OverNet Computer Services
Mechanic helpdesk query

End Of Month Reports.

OverNet recommend that the following reports are run at the end of each month - as an end of month procedure.

NOTE: There is no requirement to run any end of month procedure or reports. This is simply a starting point as a useful set of reports to run for each month.

NOTE: Some of these reports can be run at any later time, but some cannot. For example, the stock quantities report cannot be run for an earlier date and so it should be run on the last day of each month.

NOTE: You do not need to print all these reports – although most users choose to do so. It is a satisfactory procedure to save the text form of these printouts as a file, (refer to the FAQ called "How To View A Print Job" that also shows how to save reports as a file).

NOTE: The EOM procedure should include a full backup of the servers \MECH directory onto a CD.

RECOMMENDED EOM REPORTS:

REPORT DESCRIPTION	MENU OPTION	SAVE AS…
Trial Balance report	4,3,5,1	tb.txt
Profit & Loss report	4,3,4,1	pl.txt
Balance Sheet	4,3,3	bs.txt
Stock Value Report	5,4,5,1 and 5	stock.txt
Invoice Statistics	4,3,1	invstat.txt
Aged Debtors List	4,4,3	debtors.txt
Aged Creditors List	4,5,3	creditors.txt
Receipt List	4,2,2,1	receipts.txt
Transaction Details List	4,3,8	trans.txt