

Closing Default Tables for Daily and Period Close

This document provides blank "screen layouts" for the Closing Default Tables. You can view your closing default tables by following the instructions below. If you have questions about the Closing Default Tables, fill in the blank screens below with the entries on your system. Fax your Closing Default Tables to Mylee Systems, Attn: Customer Support, at 815-550-7855 so that we may review your Closing Default Tables to ensure that they are set up properly.

From Main Menu, select **System Administrator Menu, Options Menu, Table Options**, and then **Closing Routine Defaults**. Press [F10] to move from one screen to the next. There are a total of seven (7) screens. (If you make a change to the table, [F10] saves your change.)

<u>DAILY CLOSE DEFAULTS</u>				
PRINT ORDER REGISTER REPORT	-	(Y or N)		
DELETE CLOSED AND DELETED ORDERS	-	(Y,N or D deleted only)		
REMOVE ORDERS LESS OR EQUAL TO	-	(# days to sub from close date)		
DELETE ONLY PAID ORDERS	-	(Y OR N)		
			DAILY	PERIOD
PRINT TOTAL SUMMARY	-		-	-
PRINT CASH/CHARGE SUMMARY	-		-	-
PRINT DIVISIONAL SUMMARY	-		-	-
PRINT DIVISIONAL CASH/CHARGE SUMMARY	-		-	-
PRINT SALES TAX	-		-	-

<u>LAST DAILY CLOSE OF THE PERIOD DEFAULTS</u>				
PRINT ORDER REGISTER REPORT	-	(Y or N)		
DELETE CLOSED AND DELETED ORDERS	-	(Y,N or D deleted only)		
REMOVE ORDERS LESS OR EQUAL TO	-	(# days to sub from close date)		
DELETE ONLY PAID ORDERS	-	(Y OR N)		
			DAILY	PERIOD
PRINT TOTAL SUMMARY	-		-	-
PRINT CASH/CHARGE SUMMARY	-		-	-
PRINT DIVISIONAL SUMMARY	-		-	-
PRINT DIVISIONAL CASH/CHARGE SUMMARY	-		-	-
PRINT SALES TAX	-		-	-

<u>LAST DAILY CLOSE OF THE YEAR DEFAULTS</u>				
PRINT ORDER REGISTER REPORT	-	(Y or N)		
DELETE CLOSED AND DELETED ORDERS	-	(Y,N or D deleted only)		
REMOVE ORDERS LESS OR EQUAL TO	-	(# days to sub from close date)		
DELETE ONLY PAID ORDERS	-	(Y OR N)		
			DAILY	PERIOD
PRINT TOTAL SUMMARY	-		-	-
PRINT CASH/CHARGE SUMMARY	-		-	-
PRINT DIVISIONAL SUMMARY	-		-	-
PRINT DIVISIONAL CASH/CHARGE SUMMARY	-		-	-
PRINT SALES TAX	-		-	-

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<u>PERIOD CLOSE DEFAULTS</u>		
AGE A/R TRANSACTIONS	-	(Y OR N)
A/R STATEMENT GROUPS *	-	(* OR A-J)
LAST DATE TO AGE TRANSACTIONS	-	(# of days to sub from close date)
REMOVE RECORDS	-	(Y OR N)
POINT OF SALE ARCHIVE	-	(Y OR N)
LAST DATE TO REMOVE	---	(# of days to sub from close date)
A/R TRANSACTIONS	-	(Y OR N)
LAST TRANSACTION DATE	---	(# of days to sub from close date)
GL DISTRIBUTION	-	(Y OR N)
LAST POST DATE	---	(# of days to sub from close date)
PRINT REQUIRED	-	(Y OR N)
POST REQUIRED	-	(Y OR N)

<u>PERIOD CLOSE DEFAULTS</u>		
RESET PERIOD / YEARLY TOTALS	-	(Y OR N)
PERIOD RESET, YEARLY RESET, OR BOTH	-	(P, Y, B)
A/R CUSTOMER MASTER	-	(Y OR N)
A/R CUSTOMER ANALYSIS	-	(Y OR N)
A/R SALESMAN/VENDOR ANALYSIS	-	(Y OR N)
INV MASTER	-	(Y OR N OR E - EXTEND SALES ONLY)
I/P VENDOR MASTER	-	(Y OR N)
SUMMARY	-	(Y OR N)
SALES TAX	-	(Y OR N)

<u>LAST PERIOD CLOSE OF THE YEAR DEFAULTS</u>		
AGE A/R TRANSACTIONS	-	(Y OR N)
A/R STATEMENT GROUPS *	-	(* OR A-J)
LAST DATE TO AGE TRANSACTIONS	-	(# of days to sub from close date)
REMOVE RECORDS	-	(Y OR N)
POINT OF SALE ARCHIVE	-	(Y OR N)
LAST DATE TO REMOVE	---	(# of days to sub from close date)
A/R TRANSACTIONS	-	(Y OR N)
LAST TRANSACTION DATE	---	(# of days to sub from close date)
GL DISTRIBUTION	-	(Y OR N)
LAST POST DATE	---	(# of days to sub from close date)
PRINT REQUIRED	-	(Y OR N)
POST REQUIRED	-	(Y OR N)

<u>LAST PERIOD CLOSE OF THE YEAR DEFAULTS</u>		
RESET PERIOD / YEARLY TOTALS	-	(Y OR N)
PERIOD RESET, YEARLY RESET, OR BOTH	-	(P, Y, B)
A/R CUSTOMER MASTER	-	(Y OR N)
A/R CUSTOMER ANALYSIS	-	(Y OR N)
A/R SALESMAN/VENDOR ANALYSIS	-	(Y OR N)
INV MASTER	-	(Y OR N OR E - EXTEND SALES ONLY)
I/P VENDOR MASTER	-	(Y OR N)
SUMMARY	-	(Y OR N)
SALES TAX	-	(Y OR N)