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**TAG-N-TRAK PERIOD AND/OR YEARLY CLOSE PROCEDURES**

Period Close for Month \_\_\_\_\_ Year \_\_\_\_\_.

- 1. **Apply Service Charges on the last business day of the month.** This step can be performed during the day on the last business day of the month. If you do not apply service charges to past due customer accounts, skip this step.
- 2. **Complete all invoicing for the last business day of the month and run a Daily Close using a "P" for the Daily Close Report Options.** This daily close is typically done either (a) after the close of business on the last day of the month or (b) in the morning on Day 1 of a new month for the prior day. The date at the top of the screen should reflect the last day of the month: **DAILY CLOSE FOR MM/DD/YYYY.**

The 'P' option is typically set up to print the period summary reports and a period sales tax report in addition to the normal daily close reports. Using the P during a DAILY CLOSE is NOT the same as "running a period close." The actual period close is the last step on this checklist.)

When running the last daily close of the year, enter a "Y" for the Daily Close Report Options rather than a "P." Again, the date at the top of the screen should reflect the last day of the month: **DAILY CLOSE FOR MM/DD/YYYY.**

**IMPORTANT: After running the last daily close for the month, DO NOT post payments to A/R customers and DO NOT run a Daily Close for the "new" month until you have completed this entire checklist, including the final Step "Period and/or Yearly" from the Closing Routine Menu.**

- 3. Optional: Print a Query Report listing "Deposits" on sales orders in a Hold Status.
- 4. Optional: Print an Inventory Value Report.
- 5. **Print Customer Aging Reports.**
- 6. **Print customer statements.**
- 7. Optional: Print Salesman Commission Report.
- 8. Optional: Print Analysis Reports.
- 9. Optional: Print any Query Reports that need to be printed prior to running the period close.
- 10. Optional. Print GL Distribution Report.
- 11. **Perform an All Files Backup.** This must be done when all users are logged off the system.
- 12. **Run the Period Close. This is #2 Period and/or Yearly on the Closing Routine Menu. This step is REQUIRED. This is the final and most important step of the period close procedures.**

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**TAG-N-TRAK PERIOD AND/OR YEARLY CLOSE PROCEDURES**
**1. Apply Service Charges.**

Service Charge percentages are established in the third screen of Main Options. Please contact Mylee Customer Support if you have questions about service charges.

The "Apply Service Charges" program creates accounts receivable service charge transactions (type "C") and prints a service charge journal listing the customers for whom a service charge was calculated, the transaction number and the amount.

- From Main Menu, select Closing Routine Menu.
- Select **Apply Service Charges**.
- **UP ARROW & CHANGE DATE AT TOP OF SCREEN TO LAST DAY OF MONTH YOU ARE CLOSING!**

Refer to the sample screen below. The responses shown are suggestions only. Change the entries as needed or desired.

MM/DD/YYYY	SERVICE CHARGE APPLICATION SCREEN	
SELECT OUTPUT DEVICE:	1	(PRINTER OR \$ = FILE)
ENTER THE START ID:		
ENTER THE STOP ID:	ZZZZZZZZ	
QUALIFY STATEMENT GROUP:	*	(* OR A-J)
SELECT START AGE:	2	(2, 3 or 4)
INCLUDE AGED CREDIT BALANCES:	Y	(Y OR N)
INCLUDE CURRENT OPEN CREDITS:	Y	(Y OR N)
PRINT DETAILED REPORT:	Y	(Y OR N)

If you have questions about the screen prompts, contact Mylee Customer Support for clarification.

**2. Complete all invoicing for the last business day of the month and run a Daily Close using a "P" for the Daily Close Report Options.** This daily close is typically done either (a) after the close of business on the last day of the month or (b) in the morning on Day 1 of a new month for the prior day. The date at the top of the screen should reflect the last day of the month: **DAILY CLOSE FOR MM/DD/YYYY.**

As noted above, the daily close may be run on the morning of Day 1 of a new month to process invoicing and payments for the prior day. Since the date at the top of the screen will pre-fill with the current system date, be sure to **change the date** to reflect the last day of the month.

The 'P' option is typically set up to print period summary reports and a period sales tax report in addition to the normal daily close reports. **Using the P during a DAILY CLOSE is NOT the same as closing the period. The actual period close is the last step on this checklist.**

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When running the last daily close of a fiscal year, enter “Y” for the Daily Close Report Options rather than “P.” Again, the date at the top of the screen should reflect the last day of the month: **DAILY CLOSE FOR MM/DD/YYYY.**

The Daily Close is run as follows. Select Closing Routines from the Main Menu. Select Daily from the Closing Routine Menu. Refer to the sample screen below.

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

Change date to the last day of the month.

Use “P” if this is the last day of the month.

Use “Y” if this is the last day of the year.

The Order Register Report Options will pre-fill with standard,

These fields pre-fill with entries from your Closing Routine Default tables.

