

Daily Close Overview

Back Office Overview Information Guide -> *Daily Close Overview*

Current/Batch/History

Invoices can be in one of three places - Current, Batch, or History. As the Daily Close programs are run, the status of the invoices move from Current to Batch to History as follows:

- Current invoices include invoices that have NOT yet been accepted in Daily Close 1 - Invoice Edit. This encompasses both invoices just entered, and invoices that have been printed on an *Invoice Edit Report*, but the Report was not accepted.
- Batch invoices include invoices that have been accepted on an *Invoice Edit Report*, but have not yet been posted successfully through the Daily Close 2: Generate Posting.
- History invoices have been posted with Daily Close 2: Generate Posting.

Daily Close 1, 2 & 3 Actions:

The Daily Close programs can be used to help balance the day's cash and post the invoices.

All invoices entered using Counter, Back Office, Order Entry or Work Order menu programs will be posted using the same Daily Close programs.

Daily Close 1

The initial posting program provides an *Invoice Edit* list to balance the invoices, and a *Bank Deposit Worksheet* to balance the cash.

Daily Close 2

This portion of the posting operation runs error checking and generates the posting records for Accounts Receivable and the General Ledger, and also updates the history maintained on the inventory. Invoices to be posted can also be set to print from this program.

Daily Close 3

The final step prints out the *Sales Journals* and the *Rental Journal Transactions* report to be posted, and when accepted posts the transactions to the Accounts Receivable and the General Ledger.

Daily Close Process Flow:

For optimal efficiency, the Daily Close #1 should be run when staff changes shifts to balance the cash drawer per flow chart 1.

Later on when the system is less busy, Daily Close #2 and #3 can be run to finish the posting.

Printing the Day's On Account Invoices:

Some firms don't print out an On Account invoice at the time it is created, but instead prefer to print these invoices at the end of the day. Usually these invoices must be mailed to the customer anyway and it is very convenient to print them all together. With this approach, staff does not waste time during the day waiting for the printer or worry about filing when customers are waiting.

If Batch is selected - DAILY CLOSE 1 can be run at the end of the day to balance your cash, then set the fax program to fax the invoices from the Batch after hours - i.e. 10:00 PM when the telephone charges are cheaper. Then the next morning complete the rest of the Daily Close run, posting the invoices and moving them to history.

Daily Close #1: Invoice Edit

Back Office Menu -> [Daily Close Menu](#) -> *Daily Close 1: Invoice Edit*

Prior to beginning the Daily Close 1, an optional "dry run" can be done using [Trial Daily Close: Invoice Edit](#). It is useful to review the trial reports so errors and problems can be identified and corrected before the actual Daily Close is initiated.

Daily Close Features

- **Invoice Posting Discrepancy Errors:**
Discrepancies are identified by invoice number with the error warning on the screen.
A drill down window is provided in the *Details* column to view the invoice information

The option to print the *Daily Close#1 Invoice Errors* report is provided. After the errors have been fixed re-run the Daily Close for that same DBR#.

Examples of Errors:

- **INVOICE# XXXXXX INVOICE DETAILS DO NOT EQUAL INVOICE TOTAL**
- **INVOICE# XXXXXX PAYMENT TOTAL DOES NOT EQUAL INVOICE TOTAL**
To correct either of these invoice balancing errors, re-access the invoice in [Miscellaneous Invoices](#), [Point Of Sale Invoices](#) or [Sales Order Invoices](#), according to the source. In Change mode, move through the header, details, and payments screens to cause the invoice totals to be re-calculated correctly.

Note: Because W.O. Invoices cannot be re-accessed directly, use the [Reset Invoice in Use](#) utility to release them.

