How to Perform a Daily Close

Overview

The Daily Close processes all closed orders with a "close" date on or before the date entered. It also processes all payments taken on or before the date entered. As the daily close processes orders, it updates a number of files including sales summaries, sales tax, customer analysis, vendor analysis, salesperson analysis and the point of sale archive. Optionally, general ledger distribution records can be created.

The daily close prints an order register of the closed orders and payments processed. Optionally, sales summaries and a sales tax report may be printed. It is also during a daily close that closed and/or deleted orders <u>may</u> be purged.

The daily close may be run during normal daily activity. Many Tag-n-Trak users run a backup during the night and run a daily close in the morning for the previous day. (Note: A daily close cannot process an order or payment if that order is "in use" by someone. A message prints on the daily close report when an order is locked. It will simply be processed by the "next" daily close.)

A sample dialog screen is shown below. The DEFAULT responses are read from a table options file called "Closing Routine Defaults," but may be overridden. If you have questions about the Closing Routine Defaults, please contact Mylee Customer Support. To view your current Closing Routine Defaults, select System Administrator, Options Menu, Table Options, Closing Routine Defaults.

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                    DAILY CLOSE FOR 10/21/2003

SPECIFY OUTPUT DEVICE         1  (PRINTER OR $ = FILE)
PERFORM DAILY CLOSE           Y  (Y OR N)
  DAILY CLOSE REPORT OPTIONS  D  (D=Day P=last day in Period Y=last day in Year)
PRINT ORDER REGISTER REPORT             Y  (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        Y  (Y,N or D deleted only)
    REMOVE ORDERS LESS OR EQUAL TO 10/21/2000
    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                           Y       N        N    (Y,N)

READY TO BEGIN                          _  (Y OR N)
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<u>DAILY CLOSE FOR:</u> Enter the daily close date in MM/DD/YYYY format. Many Tag-n-Trak users run their daily close in the morning for the previous day.

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SPECIFY OUTPUT DEVICE: Enter the printer number for the daily close reports.

PERFORM DAILY CLOSE: Respond "Y" to perform a daily close for the date specified.

Respond "N" to not a perform a daily close. Typically, a No response is given when you simply want to REPRINT A DAILY CLOSE. Refer to Daily Close Reprint instructions for more information on reprinting a daily close.

DAILY CLOSE REPORT OPTIONS: Enter "D" to perform a normal DAILY close.   Enter "P" to perform a DAILY close for the last day of a period (month). Enter "Y" to perform a DAILY close for the last day of a year.

Usually, the last daily close of a period prints a period sales tax report and period sales summary reports in addition to the normal daily reports. The last daily close of a year prints a yearly sales tax report and yearly sales summary reports in addition to the normal period and daily reports. Which reports print are controlled by Closing Routine Defaults set up in Table Options. It is highly recommended that you contact Mylee Customer Support for assistance when changing the defaults in table options.

CAUTION: The Closing Routine Defaults is where you establish how long to keep closed and deleted orders "on file" in point of sale. Many Tag-n-Trak users choose to keep closed point of sale orders for three years, five years or even longer. Care should be taken to prevent deleting closed point of sale orders that you may need to reference.

READY TO BEGIN: The dialog screen fills with the default responses read from table options. Respond "Y" to begin the daily close process.

To change the defaults, respond **N** for No, but don't press the Enter key. Press the **UP ARROW** key to move the cursor to the desired field, make the change and then press Enter to move the cursor back down to the "Ready to Begin" prompt.

Daily Close Notes:
When a file is 80% or more full, the maximum number of records needs to be increased and then the file needs to be re-indexed. The daily close checks every data file. It prints a report to your SYSTEM DEFAULT PRINTER when a file is 80% or more full. Follow the instructions for File Resize Reindex (in a separate document) or contact Mylee Customer Support for assistance.

If an error occurs during a daily close, write down the error message and contact Mylee Customer Support for assistance.

CAUTION: Do NOT attempt to run a daily close from two different terminals simultaneously. Doing so will cause incorrect updates to sales summaries. In some cases, this can only be corrected by restoring from a backup tape.