y		
5. U - EOM AFTER_AR	Y	22. USAGE DET RPT	Y		
6. EOM SUMMARY INVOIC	Y	23. TOP 100 CUST GRP	Y		
7. U - EOM BEFORE_CLE	Y	24. TOP 100 NON-GRP	Y		
8. U - EOM AFTER_CLEA	Y	25. U - EOM AFTER_REPO	Y		
9. U - EOM BEFORE_REP	Y				
10. NS W/OPEN QTYS	Y				
11. MONTHLY CALL	Y				
12. CLSD CLAIMS RPT	Y				
13. BUS METRICS RPT	Y				
14. VEND REV CYCLE RPT	Y				
15. A/R OVERDUE RPT	Y				
16. MONTHLY STMTS	Y				
17. CUST MON SLS LIST	Y				

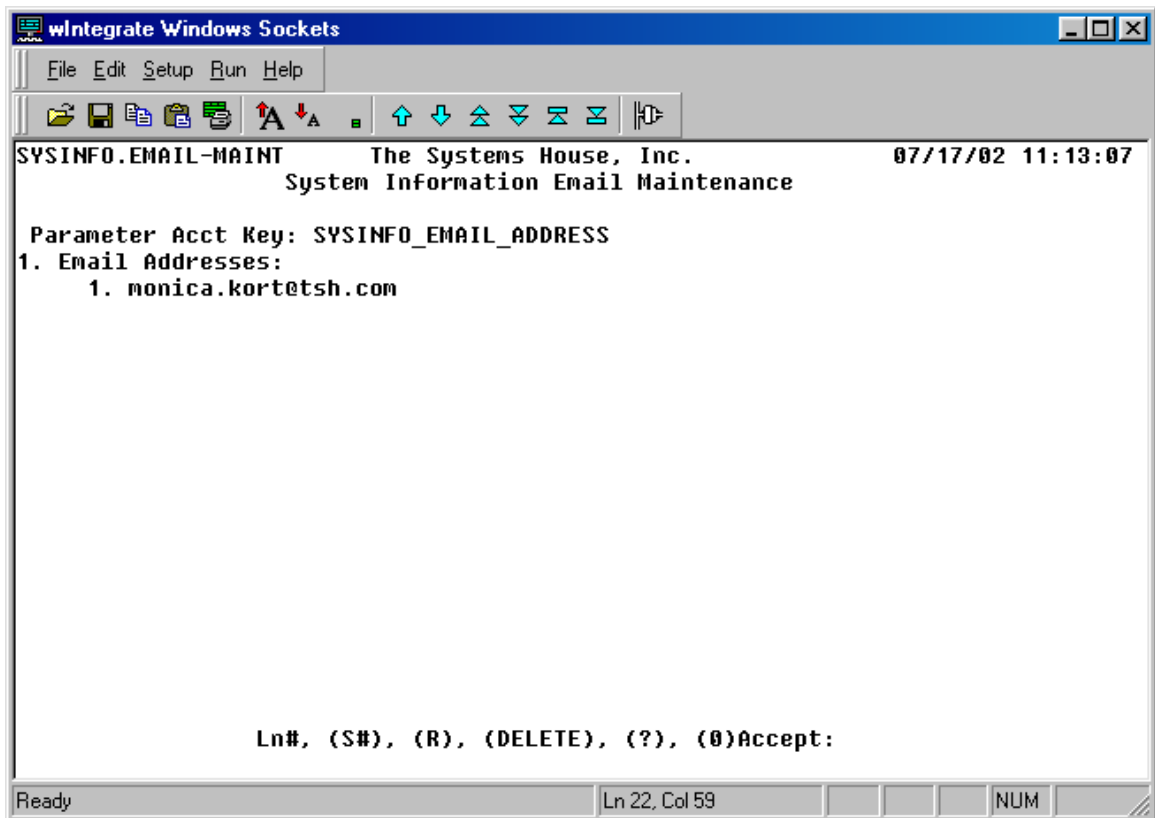
L#, (S#), H#-Rpt Desc, (N)ext Pg, Pg (B)ack, (R), 'END', '0' to Accept:

Ready Ln 22, Col 74 NUM

Specifying email addresses for problem notification

If any of the programs controlling the EOD processing encounters an error that will be halting the EOD processing, an email message describing the reason is sent to a predetermined email address. The email address needs to be specified in System Information Email Maintenance (menu-12.6.9).

1. From the Main Menu, select **menu-12.6.9** (File Maintenance, System Related Files, System Information Email Maintenance).
2. At the prompt, enter your operator password. The System Information Email Maintenance screen appears.
3. In the **Parameter Acct Key** field, press **Enter** to accept the default.
4. Enter any email address(es) that should be sent a notification if the EOD process is halted.



Running EOD and EOM

Before you run EOD or EOM

You should avoid performing certain functions or processes concurrently with EOD and EOM because they interfere with the EOD and EOM jobstreams. The following list includes some of the most important items to keep in mind:

- Do not run other programs on your system along with EOD or EOM. The EOD and EOM jobstreams consume a substantial amount of memory and sometimes delete other information on your system as they are running.
- Do not run EOD or EOM while users are on the system. There are several exceptions to this rule:
 - Users can run inquiries or perform quick lookups. However, they need to be sure that they do not actually run a report for the current fiscal period.
 - Users can run any of the pick-by-product or pick-by-order verification routines from the Verification Menu (menu-9.7.1). However, they should be aware of possible timing issues in the following situations:
 - If they do a manual verify or if bulk verification is executed before EOD invoicing is done, orders for that day's shipments will be posted the same day that the items have been shipped.
 - If they do a manual verify or a bulk warehouse close, and if inventory is not adjusted before the EOD jobstream is run, inventory for stock shortages will be reallocated to backorders and releases will be generated.
 - If, during verification, the system needs to access a record that is simultaneously being accessed by the EOD jobstream, the record is temporarily locked so that only one of the processes—either verification or EOD—can access the record at a time. This results in a short delay until the record is released.
- Different users should not run EOD concurrently. Likewise, different users should not run EOM concurrently.
- Do not run any of your file saves to tape concurrently with your EOD or EOM jobstream. You can, however, run them either before or after EOD or EOM.
- Never run the Accounts Receivable Summary Aged A/R Report (Aged Trial Balance Summary) at the same time as EOD. This report uses the information that EOD and Update Aging To Customer have stored in each Customer Detail File.
- Do not run Batch Shipping Document Print with EOD or EOM.
- No other Accounts Payable routines should be active when you run EOD.

