

**How to Reprint a Daily Close**

In the event of a printer jam or error during the printing of a daily close, DO NOT PERFORM ANOTHER daily close with the same date! Instead, the daily close should be REPRINTED. This document demonstrates how to reprint the daily close reports. ONLY THE LAST DAILY CLOSE CAN BE REPRINTED. (For example, you cannot reprint a full daily close that was run last week.)

It is important to correctly answer the following two prompts:

**Perform daily close**            **N**  
**Print order register report**   **R**

All other fields default to how you normally run your daily close. Refer to the sample screen below.

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                                DAILY CLOSE FOR MM/DD/YYYY

SPECIFY OUTPUT DEVICE           1 (PRINTER OR $ = FILE)
PERFORM DAILY CLOSE           N (Y OR N)
  DAILY CLOSE REPORT OPTIONS    D (D=Day P=last day in Period Y=last day in Year)
PRINT ORDER REGISTER REPORT  R (Y,N or R re-print)
  ORDER STATUS TYPES           C (*,C,D,H,O)
  PRINT PREVIOUS RESET ORDERS  N (Y OR N)
  PRINT ORDER TYPES            *      (* OR A,B,C,D,F,I,L,M,P,Q)
  PRINT ORDER REGISTER TOTALS  Y (Y OR N)
  ENTER START / STOP ORDER NUMBERS _____
DELETE CLOSED AND DELETED ORDERS D (Y,N or D deleted only)
  REMOVE ORDERS LESS OR EQUAL TO 07/18/2000
  DELETE ONLY PAID ORDERS      Y (Y OR N)
                                REPORTS:  DAILY  PERIOD  YEAR
PRINT TOTAL SUMMARY            R          N      N    (D,S,R,N)
PRINT CASH/CHARGE SUMMARY      R          N      N    (D,S,R,N)
PRINT DIVISIONAL SUMMARY       N          N      N    (D,S,N)
PRINT DIVISIONAL CASH/CHARGE SUMMARY N          N      N    (D,S,N)
PRINT SALES TAX                 N          N      N    (Y,N)

READY TO BEGIN                  _ (Y OR N)
    
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1. To reprint the daily close, select "Daily" from the Closing Routine Menu and enter the same date as before.
2. Specify the same printer if it is functioning; otherwise, select a new printer.
3. For PERFORM DAILY CLOSE, answer 'N'. If you answer this question incorrectly, the cursor will not stop in the PRINT ORDER REGISTER field. If this happens, respond to READY TO BEGIN with an 'N' and start over.
4. Enter the same report option as you entered before, or change it as needed.
5. In the PRINT ORDER REGISTER REPORT field, enter an 'R' for reprint. The rest of the screen should remain the same.