- **INVOICE# XXXXXX INVOICE HAS NO DATE**
To correct this type of Date error, re-access the invoice in Change mode and add the invoice date back into the header. This date then becomes the posting date in the G/L as well as the invoice date in the A/R sub-ledger.
- **INVOICE# XXXXXX ERROR ON INVOICE DETAILS**
When an invoice in the DBR is currently in use at another workstation, the Daily Close program will retry to read and process the invoice twice, and if it still cannot be read and included in the Daily Close, an error will be written to the error log to warn the operator that invoice must be released from the locking workstation in order to post the DBR.
- **INVOICE# XXXXXX BILL TO POSTAL/ZIP HAS THE INCORRECT FORMAT**
- **INVOICE# XXXXXX BILL TO POSTAL/ZIP IS MANDATORY**
To correct either of these invoice Billing mailing Postal/Zip code errors, re-access the invoice in [Miscellaneous Invoices](#), [Point Of Sale Invoices](#) or [Sales Order Invoices](#), according to the source. In Change mode, correct the Bill To Postal/Zip Code.
- **INVOICE# XXXXXX SHIP TO POSTAL/ZIP HAS THE INCORRECT FORMAT**
- **INVOICE# XXXXXX SHIP TO POSTAL/ZIP IS MANDATORY**
To correct either of these invoice Shipping mailing Postal/Zip code errors, re-access the invoice in [Miscellaneous Invoices](#) or [Sales Order Invoices](#), according to the source. In Change mode, correct the Ship To Postal/Zip Code.
A flag in the *Required Document Information* in the [Company Contract Parameters](#) has been set to force the operator to enter a Valid Postal or Zip code as determined by the format mask in [Currency Codes](#).

- **Invoices Held Requiring a Purchase Order:**

The P.O. hold report lists any invoices requiring P.O.#'s that do not yet have one assigned.

The requirement for a P.O.# can be setup for customers in Customer Information. A blanket P.O.# can also be assigned for a customer.

Invoices identified on this report without P.O.#s, will not be included in this Daily Close. Instead they are given a *Hold* status to prevent posting.

The invoices must then be assigned a P.O.# in Miscellaneous Invoices and released from *Hold* status using Hold/Release Current Invoices to become eligible for posting in the next DBR.

This report is suppressed if there are no applicable invoices.

This feature does not apply to invoices generated from a Work Order or the Point Of Sale Invoice program.

- **Print Approved Invoices:**

Special V.I.P. customers can be assigned a Daily Close 1 Approval Code in the Customer Information, so that all invoicing to that customer can be personally monitored before posting, and until approved the invoices do not print any pricing.

When Daily Close 1 is initiated, any new invoices that require approval will be flagged on *Hold* as of the Daily Close date, to delay posting.

Any approved invoices that have been released from *Hold* status automatically, or in the Daily Close Invoice Approval or in the Hold/Release Current Invoices utilities, will print or be emailed with the final pricing to relevant Contacts when the next Daily Close 1 is initiated.

When the invoices are emailed or printed a Document Reprint Log is generated listing the documents with recipients.

Note: If the Daily Close is not accepted, the approved invoices will be reprinted again when it is re-run.

- **Invoice Edit Report:**

The *Invoice Edit Report* prints a list of the invoices entered and their amounts.

The software verifies that invoice payment totals match the invoice paid amounts. Any invoices not balanced will be stopped and must be corrected before the posting can proceed.

On the edit list, manually check that all invoices are included, to catch data entry errors before posting.

A quick way to check is to make an adding machine tape of the invoices and compare the tape total to the report total. Be sure to check that the total amount On Account is correct, to ensure that "PAID" invoices are not posted to Accounts Receivable by mistake.

- **Balancing the Cash Clearing Accounts:**

The *Cash Over/Short* feature can be activated in the Company Daily Close Parameters.

This processing provides an on-screen cash-out reconciliation by payment method, and automates the postings to the bank from the clearing accounts identified in Method Of Payment Codes.

Note: Because the Credit Invoice program has its own Daily Close 1 - Credit Invoice Edit program so that work done by Accounts Receivable staff will not interfere with the counter staff, credit amounts are not reflected in the Cash Reconciliation balancing.

Cash Reconciliation screen information:

View only windows are provided to review the cash amounts for each payment method on the *Opening Cash, Deposits Taken, Cash Invoices* and *On Account* fields.

In each 'Payment Method' window, a window on the 'Amount' field is provided for each payment method listing the document information with the cash amounts.

Payment methods that should or should not be included in the cash reconciliation can be flagged to *Bal* in the Method Of Payment Codes with the corresponding *Bank Account* for posting.