Choosing times to run EOD and EOM

It is important to keep in mind that EOD and EOM processing uses a military clock system; this is a 24-hour clock. The day is simply divided into 24 hours; there is no a.m. or p.m.

You must be careful when setting times for EOD or EOM to run. If you want EOD or EOM to run at 9:00 at night and set it for 9:00, it will run at 9:00 that morning—during the business day. You must specify 21:00 hours if you want EOD or EOM to run at 9:00 p.m. The easiest and quickest way to calculate military time is to understand that all numbers higher than 12:00 constitute p.m. For example, to find civilian time for 22:35 hours, subtract 12 from 22:35; your result is 10:35 p.m.

Tips for running EOD and EOM

There are a few things you can do to help ensure that the EOD and EOM jobstreams run smoothly.

- The Systems House recommends that you set up a special user ID for running the EOD and EOM jobstreams. This distinguishes all the spooler entries for EOD and EOM and makes it easier for you to locate and access them. It also makes it possible to arrange separate deletion thresholds for all the EOD and EOM reports.
- It is a good idea to reserve one PC or terminal exclusively for running the EOD and EOM jobstreams. This facilitates your ability to quickly check whether the process is running smoothly, has started on time, or has encountered a problem.

Running the EOD jobstream

It is a good idea before running EOD to be logged on to a machine with your company's designated EOD user ID.

1. From the Main Menu, select **menu-16.1** (End of Day Processing, End of Day Process — Complete).
2. The system checks EOD Parameter Maintenance (menu-12.6.6) to see which date is the next date that EOD should be run (Run EOD = Y) and that has not yet been completed (EOD Cmp = N).

The appropriate date is listed on the screen. You can either press Y if that is the correct date for EOD, or you can press Enter:

```
EOD date is 07/01/2002
Enter "Y" to continue, or <RETURN> to exit
```

If EOD has already been run today, you will see the following message:

```
EOD has already been run today for invoice date 07/01/2002!
Shall I try to set EOD parameters for the next invoice
date (Y/N)?
```

For example, let's say that you forgot to run EOD yesterday, so you ran it first thing in the morning today. Tonight you will want to run EOD, for today's business, so the system will warn you to make sure that you do indeed want to run EOD again.

Rerunning the EOD jobstream

If you need to rerun EOD for the same day, you can change the EOD Cmp column for today's date in EOD Parameter Maintenance to N to indicate that EOD has not been completed. Then you can rerun EOD.

One example when you might want to do this is if during yesterday's (Friday's) EOD, there was a power outage, causing the EOD process to terminate midstream. The invoices have not printed yet as part of the EOD processing. So, you can rerun the EOD jobstream, and the system will pick up where it left off. The invoices will have yesterday's date, instead of today's date (a Saturday).

Note: Before rerunning an EOD jobstream, please contact The Systems House Support.

Checking the EOD status

The EOD Status Inquiry enables you to monitor the End-of-Day process as it runs or to check the following morning to make certain End-of-Day completed. It also lets you compare each End-of-Day function's running time to the times for the two previous End-of-Day jobstreams.

1. Go to the PC or terminal where EOD was started.
2. From the Main Menu, select **menu-16.2** (End of Day Processing, EOD Status Inquiry)
-or-
From the Main Menu, select **menu-19.6** (Inquiries, EOD Status Inquiry).
The EOD Status Inquiry screen appears.
3. Enter the invoice date in MM-DD-YY format. The default for this is the last EOD date. The status of each of the EOD phases and each of the accounts is shown. For each phase that has been completed, the **%Comp** field contains **100**, and the **Estimated Compl Based on Prev EOD** column contains **COMPLETE**. Therefore, if the screen lists **COMPLETE** for each of the phases for an account, then EOD is no longer running in that account.
4. You have several options, and they are indicated in the command line:
R: Enter R to refresh the screen and see how the EOD jobstream is progressing in real time. The information for each phase is then updated, giving you the latest information.
D#: Enter D and the line number to see more details about a status line; the start and end times of each of the programs in the corresponding EOD processing phase are shown.
P0: Enter P0 to print the entire summary as shown on the screen to your print queue.
P#: Enter P and the line number to print the description of the account's process status to your print queue.

wIntegrate Windows Sockets

File Edit Setup Run Help

EOD.STATUS.INQ ALL ACCOUNTS 07/17/02 11:14:08

Account Name	%Comp	Phase	Start Time	Estimated Compl Based on Prev EOD
1 UE40DEMO	100%	UPDATES	14:20:38	COMPLETE
2 UE40DEMO	100%	REPORTS	14:25:09	COMPLETE
3 UE40DEMO	100%	CLEARs	14:25:27	COMPLETE
4 UE40DEMO	100%	OTHER	14:20:38	COMPLETE

"R"=refresh,"D#"=display detail,"P0"=Print Summ,"P#"=Print Detail,"END"

