

Dear Systems Design User:

Running the **END OF MONTH** routine is an important user responsibility.

We have included a set of instructions for the benefit of our new users and for information purposes directed to those who are seasoned users.

You are required to do your end of day routine as normal and then print out your end of month reports ; the reimbursement report, the daily report of income, and accuclaim report before you do the end of month routine. Look at the reports and make the appropriate adjustments if any, and then you may do the end of month routine with the knowledge that your information is accurate. This sequence is a must because data is more difficult to edit after end of month is executed. Also, you must be careful not to run step 02 "CREATE NEW MEAL FILES after you have input meals for the new month. This will cause the data input up to that time to be unavailable.

Please contact us by email or call 800.887.1828 if you have questions, and we will do our best to respond promptly.

Thank you, **SYSTEMS DESIGN** customer support

Look on page 2 for more details

Here are some helpful instructions about the End of Month Routine

FROM THE MASTER MENU
ENTER MENU OPTION ()

GET THERE QUICK

- 1 TYPE FS ENTER SELECTS FOOD SERVICE
- 2 TYPE 08 ENTER SELECTS END OF MONTH



FUNCTION

Backs up all data for the month and creates new files in preparation for the next months data. This is an essential operation.

OPTION 01

Creates all new files in which to put data for the new month. You will be prompted to enter a date in this routine and you should be sure to enter the last day of the next month. Example: if you are running end of month for September then enter October 31st (10/31/2001)

OPTION 02

Creates new meal files for the coming month. This is where all the data on the students will be filed.

OPTION 04

Backs up data to disk—you will see a list of files go by on the screen and then you will be returned to the menu. this may take a few minutes so be patient. if you are returned to C to continue or X to log off refer to the trouble shooting section.

OPTION 99

Returns the operator to the previous menu.

SCREEN MENU SELECTIONS

- 01 = CREATE SUMMARY FILES-NEW MONTH
 - 02 = CREATE NEW MEAL FILES
 - 04 = BACKUP HISTORY FILES
 - 99 = RETURN TO PREVIOUS MENU
- ENTER MENU OPTION ()



INFORMATION

1. Be sure that you have run end of day for the last day of the month before you do this end of day routine.
2. You must also be sure that you have the correct end of month backup tape in the processor.



INFORMATION

You will want to print the end of month reports, accuclaim, reimbursement, and daily report of income . Please refer to the main back office manual for information on printing these reports.



IMPORTANT TO KNOW

Be sure to run this routine only once at the end of the month. There may be some lost information is run multiple times.