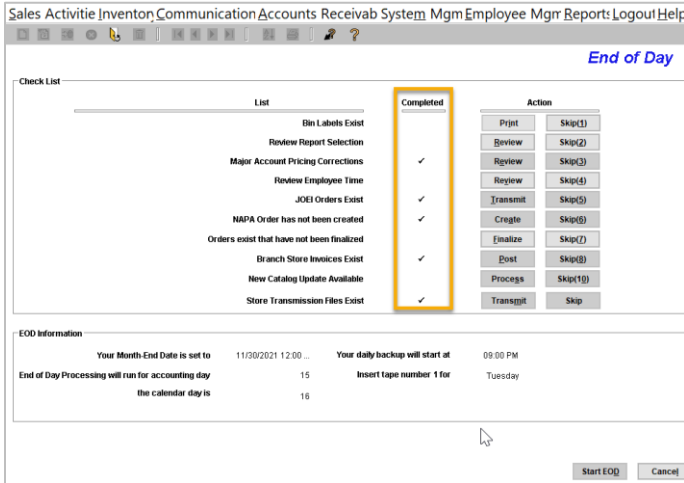


The **End of day** process finalizes transactions for each accounting day and backs up store data since the last **End of day**. To maintain accurate accounting information and a daily back up, you should perform **End of day** at the end of each business day.

Before you run **End of day** and finalize transactions, you will be reminded to review a list of tasks that you typically run during the business day indicating whether they have been completed. Review the tasks that have not been completed and choose to do the tasks or skip.

All tasks must be completed or skipped. Look for the checkmark before you can Start EOD. Go to **Sales activities > End of day**.



Check List	Completed	Action
Bin Labels Exist		Print Skip(1)
Review Report Selection		Review Skip(2)
Major Account Pricing Corrections	✓	Review Skip(3)
Review Employee Time		Review Skip(4)
JOEI Orders Exist	✓	Transmit Skip(5)
NAPA Order has not been created	✓	Create Skip(6)
Orders exist that have not been finalized	✓	Finalize Skip(7)
Branch Store Invoices Exist	✓	Post Skip(8)
New Catalog Update Available		Process Skip(10)
Store Transmission Files Exist	✓	Transmit Skip

**EOD Information**

Your Month End Date is set to 11/30/2021 12:00 ... Your daily backup will start at 09:00 PM

End of Day Processing will run for accounting day 15 Insert tape number 1 for Tuesday

the calendar day is 16

Start EOD Cancel

While we recommend routinely completing tasks that impact your daily accounting, you may on occasion need to skip tasks and want you to understand the impact of skipping tasks so you can make an informed decision and take corrective action needed on the following day.

Task list	What happens?
<b>Bin labels exist</b>	Prints pending bin labels. If skipped, pending bin labels are not printed and accumulate.
<b>Review report selection</b>	You can make changes to your report schedule. If skipped, reports are printed according to the current schedule.
<b>Major account pricing corrections</b>	You can review and change pricing corrections made to major accounts to ensure invoices are billed with correct pricing. If skipped, pricing corrections made to major accounts are not reviewed and major account invoices will be billed with incorrect pricing.
<b>Review employee time</b> <i>Independent stores only</i>	If this is the last day of the pay period, you can review and finalize the pay period. If skipped, and this is the last day of the pay period, the pay period will close, but it will not be finalized.
<b>JOEI orders exist</b>	Sends eJOIE orders to the distribution center. If there are eJOIE orders and this is skipped, the orders are not sent to the distribution center.
<b>NAPA order has not been created</b> <i>Independent stores</i>	Creates stock orders. If skipped, stock orders are not created.
<b>Orders exist that have not been finalized</b>	Finalizes orders and sends them to the distribution center. If skipped, orders exist that have been created but have not been finalized. Because orders are not final, they are not sent to the distribution center.
<b>Branch store invoices exist</b>	Posts branch orders. If skipped, branch store invoices are not posted. <i>Independent stores</i> If <b>Post</b> is selected, you can post branch store invoices before starting <b>End of day</b> to ensure customers are billed. Do not skip if it is the last day of the accounting month.
<b>New catalog update available</b>	If processed or skipped, the catalog will process automatically.
<b>Store transmission file exists</b>	If transmitted or skipped, branch store transactions will be sent automatically.