Ready Ln 22, Col 72 NUM

wIntegrate Windows Sockets

File Edit Setup Run Help

EOD.STATUS.DET1 ACCOUNT DETAIL 07/17/02 11:14:36

PHASE 11 - EOD UPDATES
ACCT = UE40DEMO

PROC ID	PROK EXECUTED	START TIME	END TIME
0000	PEOD.UPDATES	14:20:38	14:25:08
1000	PEOD.SYSTEM.UPDATES	14:20:38	14:20:40
1010	PSPAWN.EE.EOD.1	14:20:39	14:20:39
1020	PEOD.TRANSFER.BU	14:20:39	14:20:39
1030	PEOD.TRANSFER.PARTS	14:20:39	14:20:39
1040	PEOD.TRANSFER.INVOICES	14:20:39	14:20:39
1050	PDAILY.TRANSFER-RPT	14:20:39	14:20:39
1060	PDS.AUTO.VERIFY	14:20:39	14:20:39
1070	PEOD.ORDER.BU	14:20:39	14:20:39
1080	PEOD.RETAIL.PROCESS	14:20:39	14:20:40
1090	PCNTR.CASH-REPT	14:20:39	14:20:39
1100	PCNTR.ADJ-REPT	14:20:39	14:20:39
1110	PRETAIL.PROBLEMS-REPT	14:20:39	14:20:40
1120	POPEN.DRAWER-LIST	14:20:40	14:20:40
1130	PRETAIL.WKFILE.DELETE	14:20:40	14:20:40
1140	PEOD.WKFILE.PROCESS	14:20:40	14:20:40
1150	PPRICE.WATCH-RPT	14:20:40	14:20:40

<Ret> to continue, Page (B)ack, (P)rint Detail, (T)oggle Desc, "END" to exit

Ready Ln 22, Col 77 NUM

Running the EOM jobstream

It is a good idea before running EOM to be logged on to a machine with your company's designated EOM user ID.

1. From the Main Menu, select **menu-17.1** (Reporting End of Day Processing, Run EOM Process).
2. End-of-Month processing begins.

Checking the EOM status

The EOM Status Inquiry enables you to monitor the End-of-Month process as it runs or to check the following morning to make certain End-of-Month completed. It also lets you compare each End-of-Month function's running time to the times for the two previous End-of-Month jobstreams.

1. From the Main Menu, select **menu-17.2** (Reporting EOM Processing, Reporting End of Month Status Inquiry). The EOM Status Inquiry screen appears.
2. Enter the reporting period in YYYYMM format. The status of each of the EOM phases and each of the accounts is shown. For each phase that has been completed, the **%Comp** field contains **100**, and the **Estimated Compl Based on Prev EOM** column contains **COMPLETE**. Therefore, if the screen lists COMPLETE for each of the phases for an account, then EOM is no longer running in that account.
3. You have several options, and they are indicated in the command line:
 - R**: Enter R to refresh the screen and see how the EOM jobstream is progressing in real time. The information for each phase is then updated, giving you the latest information.
 - D#**: Enter D and the line number to see more details about a status line; the start and end times of each of the programs in the corresponding EOM processing phase are shown. In addition, the **PROK EXECUTED** field contains the six-digit process numbers used to identify the various programs that ran during that phase.
 - P0**: Enter P0 to print the entire summary as shown on the screen to your print queue.
 - P#**: Enter P and the line number to print the description of the account's process status to your print queue.

wIntegrate Windows Sockets

File Edit Setup Run Help

EOM.STATUS.INQ ALL ACCOUNTS 07/17/02 11:15:19

Account Name	%Comp	Phase	Start Time	Estimated Compl Based on Prev EOM
1 UE40DEMO	100%	UPDATES	14:35:36	COMPLETE
2 UE40DEMO	100%	CLEARs	14:58:24	COMPLETE
3 UE40DEMO	100%	REPORTS	14:55:11	COMPLETE

"R"=refresh,"D#"=display detail,"P0"=Print Summ,"P#"=Print Detail,"END"

Ready Ln 22, Col 72 NUM

wIntegrate Windows Sockets

File Edit Setup Run Help

EOM.STATUS.DET1 ACCOUNT DETAIL 07/17/02 11:15:43

PHASE 1 - EOM UPDATES
ACCT = UE40DEMO

PROC ID	PROK EXECUTED	START TIME	END TIME
0000	PEOM.UPDATES	14:35:36	14:55:11
1010	PSPAWN.EE.EOM.1	14:35:36	14:35:36
1020	PCREATE.EOM.LISTS	14:35:36	14:35:36
1070	PMETRICS.PROD	14:35:36	14:49:39
1080	PSPAWN.EE.EOM.2	14:49:40	14:49:40
1090	PSPAWN.EE.EOM.3	14:49:40	14:49:40
1100	PAR.SUMM.INU	14:49:40	14:49:40
1110	PINUNTY.CLASS.CODE-UPD	14:49:40	14:51:42
1120	PCUST.OWNED.MONTHLY.UPD	14:51:42	14:53:28
1130	PSPAWN.EE.EOM.4	14:53:28	14:53:28
1150	PEOM.ORD.DIST.STATS-UPD	14:53:28	14:53:28
1160	PORD.DIST.STATS-EOY	14:53:28	14:53:28
1170	PEOM.BUYER.STATS.ALL-UPD	14:53:28	14:53:29
1180	PBUYER.STATS-EOY	14:53:29	14:53:29
1190	PCALC.PRIME.USG	14:53:29	14:54:17
1200	PEOM.ROP.CALC	14:54:17	14:55:10
1210	PEOM.INU.PRT	14:55:10	14:55:11

"R"efresh detail, Page (B)ack, (P)rint Detail, (T)oggle Desc, "END" to exit

Ready Ln 22, Col 76 NUM

Running disabled EOM reports

On some systems, an EOM report may have been disabled so that it is not automatically generated during EOM processing. This is sometimes done to reduce the time needed for EOM processing. However, after EOM processing has been completed, you may decide that you need one of the disabled reports after all. The Rerun Specific EOM Reports option (menu-17.3) can help you generate these reports.

1. You need to first enable the EOM report. (For instructions on how to do this, please refer to *Specifying which EOD and EOM reports are generated* on page 18.)
2. From the Main Menu, select **menu-17.3** (Reporting EOM Processing, Rerun Specific EOM Reports).
3. The Rerun Specific EOM Report screen appears. Press **Enter** to continue.
4. Enter the process number of the appropriate report.
5. The system generates the report and sends it to the spooler so that you can view it and print it.