Window on the *Less Bank Deposits* or the *Actual Closing Cash* fields to update the amounts to be deposited, and to be left on hand in the cash drawer, or amount over/short.

Any Cash discrepancies entered in the *Over/Short* column are posted by currency to the "Cash Over/Short" account assigned in Default Accounts.

When payment methods are flagged in the Method Of Payment Codes to be included in the Cash Reconciliation, an optional *Expense Percent* to apply for Credit Card payment methods can be assigned so that a percent fee is paid when the deposit is made.

Any calculation can be viewed in the expanded record in the *Actual Closing Cash* window.

The clearing transactions are printed and posted with the Rental Journal Transactions in Daily Close 3.

Note: Prior to activating this Cash Over/Short processing in Company Daily Close Parameters, post all outstanding DBR's.

If your firm is posting the Daily Close by division, as activated in the Company Daily Close Parameters, then when Daily Close 2 is initiated, a window pop-up is generated displaying the division cash balances in ascending date order.

This can be useful to confirm that the store managers at multiple divisions are running the cash balances.

Running the Daily Close

The prompts to initiate the Daily Close 1 are:

DAILY BUSINESS BATCH #

This prompt only appears if the option to *Post DBR by Division* is set in the Company Daily Close Parameters. This field defaults to the next Batch # or select the correct Batch # for the range of DBR's required from the window.

Note: As soon as Daily Close #1 is started, any subsequent invoice entered will be added to the NEXT DBR #. If invoices are entered in lots or bundles, begin entering the next lot even if the current lot is not balanced. This is true, even if Daily Close #2 or #3 has not been run.

DAILY BUSINESS REPORT # __

This prompt only appears if the option to *Post DBR by Division* is NOT activated.
The current DBR # will display.

Accept this default to post the next DBR#, or over-type with the desired DBR#.
As each invoice is entered, it is assigned to the current DBR (Daily Business Report) Number.

PRINT PAYMENT METHOD DETAIL

This is an optional report, which may be very useful in balancing that cash drawer.

While the Bank Deposit Worksheet indicates the grand totals by division for each Method of Payment, this report provides the details of a particular Method Of Payment if the cash drawer amount does not agree to the Bank Deposit Worksheet.

For each payment method selected, the Detail Report shows the customer name, amount paid, the source - reservation, contract or invoice #.

PRINT CASH BALANCE REPORT

The Cash Control report is optional.

It lists the cash taken in at the counter by the different operators, with document and method of payment information. The output can be generated in detail or summarized.

Note: This report includes Counter Payments but does not include payments received through the AR department.

A printer can be selected from the Printer option located on the menu bar at the top of the screen.

Click CANCEL to abort this report and the posting function.

Click the ACCEPT to begin the Daily Close #1. The following reports will print:

- Held Invoices Without a P.O.# - lists any invoices in the batch requiring a P.O.# that do not yet have one assigned.
These invoices are put On Hold until a P.O. is assigned and they are released in Hold/Release Current Invoices.
- Invoice Edit Report - provides a list of invoices entered since the last Daily Close #1.
- Performance Summary - subtotals the rentals and sales by Product Class.
(Optional- controlled by flag in Company Daily Close Parameters)
- Deposits Journal - lists new customer deposits from contracts/reservations.
- Bank Deposit Worksheet - is a summary of cash receipts and A/R payments by division.
- Cash Control Report - lists cash amounts taken in by operator in counter transactions with the method of payment, including Counter Payments and excluding AR Payments.
(Optional- prompt for in DAILY CLOSE 1)
- Method of Payments Report - provides an analysis by revenue by method of payment.
(Optional- prompt for in DAILY CLOSE 1)

DBR Invoice and Deposit Information

On the right on the screen the DBR information is display only and cannot be changed here.

FROM INVOICE#

This is the first invoice included in the DBR.

TO INVOICE#

This is the last invoice number included in the DBR.

OF INVOICES

The total number of invoices included in the DBR is displayed.

CASH INVOICES

The total amount of paid invoices in this DBR is displayed. This figure includes invoice amounts paid by deposits previously taken on the Contract, Reservation, or Order.

