



# Procedures for Month End Closing and Creating BeAR Custom Board Reports

July 2020

These instructions include steps to create custom month end reports for BeAR (i.e. for your board reports). In order to use these steps, you must have worked with LACA to create the MONTH\_END.COM file containing the desired report parameters. If your district has already done this, you may follow all steps in this checklist. If your district has not and you are interested, please contact LACA.

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.

Menu> USAS\_ANN/SM1\_SM2/SM12/SM2CALC

2. **Edit the month end command procedure that creates your BeAR board reports.**

Menu> type **EDIT**, press return (to edit your month end report stream)

- a. Press **DO** key (or shift F6)

At Command: **GET FILE [-]MONTH\_END.COM**, press return

- b. Press **DO** key (to change the month in the heading of the reports)

At Command: **REPLACE "month" "month"**, press return

Ex: REPLACE "MARCH" "APRIL"

Replace? **ALL**, press return

Your screen will display the number of changes made. Please note this number and check it each month. That way you can be certain that changes are being made correctly.

- c. Press **DO** key (to replace the beginning date on your reports)

At Command: **REPLACE mmddyyyy mmddyyyy**, press return

Ex: REPLACE 03012020 04012020

Replace? **ALL**, press return

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

Press return

Please note the number of changes made and verify this each month.



- d. Press **DO** key (to replace the ending date on your reports)

At Command: **REPLACE mmdyyy mmdyyy**, press return

Ex: REPLACE 03312020 04302020 (last day of month)

Replace? **ALL**, press return

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

Press return

Please note the number of changes made and check it each month.

- e. Press **DO** key (to replace the month on the SM2M)

At Command: **REPLACE >mm >mm**, press return (numeric month)

Ex: REPLACE >03 >04

Replace? **Y** (for SM2M only), press return

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

Press return

Please note the number of changes made and check it each month.

- f. At the end of the Fiscal year, you will need to change the numeric year

Press **DO** key (to replace the fiscal year on the SM2M)

At Command: **REPLACE >yyyy >yyyy**, press return (numeric month)

Ex: REPLACE >2020 >2021

Replace? **Y** (for SM2M only), press return

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

Press return

Please note the number of changes made.

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



3. **Execute the command file you just edited.** This will place the reports on the web.

At Menu> **MOEND**, press return (this will execute the .com file you just edited)

**NOTE:** When the month end stream is finished you will hear a beep on your terminal and a message SYS\$BATCH COMPLETED will display.

**NOTE:** If the message displays "Terminated with error status" **call LACA!**

4. **Process month end backup**

At Menu> **USAS\_LCL/BACKBUD**

As part of your backup procedure, the **MonthlyCD** program will run to create .pdf files that can be accessed from LACA's web page and will be burned to a CD at calendar year end.

Once the MonthlyCD program has completed, you will receive an email. Do not proceed until you receive this email. If do not receive an email or if you receive an error message, please call LACA.

If the Start Later option is chosen, the job will not start until after 6:00 pm. You will not be able to continue with the closing until the next morning.

5. **If the SM2 is not part of your BeAR board reports, create the report. If it is or you do not want an SM2, proceed to step 6.**

At Menu> **SM1\_SM2**, press return

Select the report(s) that you would like if any

6. **Run adjust to close your month.**

At Menu> **ADJUST** <cr> process for month end

7. **Create you Monthly Fund Balance Report**

At Menu> **BALMON** <cr> report option

8. **Post any payroll and purchase order batch files for the new month**