If you experience printer jams or other printer problems when printing the daily close, follow the “Daily Close Reprint” instructions. DO NOT perform another daily close.

The Daily Close Reprint instructions can be found on our website. The document name is **CLS 110 Reprint Daily Close.** You can request a copy of that document to be emailed or faxed to you by contacting Mylee Customer Support.

**IMPORTANT: After running the last daily close for the month, DO NOT post payments to A/R customers and DO NOT run a Daily Close for the “new” month until you have completed this entire checklist, including the final Step “Period and/or Yearly” from the Closing Routine Menu.**

3. Optional: Print a Query Report listing “Deposits” on sales orders in a Hold Status.

Some users print a query report to list “deposit dollars” on all customer sales orders in a Hold status. The total “deposits” on this report should reflect the general ledger account balance for “Customer Deposits” at the end of a month. In order to get an accurate figure for customer deposits, the report must be run AFTER all orders are closed for a month, yet BEFORE a payment is taken or an order is closed for the “new” month.

If you need assistance creating a “Deposits on Hold Orders” query, please contact Mylee Customer Support.







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**7. Print Salesperson Commission Report.**

Printing a salesperson commission report is optional. From Main Menu, select Accounts Receivable, Analysis Reports Menu, Commission. The responses shown below are typical to print totals for each salesperson. Change the responses as needed or desired. If you have questions about the screen prompts, contact Mylee Customer Support for clarification.

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A/R SALESMAN/COUNTERMAN COMMISSION REPORT FOR MM/DD/YYYY

SPECIFY OUTPUT DEVICE 1 (PRINTER OR $ = FILE)
SPECIFY OUTPUT ORDER 1 (1 = SALESMAN #, 0 = AD-HOC)
SPECIFY RECORD TYPE S (C=COUNTERMAN, S=SALESMAN)

ENTER THE START SLSM/CTM  ___
ENTER THE STOP SLSM/CTM  ZZ

PRINT BY CODES? N (Y OR N)

VENDOR CODE   ***
PRODUCT GROUP **
SUB GROUP     *

SUBTOTALS BY SLSM/CTM? Y (Y OR N)
SUBTOTALS BY VENDOR CODE? N (Y OR N)
PRINT TOTALS ONLY? Y (Y OR N)

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**8. Print Analysis Reports.**

Printing customer, salesperson and/or vendor analysis reports at month end is optional. To print analysis reports, select Accounts Receivable from Main Menu. Next, select Analysis Reports Menu. Select the desired analysis report from the menu and follow the screen prompts. Two typical month end analysis reports are the **Salesperson Analysis** and the **Vendor Analysis** reports. These two analysis reports may be printed as follows:

```

Select Salesperson Analysis.

A/R SALESMAN/COUNTERMAN ANALYSIS REPORT FOR MM/DD/YYYY

SPECIFY OUTPUT DEVICE 1 (PRINTER OR $ = FILE)
SPECIFY OUTPUT ORDER 1 (1 = SALESMAN #, 0 = AD-HOC)
SPECIFY RECORD TYPE S (C=COUNTERMAN, S=SALESMAN)

ENTER THE START SLSM/CTM
ENTER THE STOP SLSM/CTM  ZZ

PRINT BY CODES? N (Y OR N)

VENDOR CODE   ***
PRODUCT GROUP **
SUB GROUP     *

SUBTOTALS BY SLSM/CTM? Y (Y OR N)
SUBTOTALS BY VENDOR CODE? N (Y OR N)
PRINT TOTALS ONLY? Y (Y OR N)

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Select Vendor Analysis.

      A/R VENDOR ANALYSIS REPORT FOR MM/DD/YYYY

SPECIFY OUTPUT DEVICE 1 (PRINTER OR $ = FILE)
SPECIFY OUTPUT ORDER 1 (1 = VENDOR CODE, 0 = AD-HOC)

ENTER THE START NUMBER
ENTER THE STOP NUMBER ZZZ

PRINT BY CODES? N (Y OR N)

      PRODUCT GROUP **
      SUB GROUP      *

PRINT GROSS PROFIT OR COST? G (G OR C)
SUBTOTALS BY VENDOR CODE? Y (Y OR N)
PRINT TOTALS ONLY? Y (Y OR N)
    
```

**9. Print Query Reports Needed before Period Close.**

If you have query reports that need to be run before the period close, print these reports now. To run query reports, select **System Administrator** from Main Menu, and then **Query Databases**. If you need assistance with printing a particular query report, contact Mylee Customer Support. If a query has an “add-hoc index,” it must be run when others are logged off the system.

