

# Diversified Data Solutions, Inc.

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## Month-End Procedures

### Do the following in this order:

- 1) At the end of the last day of the month:
  - a) Make sure that all users are out of sales tickets – to do this, run “ST” from the main menu and look for users running program “OE01” and have any user shown exit this sales ticket program.
  - b) Verify that all sales tickets have been updated – run OE-2 for all sites and make sure that no open tickets are on this report. If there are open tickets, update them now.
  - c) Run MG-1 and verify that all audits are OK – especially that all Sales Tickets, POs and Transfers are completely updated.
- 2) If you charge Finance Charges, calculate them now using the following procedure on the AR-6 menu:
  - a) AR-6-1: **(required)** always run this first
  - b) AR-6-2: **(required)** calculates the finance charges for all customers who have the Finance Charge flag set to “Y” (CF-1-1-3, number 32). This program does not yet add the finance charge to each customer’s account – that happens in step “e” below.
  - c) AR-6-3: **(optional)** a printout to view what the calculated finance charges are for each customer
  - d) AR-6-4: **(optional)** the calculated finance charge for a customer can be edited before the final update is done
  - e) AR-6-5: **(required)** permanently update the calculated finance charges to each customer account
  - f) NOTE: do not print customer statement until after all the Month-End steps (#3 below) are completed
- 3) On the “SU” menu (System Utilities), do the following steps:
  - a) SU-10: make sure that the next period is listed as valid – if not, add it here in this program
  - b) SU-19: where the “Previous” period is the one being closed and the “New” is the next month’s period:

ALLOCATE NEEDED FILES □

ENTER PREVIOUS VALID PERIOD: 201301  
NEW SYSTEM PERIOD: 201302

- c) SU-12: this program sets the new A/R period to use as well as the due date for A/R transactions in the next period (NOTE: this due date is for the NEXT month. So if the next month is February, you should set a due date in March as shown here).

ROLL A/R PERIOD

New A/R Period: 201302

On what Date will Sales Tickets Charged During 2/2013 Be Due: 03/15/13

- d) SU-18: this program rolls the G/L period only

ROLL PERIOD

ENTER PREVIOUS VALID PERIOD: 201301  
NEW SYSTEM PERIOD: 201302

- 4) The new period is now setup and ready to be used. And, customer A/R statements for the previous period can now be printed.

**Final Note:** Rolling the A/R period is a separate step because some DDS customers choose to roll their A/R period before the last day of the month so that statements can be sent out before the end of the month. If this is done, the steps 1, 2, 3a, 3b & 3c should be done before rolling the A/R period and then step 3d at the end of the last day of the month. Doing this, however, causes a discontinuity between the A/R and history periods and the G/L periods – though overall G/L balances vs. ledger detail will still audit.