Note: Process numbers of reports are listed in the appendix, which starts on page 33.

Rerunning EOM reports

At some point, you may need to rerun an EOM report and resend it to the spooler for printing. This may happen if EOM processing completed but you deleted a report from the spooler before you had a chance to print it. The Rerun Specific EOM Reports option (menu-17.3) can help you regenerate such reports.

1. From the Main Menu, select **menu-17.3** (Reporting EOM Processing, Rerun Specific EOM Reports).
2. The Rerun Specific EOM Report screen appears. Press **Enter** to continue.
3. Enter the process number of the appropriate report.
4. The system generates the report and sends it to the spooler so that you can view it and print it.

Note: Process numbers of reports are listed in the appendix, which starts on page 33.

Printing EOD and EOM reports

During the EOD and EOM processes, reports are generated and sent to the spooler. By accessing the spooler, you can view and print these reports.

1. Log on to the system using your designated EOD or EOM user ID.
2. From the Main Menu, select **menu-22** (Spooler Menu (MYJOBS)). The Spooler Manager screen appears.
3. You have several options, and they are indicated in the command line. Some of the options include:
 Enter **V** plus the job number of the file that you would like to view on the screen.
 Enter **C** plus the job number of the file whose queue you would like to change.
 Enter **S** plus the job number of the file that you would like to print.
 Enter **N** plus the job number to change the number of copies to be printed.

The screenshot shows a terminal window titled "wIntegrate Windows Sockets" with a menu bar (File, Edit, Setup, Run, Help) and a toolbar. The main content is the "SPOOLER MANAGER" interface. At the top, it displays "SP.JOBS" and "SPOOLER MANAGER" with the date "07-10-2002". Below this, it shows the account path and user ID: "<< Account Path: /unidata/home/VE40DEMO | User ID: landeod >>". It also indicates "[0 total items | Page 1 of 0]".

STAT	JOB#	SEQ#	USER	ACCOUNT	COP	DATE	TIME	QUE	SIZE
HOLD	4	5373	landeod	VE40DEMO	1	07/16/2002	09:08	AUX	6
<09:08:29 Jul 16 2002 UNACKNOWLEDGED P O ' S >									
< (After 30 Days of PO Create D) >									
<Warehouse: 001-CHICAGO SUPPLIERS >									
HOLD	5	5371	landeod	VE40DEMO	1	07/16/2002	09:08	AUX	10
<09:08:20 Jul 16 2002 UNRECEIVED P O ' S >									
< (Within 30 Days of PO Du) >									
HOLD	6	5347	landeod	VE40DEMO	1	07/15/2002	14:58	ljcmpw	4
<14:58:23 07-15-02 TOP 100 ACCOUNTS (NON-GROUPED) >									
<Company: 01 - CHICAGO SUPPLIERS >									

Enter Option or (H)elp:
 (F)rwd (B)ack (T)op (S)pool (U)iew (L)ist (D)el (E)mail fa(X) (K)ill
 (R)efresh (C)hange S(P)-STATUS (M)y Display (H)elp (Q)uit

The status bar at the bottom shows "Ready", "Ln 19, Col 24", and "NUM".

Note: You can redefine the printer and the number of copies to be assigned for some of the reports. For more details, see *Specifying the Printer Queue and the Number of Copies for Reports* on page 10.

Troubleshooting

If EOD stops inadvertently

If the system inadvertently stops during EOD processing, you can run a recovery process; EOD processing will pick up where it left off, and any processes that were finished are skipped.

Please note: Make sure that when you run error recovery, the EOD stream is not already running; otherwise, unpredictable results will occur. **Please contact The Systems House Support for assistance with EOD recovery.**

1. Determine whether or not EOD is actually running. (For instructions on how to do this, please refer to *Checking the EOD status* on page 23, and be sure to view the screen at the PC or terminal where EOD was started.)

If EOD is **not** running, proceed with these recovery process instructions.

If EOD **is** running, do not continue with these instructions.

Some EOD programs are restarted automatically during the recovery process, but some first require manual intervention before EOD can continue. If the EOD jobstream aborts abnormally while a process flagged for manual restart (in System Process Maintenance, menu-12.6.1) is running, the system will indicate that manual intervention is needed before the EOD process can continue. Please contact The Systems House Support for assistance with manual intervention or with recovery.

2. To run the recovery process, select **menu-12.6.8** (File Maintenance, System Related Files, EOD Error Recovery Maintenance) from the Main Menu.
3. At the prompt, enter your operator password. The EOD Error Recovery Maintenance screen appears.

The top portion of the screen is used to force a stop time in the EOD process for a given process number. The bottom portion of the screen is used to unlock the selected EOD lock if EOD aborts abnormally.