**10. Print G/L Distribution Report. (Optional)**

A G/L Distribution Report can be printed if you have G/L Posting Tables set up. From Main Menu, select Closing Routines, G/L Distribution Report. Follow the screen prompts as shown below. Run the report twice. Run the report the first time to Printer 1 (or another printer) and respond “N” to “Mark as Printed.” Run the report a second time to Printer 99 and respond “Y” to “Mark as Printed.” Refer to sample screens below.

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CLOSING GENERAL LEDGER DISTRIBUTION REPORT FOR MM/DD/YYYY

SPECIFY OUTPUT DEVICE      1 (PRINTER $ = FILE)

ENTER START GL CHART
ENTER STOP GL CHART ZZZZZZZZ
ENTER STOP DATE      MM/DD/YYYY (DATE INCLUSIVE) ←
PRINT CHART TOTALS ONLY      N (Y,N)
PRINT PREVIOUS PRINTED      N (Y,N)
PRINT PREVIOUS POSTED      N (Y,N)
MARK AS PRINTED              N (Y,N)
    
```

Enter the last day of the month you are closing as the Stop Date.



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Run the report a second time to Printer 99 and respond “Y” to “Mark as Printed.” Printer 99 is a temporary disk file and is being used so that you do not have to physically print another “hard copy” of the report. If you want a second “hard copy” of the G/L Distribution report, specify a valid printer number rather than 99.

CLOSING GENERAL LEDGER DISTRIBUTION REPORT FOR MM/DD/YYYY	
SPECIFY OUTPUT DEVICE	99 (PRINTER \$ = FILE)
ENTER START GL CHART	
ENTER STOP GL CHART	ZZZZZZZ
ENTER STOP DATE	MM/DD/YYYY (DATE INCLUSIVE) ←
PRINT CHART TOTALS ONLY	N (Y,N)
PRINT PREVIOUS PRINTED	N (Y,N)
PRINT PREVIOUS POSTED	N (Y,N)
MARK AS PRINTED	Y (Y,N) ←

Enter the last day of the month you are closing as the Stop Date.

Respond “Y” to Mark as Printed.

**11. Perform a Tape Backup.**

After steps 1 through 10 on this checklist have been completed, a tape backup should be run before running the final Period Close step.

Most users perform a “**Tape backup all files.**” This option backs up all of the files on your Tag-n-Trak server. Some users perform a “**Tape backup data files only.**” This option backs up all of your Tag-n-Trak data files and your Tag-n-Trak program files and takes less time than an “all files” backup. Performing a “Tape backup data files only” is acceptable as long as you run the “Tape backup all files” at another point during the month. It is recommended that the “Tape backup all files” be run once a month, however, it is not necessary to do so at the “end” of the month.

The tape backup is typically run:

- (a) After completing steps 1 through 10 on this checklist after the close of business on the last business day of the month.

or

- (b) After completing steps 1 through 10 on this checklist on Day 1 of a new month. After steps 1 through 10 have been completed, do one of the following:
  - Option 1) Have all users “log off” while you perform the end-of-month backup during normal business hours.
  - Option 2) Run the tape backup in the evening (or at night) on Day 1.

All users must be logged off the system when a backup is run to preserve the integrity of the backup.

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Backups are done by logging in as “menu” (usually on the system console), selecting the Backup menu, and then selecting either “**Tape backup data files only**” or “**Tape backup all files**.” Be sure to respond “Y” for “yes” to verify the backup. **Call Mylee Customer Support if you have any questions about performing a tape backup and verify.**

It is recommended that you have TWO TAPES for backing up at month end and label them **MONTH END “A”** and **MONTH END “B”**. **Rotate between tape “A” and “B” each time you perform a month end closing.** If you have any questions concerning backup tape rotation, please contact Mylee Customer Support.

**12. Run the Period Close.**

**This is the FINAL AND MOST IMPORTANT STEP of the period close procedures. It is this step that actually “closes” the period.** It is typically done after a successful tape backup has been completed. Other users may be logged on performing normal daily activity while the period close is run.

From the Main Menu, select **Closing Routines** and then select “**Period and/or Yearly**” from the Closing Routines Menu.

- **If you are not running the Period Close on the Last Day of the month, CHANGE the DATE at top of screen to reflect the last day of the month you are closing.**
- Specify Output Device – Enter a printer number for the report. A printer is needed to print a short report (one to two pages) indicating the transactions processed and the files affected as well as a dialog page reflecting how the period close was performed. **This report should be filed in a month end period close folder for possible future reference.**
- SELECT PERIOD CLOSE OPTIONS – **P=Period**  
  
**\*Important Note: Use Y=last period of Year when running the period close for the last month of the fiscal year.**
- READY TO BEGIN - Y

The screen will pre-fill with entries from your closing default tables. If you need clarification, please contact Mylee Customer Support.

This completes the period close process. If you have additional query reports to be run after the period close, these reports can now be printed.

After the PERIOD CLOSE has completed, you may begin posting A/R payments for the new month to customer accounts and you may begin running daily closes for the new month.