

AR EOM Scheduler

Setup

- 1) Consider the time Night Jobs is scheduled to run
- 2) Consider are you closing ON the last day of the month, or the first day of the month
 - *If closing on the first day of the month you must deactivate the settings in SET 4 EOM Options before scheduling. (You can change back after scheduling)
- 3) Ensure you have access to schedule and edit the AR EOM in menu NAV 5
- 4) You must Save Reports for AR EOM prior to scheduling (you have already done this if you are using Navigator to close AR)

9/18/19
13:56:29

STONE SOURCE

DANC1K
DSS400
R2009

Data Processing Menu

Opt Description

- * For Backup & Restore Menu, Enter Menu BCK
- * For System Settings Menu, Enter Menu SET
- 3 Power Down & IPL
- 4 Run Night Jobs
- 5 Run Morning Jobs
- 6 Run Abbreviated Night Jobs (for quick posting of the dly transactions)
- 7 Night Jobs Scheduler Maintenance
- * For Special System Maintenance Menu, Enter Menu SYS
- * For Electronic Customer Service Menu, Enter Menu CS
- * For EDI and Barcode Menu, Enter Menu EB
- * For Archive and Purge Menu, Enter Menu ARC
- * For Output Distribution System Menu, Enter Menu ODS
- * For Dancik Menu System, You Must Exit & Use GO DP
- * For Channel Management Solutions Menu, Enter Menu CMS

More...

Enter Desired Menu / Option# ====> DP 7

F1=Add F2=Select F5=Personal F9=Additional F10=Scan F11=Alt View H

MA B MW 21/060

DSS400
DANC1K

NIGHT JOBS RUN OPTIONS

9/18/19
13:55:05

	Run Night Jobs (Y/N)	Run Time	Job Pty	Bckup (Y/N/C)	Backup Type *DANC1K or *SYSTEM	Backup Device or Interval	Run Regular Night Jobs (Y/N)	Run Extra Maint Jobs (Y/N)
SUNDAY	Y	23:15:00	2	Y	*DANC1K	TC	Y	Y
MONDAY	Y	23:15:00	2	Y	*DANC1K	TC	Y	Y
TUESDAY	Y	23:15:00	2	Y	*DANC1K	TC	Y	Y
WEDNESDAY	Y	23:15:00	2	Y	*DANC1K	TC	Y	Y
THURSDAY	Y	23:15:00	2	Y	*DANC1K	TC	Y	Y
FRIDAY	Y	23:15:00	2	Y	*DANC1K	TC	Y	Y
SATURDAY	Y	23:15:00	2	Y	*DANC1K	TC	Y	Y

Bottom

Note the time of your Night Jobs. Ideally you should run AREOM ½ to 1 hour after.

F4=Cancel. F7=E0J. F10=Exceptions.

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MW

08/014

9/18/19
14:04:16

STONE SOURCE

DANC1K
DSS400
R2009

System Settings Menu

- Opt Description
- 1 Work Station Control Panel File
- 2 User ID Control Panel
- 3 Company Settings
- 4 System Wide Settings
- 5 System Cross Reference Table
- 6 Label Cross Reference File
- 7 Order & Serial# Status Codes
- 8 InterWarehouse Freight Cost File
- 9 Freight Cost Override Table
- 10 Expected Supplier Rebates Table
- 11 Currency Code/Exch Rate Table
- 12 Supplier/Vendor Currency Code
- 13 Duty Rates Table
- 14 Warehouse Settings Table
- 15 Warehouse Locations Table

- Opt Description
- 16 Warehouse Areas Table
- 17 Warehouse Matrix File
- 18 Expected Customer Rebates Table
- Menu D24(ShoppingCart) & F24(B2B)
- 20 ISO (Inv Selection Optimizer)
- 21 Maintain PRTMSG Printer Table
- 22 Maintain PRTMSG Dept Table
- 23 Maintain Macro Message Manager
- 24 AutoTimer Maint For Print Xfers
- 25 Submit AutoTimer Job for Xfers
- 26 Barcode Label Pool Default File
- 27 Warehouse Capacity Planning Mode
- 28 Salesperson Relationships/Access
- 29 System Tables Maintenance
- 30 Auto B/O Fill Algorithm Matrix

More...

Enter Desired Menu / Option# ==> SET 4

F1=Add F2=Select F5=Personal F9=Additional F10=Scan F11=Alt View H

MA B MW 21/060

9/18/19
13:55:37

Dancik International, Ltd.
System Wide Settings Maintenance

SY0100R
GH

Password :

Opt Setting Description

EOM

Options for Valid AR/AP EOM Date Ranges

Bottom

Options ==> I=Inquire U=Update
Enter F5=Refresh F7=E0J

MA

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08/002

DISPLAY

System Wide Settings Maintenance

SYS080D

Options for Valid AR/AP EOM Date Ranges

A/R End of Month Date Must be no greater than
10 days before today's date
and 10 days after today's date.