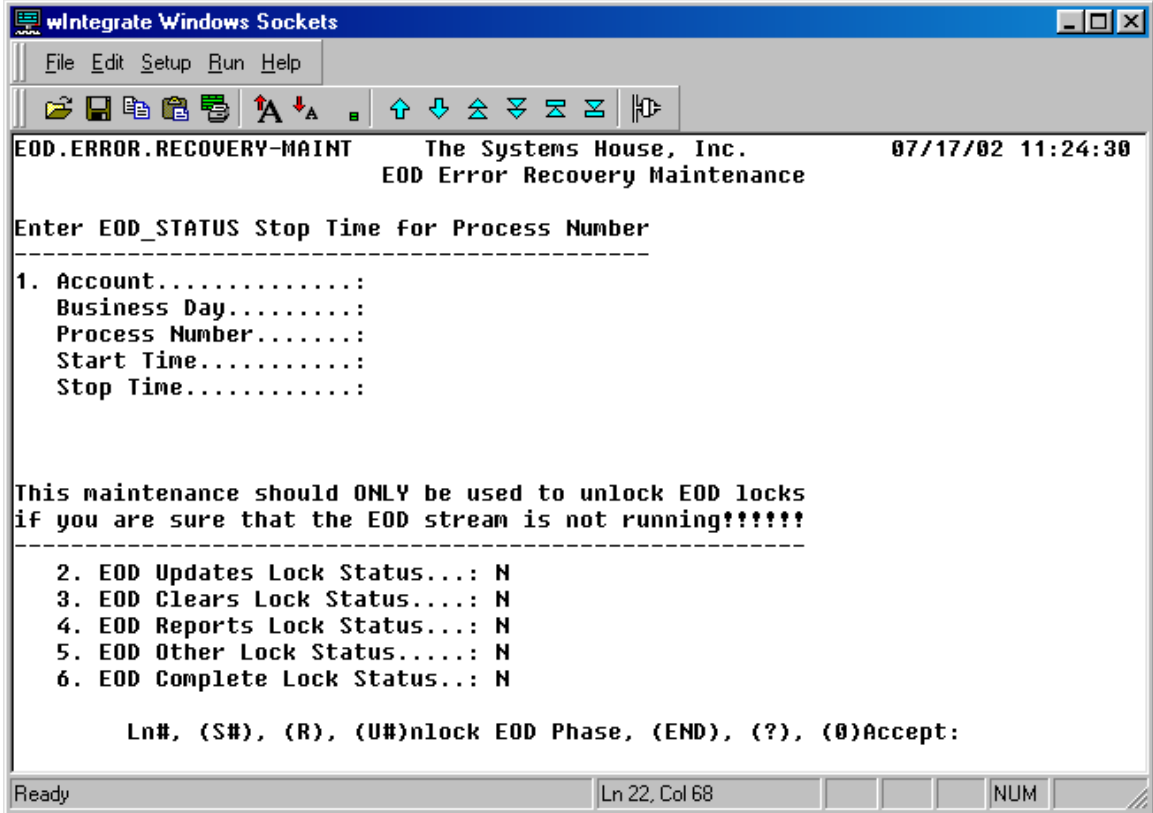
4. To force a stop time in the EOD process for a given process number, enter 1 at the command line prompt. Then enter the information needed to set up recovery of the EOD files in case the system does go down:
In the **Account** field, the account you are working in is filled in.
In the **Business Day** field, enter the date of the business day you are working on.
In the **Process Number** field, enter the six-digit process number that you want to stop.
In the **Start Time** field, enter the time you want the process to start.
In the **Stop Time** field, enter the time you want the process to stop.

Note: Process numbers of reports are listed in the appendix, which starts on page 33.

5. To unlock an EOD phase, enter **U** and the line number of the appropriate phase:

<u>To unlock this</u>	<u>enter this</u>
EOD updates process	U2
EOD clears process	U3
EOD reports process	U4
Other EOD locks	U5
Complete EOD process	U6

If the EOD stream is still running when you do this, file damage may occur.



If EOM stops inadvertently

If the system inadvertently stops during EOM processing, you can run a recovery process; EOM processing will pick up where it left off, and any processes that were finished are skipped.

Please note: Make sure that when you run error recovery, the EOM stream is not already running; otherwise, unpredictable results will occur. **Please contact The Systems House Support for assistance with EOM recovery.**

1. Determine whether or not EOM is actually running. (For instructions on how to do this, please refer to *Checking the EOM status* on page 25, and be sure to view the screen at the PC or terminal where EOD was started.)

If EOM is not running, proceed with these recovery process instructions.

If EOM is running, do not continue with these instructions.

Some EOM programs are restarted automatically during the recovery process, but some first require manual intervention before EOM can continue. If the EOM jobstream aborts abnormally while a process flagged for manual restart (in System Process Maintenance, menu-12.6.1) is running, the system will indicate that manual intervention is needed before the EOM process can continue. Please contact The Systems House Support for assistance with manual intervention.

2. To run the recovery process, select **menu-12.6.4** (File Maintenance, System Related Files, Reporting EOM Error Recovery Maintenance) from the Main Menu.
3. At the prompt, enter your operator password. The EOM Error Recovery Maintenance screen appears.

The top portion of the screen is used to force a stop time in the EOM process for a given process number. The bottom portion of the screen is used to unlock the selected EOM lock if EOM aborts abnormally.

4. To force a stop time in the EOD process for a given process number, enter 1 at the command line prompt. Then enter the information needed to set up recovery of the EOD files in case the system does go down:

In the **Account** field, the account you are working in is filled in.

In the **Fiscal Period** field, enter the fiscal period you are working on.

In the **Process Number** field, enter the six-digit process number that you want to stop.

