

## Month End Procedure

These are the minimum requirements advised by BMS. If further reports are required, then these must also be printed.

- Ensure all required Invoices are done.
- Run Day End - must be run stand alone.
- Print Sales Analysis Report.
  - Invoicing.
  - Sales Analysis Report.
  - Click Tick.
  - The report will be printed on screen using Adobe Acrobat, from here it can be printed or emailed as required.
- Print Invoice Tray.
  - Invoicing.
  - Invoice Tray.
  - Press Enter to display list of invoices.
  - Click Printer Icon.
  - Click Tick to print.
  - The list of invoices will be printed on screen using Adobe Acrobat, from here it can be printed or emailed as required.
- Check that Revenue figure on Sales Analysis Report matches Net figure on Invoice Tray.
- If it doesn't contact BMS. If it does, proceed to next step.
- Run Month End - must be run stand alone.
  - Periodic.
  - Period and Year End.
  - Check current/new period.
  - Click Tick.
  - Confirm you wish to run period end.
  - Acknowledge "Complete" message.

### Notes:

- There is no Year End routine, running the period end for period 12 will automatically roll the year forward.
- Nothing will be printed for the period end routine, other than the requested reports.
- Take care not to run more than once, BMS cannot turn roll this back.