

Period and/or Yearly Close Procedure Cover Sheet

This document is a cover sheet for the End of Month checklist document named CLS 220 Period and or Yearly Close.

Document CLS 220 Period and/or Yearly Close is a “standard” checklist for running a period close. It is designed to eliminate “down time” (time when users should not be logged on the system). Depending on your company’s needs, you may need to perform additional steps, such as printing out customized Query Reports. Please “write in” any additional steps on the checklist.

The CLS 220 Period and/or Yearly Close procedure checklist assumes that entries in your Closing Routine Defaults are set up properly. These are entries that pre-fill the daily close and the period and/or yearly close screens:

- Daily Close: When a daily close is performed, the Closing Routine Defaults determine the format for the Daily Close summary reports (Detail, Summary or Recap). They also determine how long to keep point-of-sale orders on file before they are deleted.
- Period and/or Yearly Close: When a period and/or yearly close is performed, the Closing Routine Defaults determine how long to keep point of sale archive records, A/R transactions and G/L Distribution records on file before purging. These entries also determine whether a period reset, yearly reset, or “both” a period and yearly reset is done on files that track period and/or yearly data.

For example, the customer master record tracks Sales and Profit for the period, the current year and the prior year. When closing a month, only the period sales are reset to zero. When closing the last month of a year, the current year sales are moved to the prior year sales and then both the period and current year sales are reset to zero.

If you have questions about the Closing Default Tables, please see the document CLS 240 Closing Default Tables. It explains how to view your default tables. It also provides blank “screen layouts” for you to fill in with the entries on your system that can be faxed to Mylee for review. When your system is first installed, the Closing Default Tables are established by a Mylee trainer after discussing them with you. These tables may need modification as your needs change. If you have questions about modifying these tables, please contact Mylee Customer Support for assistance.

The first page of the Tag-n-Trak Period Close Procedure checklist summarizes the steps to take when performing a period/yearly close. **It is recommended that you photocopy Page 1, fill in the month/year you are closing, and “check off” each step as you complete it. File this one-page checklist in a “Period/Yearly Close” folder along with the dialog page that prints automatically during the close (final step on the checklist).** The remaining pages of the document provide details on running each step.