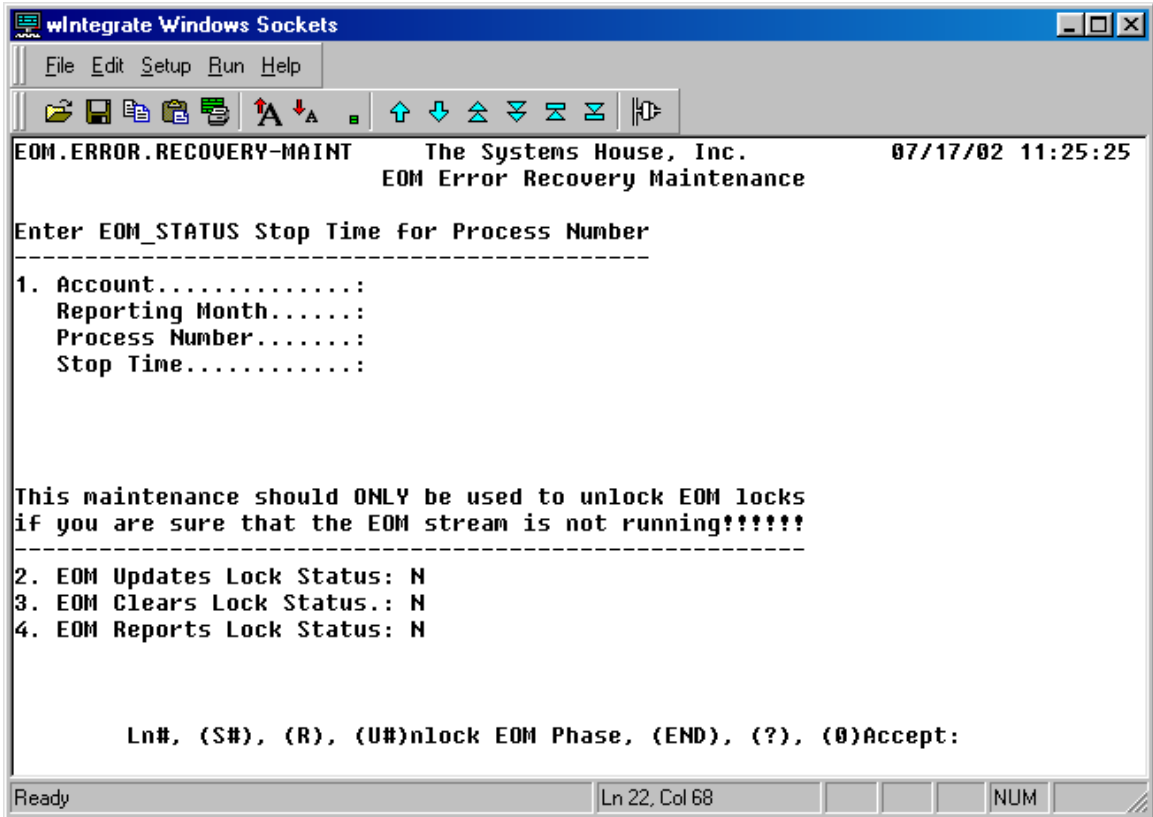
In the **Stop Time** field, enter the time you want the process to stop.

Note: Process numbers of reports are listed in the appendix, which starts on page 33.

5. To unlock an EOD phase, enter **U** and the line number of the appropriate phase:

<u>To unlock this</u>	<u>enter this</u>
EOM updates process	U2
EOM clears process	U3
EOM reports process	U4

If the EOD stream is still running when you do this, file damage may occur.



If EOD or EOM takes too long

To reduce the time needed for EOD or EOM processing, you may want to turn off automatic generation of any reports that you do not need. For instructions on how to do this, please see *Specifying which EOD and EOM reports are generated* on page 18.

Appendix: EOD and EOM process numbers

Following is a list of the processes numbers for each of the EOM and EOD processes.

EOM Updates Phase

010000	This proc runs all UPDATE PROCs for EOM
011010	User-defined from EVENT-EXEC EOM BEFORE_REG
011020	Create the SAVEDLISTS to be used in EOM
011070	Collect statistics for Metrics reporting
011080	User-defined from EVENT-EXEC EOM AFTER_REG
011090	User-defined from EVENT-EXEC EOM BEFORE_AR
011100	Summary Invoice Reports (3)
011110	Inventory class code update
011120	Customer-Owned Inventory updates
011130	User-defined from EVENT-EXEC EOM AFTER_AR
011150	Updates order distribution statistics for the current fiscal period
011160	Update End-of-Year order distribution statistics
011170	Update buyer statistics for the current fiscal period
011180	End-of-Year roll for BUYER_STATS_SUM and BUYER_STATS_DETAIL
011190	Calculate prime usage for the fiscal period
011200	Calculate and update inventory reorder points
011210	Print EOM Summary Invoices where print type = M
011999	Runs all three main EOM processes from beginning to end

EOM Clears Phase

020000	Run all EOM File Clearing PROCs
022010	User-defined from EVENT-EXEC EOM BEFORE_CLEAR
022020	Purge all Closed Claims from CLAIMS file
022030	Purge RENTAL file of all customers = CANCEL
022040	Purge EOD_STATUS > 365 days old and EOM_STATUS > 795 days old
022050	Purge COST_UPDATE file > 90 days old
022070	Purge MINV_AUDIT file > 90 days old
022100	Purge the GP_ATTR_PLUG_AUDIT file for > 180 days old
022110	Purge AR and AR_CONV_XREF files with balance = 0
022130	Clear MTD fields in the CUST_DET file. FISC MO 12 - Clears YTD fields
022140	Customer EOM fiscal period roll
022150	Clear the RCVD_FLYER field in the CUST_MAST file
022160	Clear the RCVD_FLYER flag in the SHIP_TO file
022170	Purge SUMM_XREF records with balance = 0
022180	Clear the MTD fields in PROD_DET. FISC MO 12 - Clears YTD fields
022190	Clear the MTD fields in SALESMAN file. FISC MO 12 - Clears YTD fields
022200	Clear the MTD purchases field in the VEND_DET file
022210	Moves date in COMPANY 57 to 59 and increases month in 57 by 1
022220	Purges the CASH_WORK file using select lists from previous processing
022240	Clears the PA_AUDIT file and sets MACH_PARAM(32) to 1
022250	Purges the DS_VERIFY_HIST file > 90 days old
022260	Purges the GLA_FSC file > 90 days old

022270	Creates AR_HIST records from AR records and purges AR
022280	Purges the EVENT_LOG file >= 45 days old
022290	Purges the EORDER_ERROR_HIST file > 90 days old
022310	Accumulates the OFISNET products ordered frequency
022320	Purge the RETURNS_MANIFEST file > 90 days old
022330	Earn-and-Turn Update Process
022500	User-defined from EVENT-EXEC EOM AFTER_CLEAR

EOM Reports Phase

030000	Executes the EOM Reporting PROCs
033010	User-defined from EVENT-EXEC EOM BEFORE_REPORTS
033080	Non-Stocks with Open Quantities
033090	Monthly Call Report
033160	Closed Claims Report
033170	Business Metrics Report
033180	End-of-Month Vendor Review Cycle Report
033190	A/R Overdue Report
033230	Monthly Statements
033250	Customer Monthly Sales Listing
033260	Monthly Customer-Owned Reports
033270	Wholesaler Stock Purchases Report
033280	Monthly Bill Invoice Register
033290	Monthly Billing By Department with Credit Card
033300	Usage Detail Report
033310	Top 100 Accounts By Customer Group
033320	Top 100 Accounts Non-Grouped Customers
033500	User-defined from EVENT-EXEC EOM AFTER_REPORTS