ACCOUNT INVOICES

The total dollar amount for invoices charged On Account, from this DBR is displayed.

TOTAL SALES

The sum of the Cash and On Account invoices is displayed.

CUSTOMER DEPOSITS

This value represents the deposit amount being held.

It is calculated as the previous accumulated deposits plus deposits from this DBR, less deposits used in this DBR.

PREVIOUS DAY

This is the accumulated deposit amount at the end of the last DBR.

On-Screen Cash-Out

Use the left side of the screen to agree the actual amounts taken, with the totals from the DBR for each method of payment.

OPENING CASH

The total opening *Cash On Hand* in the cash drawer displays as of the start of the DBR.

Window to view the breakdown by payment method. These values cannot be changed.

Note: To enter the first start-up values use Reconcile Cash Closing Balances.

CUSTOMER DEPOSITS TAKEN

The total deposits taken on Contracts, Reservations, and Sales Orders, displays. This value cannot be changed.

Window to view the breakdown by payment method.

Window again on the "Amount" field, to view the division, operator, deposit source, document#, amount for each deposit, and customer name.

TOTAL CASH FROM INVOICES

The total amount received for payment on invoices that have NOT been charged On Account, displays. Window to view the details by payment method.

Window again on the "Amount" field, to view the division, operator, deposit source, document#, amount and customer name.

RECEIVED ON ACCOUNT

The total amount received as payments in A/R or from the Counter against customer accounts, is displayed only if the flag to *Include Customer Payments In The DBR* is set in the Company Daily Close Parameters. Window to view the details by payment method.

Window again on the "Amount" field, to view the division, operator, deposit source, document#, amount, and customer name.

Note: Current Counter payments display as they are posted with the Daily Close, but A/R payments are only included if they have been posted since the last Daily Close 1 was run.

LESS BANK DEPOSITS

Initially this field displays as zero, unless the *Over/Short Default* default value in the Company Daily Close Parameters is set to the *Deposit Amt* option, and then the amount initially displayed in this field shows the *Opening Cash* as fully deposited, with the associated the deposit distribution by payment method in the *Less Bank Deposits* window.

Window to access the DBR receipts detail by Method of Payment, and to enter the actual amounts to be deposited in the bank and the actual amounts to be left On Hand (e.g. in the Cash Drawer).

METHOD

The method of payment code displays per the codes setup in Method Of Payment Codes.

DESCRIPTION

The method of payment description displays.

DEPOSIT AMOUNT

Enter the amount to be deposited in the bank for each method of payment.

The G/L clearing account to be credited and the G/L bank to be debited are determined in Method Of Payment Codes.

Note: When the deposit amount is entered, the Over/Short is automatically updated to reflect the change.

ENDING CASH

This is the calculated ending cash on this DBR for this payment method, after the *Deposit Amount* is entered.

CASH ON HAND

Enter the dollar amount for each method of payment that is to be left On Hand after the deposit is made. (e.g. amount left in the Cash Drawer)

This dollar amount becomes the *Opening Cash* balance on the next DBR.

Note: When the cash left On Hand is entered, the Over/Short is automatically updated to reflect the change.

OVER/SHORT

The dollar amount over or under is displayed.

This is the difference between the calculated amounts from the DBR information, and the amounts just entered for the bank deposit and for the cash to be left On Hand.

A window is provided to view the amounts used in the *Cash/Short* calculation.

Account Errors:

If any of the G/L Bank or Clearing accounts in Method Of Payment Codes or the Cash Over/Short accounts in Default Accounts, are missing or invalid, a warning for that payment method will be displayed at the bottom of the screen. The DBR will not be accepted until these G/L accounts are provided correctly.

CALCULATED CLOSING CASH

The total cash at closing less the bank deposit is displayed per the DBR information and calculations.

ACTUAL CLOSING CASH

Initially this field displays as zero, unless the *Over/Short Default* default value in Company Daily Close Parameters is set to the *Actual Cash* option, and then the initial amount displayed in this field defaults from the *Opening Cash*, and the value in the *Less Bank Deposits* is zero instead.

