

## Day End Routine

- Ensure all other users are logged off.
- Select Periodic.
- Select Day End routine.
- Click the tick to proceed with the day end.

Batch Nr	A0704237
Number Of Invoices Processed	7
Number Of Credits Processed	0
Invoice Nett Value	2,131.35
Credit Nett Value	0.00
Total Nett	2,131.35
VAT Total	372.99
Total Gross	2,504.34
Number Of Estimates Since Last Update	13
Print Day Book	<input type="checkbox"/>
Informational Messages	

- When the cursor goes to the Print Day Book field, press enter or click the tick to print it. This is Compulsory.
- The day end printout will be displayed on screen using Adobe Acrobat. From here it can be printed or emailed as required.
- DO NOT exit from the screen until you have the printed report, as this cannot be reproduced later.
- When you have the printed Day Book, click the door to exit.

### If you have a Sage Link

After you have completed the Day End Routine above, click the door to exit. As you exit, you will be asked if you wish to update sage now. Answer Yes. The system will warn you if there are any problems with the link to sage and the batch will not be processed. Contact the BMS support desk for assistance.

### If you have an ITAS Link

After you have completed the Day End Routine (and where applicable, the Sage Link), the BMS System will create a file ready to be transferred to ITAS.

If you have a server based BMS system, the file will be placed in the k:\itas\export\A(branchletter) directory. It is then necessary to log onto the ITAS web site and import the file. You may need to speak to your ITAS representative for assistance in this area.

If you have an On-Line BMS System you must transfer the ITAS file to your PC.

- Click Periodic.
- Click Transfer ITAS Files to PC.
- The ITAS file will then be copied to C:\BMS\ITAS\IMPORT
- It is then necessary to log onto the ITAS web site and import the file. Alternatively, the file may be emailed to ITAS. You may need to speak to your ITAS representative for assistance in this area.

**YOU WILL NOT BE ABLE TO RUN FURTHER DAY END ROUTINES UNTIL THIS PROCESS HAS BEEN CARRIED OUT.**