EOD Updates Phase

110000	Executes the EOM Updates PROCs
111000	Executes the EOM Systems Updates PROCs
111010	User-defined from EVENT-EXEC EOD BEFORE_BV
111020	Bulk verify transfer orders
111030	Bulk parts transfers
111040	Create bulk transfer invoices
111050	Daily transfer report
111060	Autoverify drop shipped orders
111070	Bulk verify orders
111080	Execute EOD retail PROCs
111090	Print the Daily Counter Cash Report
111100	Print the Daily Counter Adjustment Report
111110	Print the Retail Problems Report
111120	Retail Open Drawer Listing
111130	Purges the WKFILE file with balance = 0
111140	Update the WKFILE with daily Retail cash
111150	Daily Price Watch Report
111160	User-defined from EVENT-EXEC EOD BEFORE_IU
112000	EOD Field Service updates

112010	EOD Field Service Invoices Updates
112020	Field Service invoice print
112030	Field Service Contract Invoice print
112040	Field Service renew/cancel date update
112050	Field Service Invoice register jobstream
112060	Field Service GL Update
112070	Field Service create PEND_PM_XREF if within X days or X% of next PM
112080	Field Service max copy count check
112090	Field Service change product classes or external part numbers
112100	Field Service Contract/Machine Disagreement Report
113000	Executes all EOD Furniture update PROCs
113010	Process partial rentals with STAT_CODE = P
113020	Process partial rentals with STAT_CODE = O
113030	Print the EOD Furniture Errors Report
113040	Apply furniture cash deposits
113050	Download orders for Edward Anthony web site
113060	Close rentals and return quantity to on-hand
113070	Process furniture quotes into orders
113080	Print the Expiring Quotes By Salesman Report
113090	Print the Damaged/Repair report
113100	Daily Received Report By Salesman
113110	Expired quotes update
113120	Print the Closed SIWO report
113130	Update the order and customer with open dollars
114000	Execute the accounting related update PROCs
114010	Extract new or changed salesman for FSC Update
114020	Update AR and customer files with invoice information
114030	User-defined from EVENT-EXEC EOD AFTER_IU
114040	Set AR aging flag for printing the AR aging reports in the settlement process
114050	EOD Invoice print
114060	EOD Invoice Register jobstream
114070	Daily Invoice Register Product Class Recap
114080	Print the Invoice Product Class GL Recap Report
114090	Print the Salesman Listing
114100	Create Metrics Report from releases
114110	Create Metrics Report from orders
114120	Update the driver stops file from EOD
114130	Update GL sales from invoices
114140	Create daily receiving interface file for JDE One World
114150	Extract daily receipts for update to JDE One World
114160	Daily GL activity update to JDE One World
114170	Daily GL sales update to JDE One World
114180	EOD summary of invoiced credit card transactions
114190	EOD credit card summary extract to JDE One World
114200	Daily AR extract to JDE One World
114210	Post sales tax transactions to Vertex
114220	Print reports of orders on price hold
114230	roll new prices from PRICE.CHANGE into PROD.MAST
114240	PRICE.1 contract updates
114250	EOD processing update of PRICETYPE_TOTALS file
114260	Execute the daily account receivable reports

114270	A/R transfer process for National sales
114280	Print the Orders on Credit Hold Report
114290	A/R Open Batch Listing
114300	Daily AR Cash Registers
114310	A/R check history update
114320	Daily copy of DCASHPRT to MCASHPRT
114330	Daily A/R Adjustments Listing
114340	Integrated G/L update for adjustments
114350	Daily A/R adjustment update to GLA
114360	Rebuild open amount in SUMM_XREF file
114370	Accounts Receivable Aging Report
114380	Accounts Receivable Aging Summary Report
114390	Execute the EOD accounts payable PROCs
114400	Sequential Voucher Listing
114410	Daily Voucher Register
114420	Print the hand check register in EOD
114430	Print the Daily AP Summary Listing
114450	Print the Daily Price Override Report
114460	Allow pre-orders to be automatically generated
114470	Corporate A/R aging report in EOD
114480	Operating summary update
114490	update PIP_SALES for inquiry
114500	Create A/R summary invoices
114510	CSR_SALES & CSR_DETAIL files daily rebuild
114520	Update all valid non-manual journal entries to GL
115000	EOD inventory updates
115010	Convert future orders to backorders
115020	EOD mid-market stock BO, separate PO, PO Generator
115030	Create PROD_AVAIL and PO_ALLOC records
115040	Backorder allocation processing
115050	Backorder release processing
115060	Customer-owned inventory daily update
115070	Remove spurious ORDER_COM records
115080	Wholesaler End-of-Line (PO Condition) Report
115090	Non-wholesaler End-of-Line (PO Condition) Report
115100	EOD PO allocation processing
115110	Generate POs during EOD
115120	Daily Stock Backorder Report
115130	EOD Online PO Commit
115140	Clean-up canceled PO lines from PO records
115150	Inventory Replenishment Action Report
115160	Inventory Replenishment Action Report for Customer-Owned Goods
115170	Print changed purchase orders
115180	EOD purchase order print
115190	Copy BULK_LABELS items to BULK_LABELS_HIST file

