



Procedure for Closing the Month of January

Revised December 2021

If you use the reports that are created and printed from month end stream or if they are placed in BeAR for your board members, start with step 1. If you no longer use the monthly reports, start with step 4.

1. Calculate your SM2 for the current month, if it is part of your Board Reports. If you do not calculate your SM2 now, the SM2 that appears on BeAR will be the previous month.

- a. At Menu> USAS_ANN/SM1_SM2/SM12/SM2CALC

2. To edit and print your month end reports:

- a. Menu> EDIT <cr>

- b. Press DO key

At Command: GET FILE xx\$:[USASxx]MONTH_END.COM <cr>

- c. Press DO key

At Command: REPLACE "DEC," "JAN," <cr>
Or "DECEMBER" "JANUARY"

Replace? ALL <cr>

Your screen will display the number of changes made. Please make a note of this number and check it against the number of monthly changes made. This will ensure your changes are made correctly.

- d. Press DO key

At Command: REPLACE 12012021 01012022 <cr>

Replace? ALL <cr>

If you get the message: Found in reverse direction. Go there? [Y]?
Press <cr>

Please note the number of changes made and check it with last month's changes.

- e. Press DO key



At Command: REPLACE 12312021 01312022 <cr>

Replace? ALL <cr>

If you get the message: Found in reverse direction. Go there? [Y]?
Press <cr>

Please note the number of changes made and check it with last month's changes.

f. Press DO key

At command: REPLACE " yyyy" " yyyy"

Ex: REPLACE " 2021" " 2022"

NOTE: There should be a space between the first " and the year.

Replace? ALL <cr>

If you get the message: Found in reverse direction. Go there? [Y]?
Press <cr>

g. Press CTRL/Z (saves file with changes)

3. At Menu> MOEND <cr>

a. When the month end stream is finished, you will hear a beep on your terminal and a message SYSS\$BATCH completed will display!

NOTE: If message displays as Terminated with error status, call LACA! There is a problem and we will need to check this out.

4. Run BACKBUD from the USAS_LCL menu to backup your account files.

5. At Menu> SM12 <cr> - SM2CALC for month and Print if desired

6. At Menu> ADJUST <cr> process for month end

7. At Menu> BALMON <cr> report option