Amounts change to reflect the amounts entered for deposits and cash on hand in the window on the *Less Bank Deposits* field.

When the reconciliation is finished, if this *Actual Closing Cash* amount is not correct, window to re-access the DBR receipts detail by Method of Payment, and confirm or re-enter the actual amounts to be deposited in the bank and the actual amounts to be left On Hand (e.g. in the Cash Drawer).

This window is the same window that is accessed and explained in the *Less Bank Deposits* field.

CASH OVER/SHORT AMOUNT

As amounts are reconciled in the *Less Bank Deposits* window, any Cash discrepancy between actual closing cash and the calculated closing cash, is displayed as the *Over/Short Amount*, where any cash shortage or under, displays with a negative sign.

PRINT RECONCILIATION REPORT

A printer can be selected from the Printer option located on the menu bar at the top of the screen.

Check this checkbox to generate the Reconciliation report.

Uncheck this box to skip the optional Reconciliation report. The prompt "Report Totals OK" will also be skipped then. Click ACCEPT at the bottom of the screen to continue, click CANCEL to abort.

REPORT PRINT OK

Click YES in the pop-up confirmation dialogue box if the Cash Balancing report printed successfully.

This accepts the DBR, moves the invoices to Batch, and generates the postings to the banks, the clearing accounts, the Credit Card fees, and the Cash Over/Short.

These cash reconciliation posting transactions print and post with the "Rental Journal Transactions" from Daily Close 3

Click NO to prevent accepting the bank deposit, cash clearing, and cash over/short transactions.

The DBR posting is aborted.

This DBR must be re-run from DAILY CLOSE 1: INVOICE EDIT, and the "Cash Balance" report must be accepted, before the next DBR can be run.

- Operators not included in a security role with permissions to RDIH10B, can print the report but can never initiate the posting.
- Operators that are assigned a security role that does have permission for RDIH10B are always prompted for the password to complete the posting.

REPORT TOTALS OK

Click NO if changes or corrections are required.

To make corrections, review the invoice using Miscellaneous Invoices or Point Of Sale Invoices. If deposit corrections are made, any corrections or adjustments do not post until the next DBR, unless the deposit correction is "moved" back using the Update Deposit DBR# utility.

After completing the corrections, re-run Daily Close 1 with the same DBR# as the first edit.

The DBR# now displayed during Daily Close #1 will be for the next lot, so over type this with the correct DBR number.

Click YES if the invoice totals are correct. By accepting the Report Totals, the invoices from this DBR will be moved from CURRENT to BATCH, meaning that the invoices will no longer be accessible for corrections or changes. All invoices in the BATCH will be eligible to be posted in Daily Close #2 and #3.

Once the Daily Close has been accepted, that specific DBR # cannot be reprinted from Reprint Daily Business Reports.

Posting Control Daily Close #1

The Daily Close Invoice Edit is designed to be run by one operator at a time per division/location.

If your company *Posts DBR by Division*, set the prompt in the company Company Daily Close Parameters.

This allows different branches to post simultaneously.

Locking will occur if another operator attempts to run the program at the same time, or if the first operator did not exit the posting program correctly.

Daily Close 2: Generate Postings

Back Office Menu -> [Daily Close Menu](#) -> *Daily Close 2: Generate Postings*

After completing [Daily Close 1: Invoice Edit](#), the invoices will have been moved from CURRENT status to BATCH. The batch invoices are now ready to generate the posting records. The *Daily Close 2* program reads each invoice, moves the invoices to history, and creates posting records.

Note: In order to successfully process all invoices, the operator running Daily Close 2 must have access to all divisions as controlled in the Divisional Restricted Views for code 'ALL'.

PROGRAM ACTIVITY

- Release Daily Close 1 Lock:**
 Releases the daily lock set on [Daily Close #1](#) from the previous day that prevented Daily Close 1 from being run after the specified time.
- Post Counter Payments:**
 Initiate posting for Batch 'CTR' of unposted payments entered in [Customer Counter Payments](#). This process is only triggered if the feature to post any unposted Counter Customer Payments as part of the Daily Close, as activated by the *Post Counter Payments in Daily Close 2* flag in [Company Daily Close Parameters](#).