EOD Reports Phase

115190	Copy BULK_LABELS ITEMS to BULK_LABELS_HIST file
120000	Execute the EOD Report PROCs
121000	Execute the EOD Field Service Report PROCs
121010	Service Call Report
121020	Service Billing Report
121030	FS Trade in Report
121040	Parts Request Report
121050	Cash Due on Closed C.O.D. Service Calls Report
121060	Attached Accessory Error Listing
121070	No-Part Service Call Report with No Needed Part Lines
121080	FS Contract Change Report
121090	FS Contracts with credit hold status
121100	FS Service Calls on Credit Hold Report
121110	Threshold Limit Report
121120	FS Rental Machines Without Contracts Report
121130	FS Demo Order Report by Salesperson
122000	Execute the EOD Accounting Report PROCs
122010	Pending New Customer Report
122020	Drop Ship Auto Verify Report
122030	Operator Analysis Report
122040	All Orders On Hold Report
122050	Eorder Open Order Report
122060	FSC Receiving Report
122070	FSC Receiving GL Report
122080	FSC Journal Entry Audit Report
122090	FSC Invoice Product Class General Ledger Recap
122100	FSC Invoice Summary Listing
122110	FSC JSNTO Error Report
122120	FSC Cash Order Report
122130	Journal Batch Proof Listing
122140	Backorder Acknowledgement print
122150	Daily Operations Summary Report
122160	Daily Salesman Summary Report
122170	Credit Card Sales Report
122180	Whlsr Invoice Difference Report
122190	E-commerce Orders Error Report
122200	E-commerce Suspended Orders Report
123000	Execute the EOD Inventory Reports PROCs
123010	Backordered Non-Inventory Products Report
123020	Daily In-Picking Report
123030	Daily In-Picking CM Report
123040	Inventory Adjustment Listing
123050	Inventory Receipts Listing
123060	PO Receipts Listing
123070	Temporary Stock Report with Zero Available
123080	Damaged, Repaired Inventory Listing
123090	Daily Customer-Owned Adjustments, Receipts Report
123100	New Special Items Without Cost Change Date

EOD Clears Phase

130000	Execute the EOD clears PROCs
131000	Execute the EOD system clears PROCs
131010	Clear all of the system-wide files in EOD
131020	Clear inventory files in EOD
132000	Clear all of the accounting files in EOD
132010	Clear out all of the accounting files in EOD
132020	Delete the JSTNO_FSC records that have been updated
132030	Purge the PO_HIST file in EOD
133000	Clear all of the EDI files in EOD
133010	Clear all of the EDI files in EOD
133020	Purge the Herman Miller acknowledgment files
133030	Purge the Steelcase acknowledgment files
133040	Purge Steelcase acknowledgement history records
133050	Cap quote history file purge

Other EOD Processes

140000	Run the End-of-Day process complete from beginning to end
141010	User-defined from EVENT-EXEC EOD AFTER_ALL
142010	User EOD PROCs for Monday
142020	User EOD PROCs for Tuesday
142030	User EOD PROCs for Wednesday
142040	User EOD PROCs for Thursday
142050	User EOD PROCs for Friday
142060	User EOD PROCs for Saturday
143010	End-of-Week PROCs to be run in End-of-Day
143020	Furniture DS Order Lines with Open Quantities Report
143030	Furniture Unacknowledged PO Report
143040	Furniture Open Claims Report
143050	Complete Ship Report
143060	Print the A/R Summary Invoices
143070	Salesman Quota Report
143080	Clear WTD AMC in SALESMANPC
143090	Clean up End-of-Week files in EOD
143100	Rebuild the PROD_XREF file
143110	Rebuild the Scrolling Inquiries
144010	Run the GL Sales End-of-Month in End-of-Day
144020	Create the SAVEDLISTS to be used in GL SALES EOM
144030	Stock Status On-Hand Report
144040	Detail In-Picking Report
144050	Aged Trial Balance
144060	Monthly Counter Adjustment Report
144070	Monthly Adjustments Listing
144080	Monthly Cash Register Reports
144090	Clears CASH files in GL SALES EOM
144100	EOM.DEPRECIATION Report
144110	Monthly Invoice Registers (REG / FS)

144120	Monthly Tax Register
144130	Monthly Tax Register Summary
144140	Credit Memo by Reason Code
144150	Monthly Inventory Adjustment Listing
144160	Monthly Transfer Report
144170	Contract Realization Report
144180	Contract realization G/L update
144190	Deposit Posting/Down Payment Report
144200	Clear the MCASHPRT file and other files in EOM
144210	Purge the MTRANSFER_XREF file
144220	Purge the DEP_RCPTS file
144230	Purge the CONTROL_TOTALS file
144240	Clear the FS_CONTROL_TOTALS file
144250	End-of-Month job closing and commission updates
144260	Commission clawback processing
144270	Job Closing Reports
144280	Monthly Commission Register
144290	Monthly Commission Register by Salesman
144300	Commissions by Job Listing

Glossary

clearing phase

Part of the End-of-Day and End-of-Month jobstreams. During this phase, data is cleared and purged from the system.

fiscal year

A period of 12 consecutive accounting months used as an accounting period. You can designate any month as the first fiscal month.

general ledger (GL)

The documents that contain all of the balance sheet and income statement accounts that make up your company's business.

offline reporting account

A backup or copy of the "live" production account data. Large systems sometimes have such an offline reporting account to expedite the End-of-Month (EOM) jobstream.

If an offline reporting account is available, the last two phases of the EOM jobstream—the reporting phase and the clearing phase—can occur simultaneously. In this case, the reporting phase takes place on the offline account, and the clearing phase takes place on the production account. As soon as the clearing phase has been completed, users can access the production account.

If an offline reporting account is not available, the reporting phase and the clearing phase must take place successively on the production account. Once both of these phases have been completed, users can access the production account.

phantom process

A process that occurs in the background and does not require any input from you. A phantom process used during an End-of-Day or End-of-Month jobstream can be set up to run some of the subprocesses simultaneously during the processing phases, thus taking less overall time to complete.

reporting phase

Part of the End-of-Day and End-of-Month jobstreams. During this phase, reports are generated.

updating phase

Part of the End-of-Day and End-of-Month jobstreams. During this phase, master files are modified with the most recent transaction information. Some reports are also generated during this phase.