

Reprint Daily Close Summary Reports from Summary Review

Daily, period and yearly recap reports may be printed from the Summary Review screen at any time. These reports are typically printed automatically by the daily close. Printing them from the Summary Review screen is helpful when a report is lost or a second copy is needed. To print recap reports:

1. Select "Summary Review" from the Closing Routines Menu.
2. Select the desired time period:

DAILY: D=TOTAL A=CASH E=CHARGE
PERIOD: P=TOTAL B=CASH F=CHARGE
YEARLY: Y=TOTAL C=CASH G=CHARGE

3. Select a Time Frame: **1=CURRENT, 2-2ND, ETC.** For example, if you wanted to print the Period Cash Recap report for last month, you would select Period B and Time Frame 2. If you also wanted to print the Period Charge Recap report for last month, you would select Period F and Time Frame 2.
4. Press [F7] twice to display the "L" type order screen (Closing Summaries – Layaway Screen). You may view the sales data on screen.
5. To print the recap report, press [F4]. Enter the desired printer number when prompted with: **SPECIFY OUTPUT DEVICE (PRINTER OR \$ = FILE)**.
6. Enter "R" for Recap when prompted with **DETAIL, SUMMARY OR RECAP VERSION OF REPORT**. (Enter "D" if you normally print the Detail Summary reports. Enter "S" if you print the Summarized reports.)