A/P End of Month Date Must be no greater than
10 days before today's date
and 20 days after today's date.

Change the days to "0" while you activate the scheduler

Enter

F7=E0J

F8=Previous Screen

MA

B

MW

01/001

9/19/19
11:57:08

DANC1K INTERNATIONAL CO# 2

MHALL
SAL
2014

Navigator Main Menu

Opt Description

Set-Up Options

- 1 Work with Global App Defaults
- 2 Work with Authority Classes
- 5 Control User File Maintenance

Opt Description

999 Signoff

Activity Tracking Settings

- 50 Activity Tracking Master Settings

** UNIVERSAL OPTIONS **

- 993 Display System Messages
- 994 Send System Messages
- 995 Your Printer Output
- 996 Output Distribution
- 997 Event Management

Bottom

Enter Desired Menu / Option# ====> NAV 5

F1=Add F2=Select F5=Personal F9=Additional F10=Scan F11=Alt View H

MA B MW 21/060

9/19/19
11:42:20

Control User File Maintenance

FM3010R@
QPADEV001D

Opt	User	Email Address	Dft Init	Navigator Auth Class
	MHALL			
W	MHALL	mhall@dancik.com	MH	ALL
	NEWUSER			
	NHARNDEN		NH	ALL
	PBLOOMER		PB	
	PBLOOMERC		PC	ALL
	PICARD	picard@dancik.com	PI	ALL
	PICARDP	picard@dancik.com	PI	ALL
	RDAVISP	rdavis@dancik.com	RD	ALL
	RDEGENP	rdegenhardt@dancik.com	RD	ALL
	RETAIL			
	RF			
	RMELO	rmelo@dancik.com	RM	ALL
	RMORGAN	rmorgan@dancik.com	RM	ALL

More...

Options ==> C=Copy D=Delete I=Inquire U=Update W=Web Access
 Y=Web Control Panel Z=Send Alternate Password Email
 F7=Exit F8=Password

MA

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MW

07/003

9/19/19 **Control User File Maintenance** FM3010M1
 11:42:24 Web Access Settings QPADEV001D
 User: MHALL MICHAEL HALL Change

Associated Decor24 User ...: _____

Navigator Authority Class : ALL ? ALL ACCESS

For alternative login user/passwords to applications that allow it.

* Email Address: mhall@dancik.com

* Alternate Password: _____

Opt Wep App Description

A

- Accounting
- Contact Manager
- Credit
- File Management
- Installations
- Inventory

More...

Options ==> A=App Options/Permissions
 F6=Return F7=Exit F10=Navigator Options/Permissions
 Record(s) have been modified successfully...

9/19/19 NAVIGATOR NV30010M
 11:42:30 Work with Application Permissions QPADEV001D
 Application: Accounting
 Level (User): MHALL

Access

Y/N	Permission Description
]	Allow Access to View Public Worksheets
]	Allow Access to Edit Public Worksheets
]	Allow Access to View Credit Information
]	Allow User to Update the Notepad
]	Allow User to Work with Accounts in Use
]	Allow User to Access Open AR Tab in A/R
]	Allow User to Access Inquiry Tab in A/R
]	Allow User to Access Sales Tab in A/R
]	Allow User to Access Payments Tab in A/R
]	Allow User to Access Daily Cash Balance
]	Allow Access to General Ledger
]	Allow Access to General Ledger Inquiry
Y	Allow Access to Edit AR Automatic End of Month

Bottom

F6=Return F7=Exit F13=View Full Access H

MA B MW A 08/004

MENU

Favorites Applications Widgets Links

- Accounting
 - Accounts Payable
 - Accounts Payable End of Month
 - Accounts Payable Inquiry
 - Accounts Receivable
 - Accounts Receivable End of Month**
 - Accounts Receivable Inquiry
 - Bank Reconciliation
 - Daily Cash Balance
 - Financials - Build A Workbook
 - General Ledger
 - GL Drilldown
 - Post Order Desk Cash
- Contact Manager
- Credit
- File Management
- Installations
- Inventory
- Invoicing
- Order Management
 - Allocation Swapping

★ Add To Favorites

Order Inquiry

Order#: Reference#:

or

Include Rollovers

Submit

Order Inquiry

Order#: Reference#:

or

Include Rollovers

Submit

Customer Information

Search:

Submit

Order Search

Search By: Salesperson

Processed: Unprocessed: Submit

Page Selection

◀ ▶

Accounts Receivable End of Month

RUN EOM

SCHEDULE EOM

Running EOM for 08/31

- 1 Begin End of Month Period
- 2 Run Sales and Cash Reports
- 3 Prepare Files
- 4 Print AR Reports
- 5 End the EOM Period

Step 1 - Begin End of Month Period

RUN REPORT ^

Run Report

Report last run by ABRANNEN on 07/16/19 at 08:24:20

Next Step

RUN EOM

SCHEDULE EOM



Settings

1 → [Edit](#)

FIGURE INTEREST/SERVICE CHARGES ^

How would you like to figure interest/service charges? *

On Over 45 Balances

APPLY INTEREST/SERVICE CHARGES ^

How would you like to apply interest/service charges for past due invoices?
Refer to AR documentation for details.