Note: If [Post Customer Payments](#) is locked when Daily Close 2 is run, this posting step will be skipped.

- Division Cash Balance Information:**
 Displays each last cash balance date by division, in ascending date order, with the division number, name, and phone number. This pop-up window is only triggered if your firm does cash balancing and posts the Daily Close by division, as activated by the *Cash Over/Short* setting in the [Company Daily Close Parameters](#). The purpose of this information is to allow a company with multiple divisions to confirm that the store managers are running the cash balances as part of Daily Close 1.
- Error Checking:**
 Tests for any errors in the BATCH invoices, such as missing or invalid tax, division, currency, G/L account, DW information, etc. If errors are found, they are written to the Daily Close #2 error file, and the Error Report automatically prints. This can also be accessed using either [Print Daily Close 2 Errors](#) or [Daily Close 2 Error Log](#). Invoices with errors will be held back from all other Daily Close #2 processing. All others will be processed.
- Capture Current Rental Rates to Re-print on Invoices:**
 Rental Rates are only printed on invoices if the flag to *Print Rental Rates* is set in the [Divisional Invoice Parameters](#). The rate information for rental products on invoices that originate from a source contract reflects the rates defined on the contract even if the contract has been deleted. The rate information that is printed on posted Miscellaneous Invoices from History in [Print Invoices](#) reflects the rates that are captured at the time the invoice is posted in the *Daily Close 2: Generate Postings*.

Note: If rates are changed for a rental product when that product is on an unposted Miscellaneous Invoice in Current status, that invoice will not print the correct rates structure as of the time of the rental, instead the invoice will reflect the updated rates as of the time of posting the invoice.

- Write Posting Records for On Account Invoices:**
 These posting records are stored in the unposted A/R invoice file and are accessible using [A/R Invoices](#). The unposted records will be posted to the General Ledger and the Customer's Account with the next step - [Daily Close 3](#).
- Write Posting Records for Payment Methods:**
 Writes posting records for invoices which are paid using Cash, Visa, etc. These posting records are stored in the unposted Rental Journal transactions file. If the Rental Journal is out of balance, you can use [View Rental Journal Out Of Balance](#). (This might be due to a power failure during posting.) The unposted records will be posted to the General Ledger with the next step - [Daily Close 3](#).
- Revenue History Update:**
 Writes inventory activity to the Detailed Revenue History. The Detailed Revenue History shows every invoice on which the item was rented or sold, and lists the price, cost and margin for that invoice. The product history can be viewed in [Revenue History](#).

Rental Product Disposals:

- Writes *Disposal Reasons* to the [Fixed Asset Tags](#) for sold non-bulk equipment, and to the [Allocate Bulk Disposal](#) utility for sold bulk rental products.
- Writes disposal transactions for non-bulk rental equipment sold. The disposal transactions track when the equipment was sold, the invoice #, the selling price, the cost and the depreciation at the time of disposal.
- Writes interim bulk disposal records for bulk rental equipment sold. When bulk rental equipment is sold, the software cannot post the disposal of the equipment to the General Ledger because it does not know which Fixed Asset Tag to use for obtaining the inventory costs. The Daily Close #2 holds back any Bulk Disposals from the posting, and stores these records in [Allocate Bulk Disposals](#). Later on, the staff member qualified to pick Fixed Asset Tags must review the Bulk Disposals.
- Writes disposal transactions for bulk rental equipment sold. The *Automatically Assign Bulk Disposals* flag in the [Company Posting Parameters](#) can be set to assign the tag in order to post the cost of bulk rental equipment, by using the oldest asset tag information.

Update Invoice Status:

Moves the processed invoices from BATCH status to INVOICE HISTORY.

Errors are captured to the [Print Daily Close 2 Errors](#) and the [Daily Close 2 Error Log](#). Invoices with errors will be held back from all other Daily Close #2 processing. All others will be processed.

After the invoices print, there is a prompt to change the invoice paper for plain paper, to print any error reports. These errors can always be viewed later from [Daily Close 2 Error Log](#).

