

## **END OF MONTH PROCEDURE**

### **Step 1**

Close all workstations down

Shut down Faircom Server then restart Faircom

Make sure you are the only one with Softpower open

From your Master Menu select End of Period, Batch End, Select

Press enter to place a check mark on the following reports: (We recommend that you select all of the reports except Inventory end of year, so they are available to print if necessary).

Rebuild

Total Register Report

Profit Reports

A/R Transaction Report-Summary

A/R Transaction Report-Detail

A/R Transaction Report-Taxables

A/R Month to date report

A/R End of Period Purge

Inventory End of Month

Perform Selected Processes

Press "Y" when asked OK to start batch processing Y/N?

### **Step 2**

After the process is completed and before printing your End of Month reports, check to make sure all reports generated successfully.

Form your Master Menu select End of Period, Batch End of Period, View

Make sure each report generated successfully, If so continue to step 4. If not, call Softpower's technical support.

### **Step 3**

To print your End of Month Reports:

From Master Menu select End of Period, Batch End of Period, Print

You may at this time uncheck reports that you do not want to print out at this time.

Select Print Selected Reports and press enter