C - Skip (Interest/Service Charges are Posted Nightly)

PRINTING INTEREST/SERVICE CHARGES ^

Would you like to print detail list of all past due invoices?

Yes

No

NIGHT JOBS ^

2 → Scroll thru and answer each of the questions (same questions that you answer when you run via Navigator or Green Screen)



PRINTING INTEREST/SERVICE CHARGES ^

Would you like to print interest/service charges?

- Yes (Print As Invoices on Invoice Forms)
- No (Invoices Are Posted But Not Printed)

IMPORTANT: Make sure to save listings.

Listings may be needed by Accounting Department for balancing AR on the General Ledger System.

NIGHT JOBS ^

Do you want to automatically run night jobs after this job is completed?

(Note: Backup cannot be done automatically tonight.)

- Yes
- No

ALERT NOTIFICATIONS ^

Who would you like to send out balance alert notifications to?

Enter email addresses.

michael.hall@kerridgecs.com ×

3 →



Save

Cancel

RUN EOM

SCHEDULE EOM

Settings

Reports

Schedule

Reports

1 → [Edit](#)

SALES REPORTS ^

The following sales reports will run automatically for all companies:

- ✓ AR Monthly Transaction Code Summary
- ✓ AR Monthly Transaction Code Summary by Branch
- ✓ Invoice#s & Other Number Spans Used This Month
- ✓ Invoice Register

There are four additional sales reports available. ?

What would you like to do?*

Where would you like to print the sales reports?

CASH REPORTS ^

The following cash reports will run automatically for all companies:

- ✓ AR Miscellaneous Cash/Acct# 99999 Analysis - Suggested GL Entries
- ✓ AR Miscellaneous Cash/Acct# 99999 Analysis - Detail Version
- ✓ AR Monthly Cash By Bank Summary
- ✓ AR Monthly Cash By Deposit

There are seven additional cash reports available. ?

2 → Scroll thru and answer each of the questions (same questions that you answer when you run via Navigator or Green Screen) selecting the reports you want generated by AR EOM.

Accounts Receivable End of Month

Where would you like to print the sales reports?

CASH REPORTS ^

The following cash reports will run automatically for all companies:

- ✓ AR Miscellaneous Cash/Acct# 99999 Analysis - Suggested GL Entries
- ✓ AR Miscellaneous Cash/Acct# 99999 Analysis - Detail Version
- ✓ AR Monthly Cash By Bank Summary
- ✓ AR Monthly Cash By Deposit

There are seven additional cash reports available. ?

What would you like to do? *

Where would you like to print the cash reports?

AR AGING REPORT BY COMPANY#/ACCOUNT ^

✕ EOM AR AGING

AR AGING REPORT BY BRANCH/CUSTOMER ^

RUN EOM

SCHEDULE EOM

Settings

Reports

Schedule

Reports

3 →

Save Cancel

SALES REPORTS ^

The following sales reports will run automatically for all companies:

- ✓ AR Monthly Transaction Code Summary
- ✓ AR Monthly Transaction Code Summary by Branch
- ✓ Invoice#s & Other Number Spans Used This Month
- ✓ Invoice Register

There are four additional sales reports available. ?

What would you like to do? * Run all additional sales reports for all companies x ▾

Where would you like to print the sales reports? P9 ▾

CASH REPORTS ^

The following cash reports will run automatically for all companies:

- ✓ AR Miscellaneous Cash/Acct# 99999 Analysis - Suggested GL Entries
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- ✓ AR Monthly Cash By Bank Summary
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There are seven additional cash reports available. ?

Accounts Receivable End of Month

RUN EOM

SCHEDULE EOM



Settings



Reports



Schedule

Schedule

1 →

Edit

2019					
January	01/31/19	11:00 PM	July	07/31/19	11:00 PM
February	02/28/19	11:00 PM	August	08/31/19	11:00 PM
March	03/31/19	11:00 PM	September	09/30/19	11:00 PM
April	04/30/19	11:00 PM	October	10/31/19	11:00 PM
May	05/31/19	11:00 PM	November	11/30/19	11:00 PM
June	06/30/19	11:00 PM	December	12/31/19	11:00 PM

RUN EOM

SCHEDULE EOM

- Settings
- Reports
- Schedule

Schedule

Save Cancel

2019									
January	01/31/19		11:00 PM		July	07/31/19		11:00 PM	
February	02/28/19		11:00 PM		August	08/31/19		11:00 PM	
March	03/31/19		11:00 PM		September	09/30/19		11:00 PM	
April	04/30/19		11:00 PM		October	10/31/19		11:00 PM	
May	05/31/19		11:00 PM		November	11/30/19		11:00 PM	
June	06/30/19		11:00 PM		December	12/31/19		11:00 PM	

Delete Year

+ Add Year

Save Cancel