

EOM Reset Process for CARE/DM

The following procedure should only be used by persons familiar with this procedure. If there is ANY question or problem, PLEASE CALL CARE TECHNICAL SUPPORT.

1. Go to the proper user's directory.
 - A. If you log in as SYSOPR or SYSTEM...
 - a. Enter the command "UAF/SET username"
Example: UAF/SET DRJOHN
 - or
 - B. If you are logged in as a user within the practice...
 - a. Get to the DCL command level.
Log in as a privileged user. (SYSOPR privilege)
Get to any menu. Type in 4.1.2.2. This will bring you to a \$ prompt.
2. Check to see that you're looking at the proper .LOG file...
 - A. Enter the command DIR/DATE MDMND1.LOG
 - a. The topmost file that comes up (with the highest number on the right-hand side) should have the date that you submitted the month close.
3. Make sure the error(s) that caused the month end close to "blow-up" are not serious errors.
 - A. Enter the command SEARCH MDMND1.LOG ERR
 - a. Many lines will "fly by" on your screen...let it go. No need to stop it. There will be a block of lines toward the middle of the screen that say " 0 Errors encountered this section "
 - B. Make sure that the only line that has a number other than 0 errors is the second to the last line.
4. Reset the month-end if and only if 3B is true.
 - A. Enter the command RUN CARE71:UTL400
 - B. This should bring up "Enter Security Access Code"
 - C. The access code is CIS (This will not type out to your screen as you type it)
 - D. This should bring up "Enter your name"
 - E. Well...do it!
 - F. This will bring up "Error in month-end from ????"
Reset ? <Y>es or (No)"
 - G. Hit <cr>
 - H. This will bring up "Enter Resolution, CTRL-Z to End >"
 - a. Enter TPR AUDIT ERROR and then CTRL-Z
 - I.. This brings up another >... hit CTRL-Z again.
 - J. If it brings up another error MONTH-END RUNNING Reset, go ahead and follow steps 4F through 4I again.
5. Month end has been reset.