Posting Control Daily Close 2

The Daily Close 2 - Generate Postings program is designed to be run by one operator at a time.

Locking will occur if another operator attempts to run the program at the same time, or if the first operator did not exit the posting program correctly.

Daily Close 3: Post Invoices

Back Office Menu -> Daily Close Menu -> *Daily Close 3: Post Invoices*

The posting records prepared in Daily Close 2 are printed out and posted to the Customer's Accounts in the A/R sub-ledger and to the General Ledger, using *Daily Close 3*.

The following reports print with details and the summaries:

- The Rental Journal is the audit trail for all invoices which were paid in full including deposit, cash, visa, etc. This report also includes and posts the following transactions:
 - Any product cost expenses for parts used in Close Internal Work Orders
 - Any labor cost expenses on service of a Rental or Sales product in Close Internal Work Orders when the *Post Internal Work Order Labor To GL* feature has been activated in the Divisional Work Order Parameters
 - Any rental product cost and depreciation adjustments generated from 'Permanent Transfers' in Inventory Transfers when the *Enable Permanent Transfer Processing* is activated in the Company Inventory Parameters
 - Any product cost adjustments generated from Manufacturing Receiving
 - Any product cost transfers generated from Asset Reclassification Utility
 - Any payment transfers initiated in Transfer Customer Payments or from Clear Unapplied A/R Account Balances when there are division changes and the *Activate G/L Posting By Division* feature is activated in Support Application Parameters
- The A/R Sales Invoice Journal is the audit trail for all invoices which were On Account, or partially charged On Account.

These Journals are the FINAL audit trail for invoices, and should be stored for accounting and auditing purposes. The earlier reports printed from *Daily Close 1* can be discarded once they have fulfilled their usefulness. The reports that can be discarded include: Invoice Edit Report, Daily Business Report, and Bank Deposit Worksheet.

POST RENTAL JOURNAL

START DAILY CLOSE 3 Confirmation Screen

Click the YES button to begin printing the report. Click NO to abort.

POSTING Confirmation Screen. Review the report output.

Click the YES button to begin posting the Rental Journal transactions to the General Ledger.

Click NO if the printer jammed or the report is not correct.

To reprint the Rental Journal, re-select the *Daily Close 3* option.

G/L ACCOUNT ERRORS

A check on the postings is made to confirm that each transaction has a valid G/L account. If any transactions are found that do NOT have a valid G/L account, posting is aborted. An error displays on the screen identifying the Trx# on the journal.

Posting Control for Rental Journal

The post Rental Journal transactions program is designed to be run by one operator at a time.

If a second operator tries to post the same program, a warning will appear on the screen preventing the second user from proceeding. The conflict in posting is controlled by the Posting Control flag, which is set internally when the first operator initiated the posting process.

If for some reason, such as improper computer shutdown, the first operator has not exited the posting program properly to release the program, then the Posting Control flag will not be reset automatically to allow the next person to run the posting for that batch. The operator will not be able to proceed until the flag is reset.

POST A/R INVOICES

BATCH CODE

The batch code for the Daily Close invoices is system defined as _DC.

A printer can be confirmed or re-selected from the Printer option located on the menu bar at the top of the screen.

Click ACCEPT button at the bottom of the screen to begin printing the A/R Sales Journal.

Click CANCEL to abort.

Note: This posting utility does respect the operator's restricted views.

POSTING Confirmation Screen. Review the report output.

Click the YES button to begin posting the A/R Invoices to the General Ledger and to the Customer accounts in the A/R sub-ledger.

Click NO if the printer jammed or the report is not correct. To reprint the Rental Journal, re-select the *Daily Close 3* option.

Window to view the transactions that are ready to post.

When accepted, the export file name with the complete path is displayed on the screen.

Posting Control for A/R Invoices

The *Post A/R Invoices* program is designed to be run by one operator at a time per batch.

Locking will occur if another operator attempts to run the program at the same time, or if the first operator did not exit the posting program correctly.

A Posting Control Information warning will appear on the screen preventing the second operator from proceeding, and only operators with Security Role permission to reset the *Accounts Receivable - Invoices* flag will have access to the RESET button that unlocks the program.