Daily Store Closing
AV Ref # 543

This document will explain:

- Daily Store Closing Procedure
- Best Practices for Daily Closings

There is also a video showing how to perform this function:
Bookkeeping – Daily Store Closing – AV Ref# 450

About:

The daily store closing is part of your daily closing routine, generally performed every day. However, you are able to leave multiple store days open at once, if needed (if you go on vacation, etc.). Store days must be closed in order by date and if you are a multi-store user, the daily closing is performed per location. A store closing is performed after you post your store deposit (see AV#554). Store closings are necessary in order to finalize data, to be able to age your A/R accounts and to be able to correctly track sales history. Once a store date has been closed, it cannot be re-opened. Before you close your day, make sure that all tickets have been finalized and that all your sales figures look correct. If you discover an error that must be fixed after you have already closed your day, you will need to post your corrections on the following store date.

How:

1. Go to **Views → Bookkeeping**.

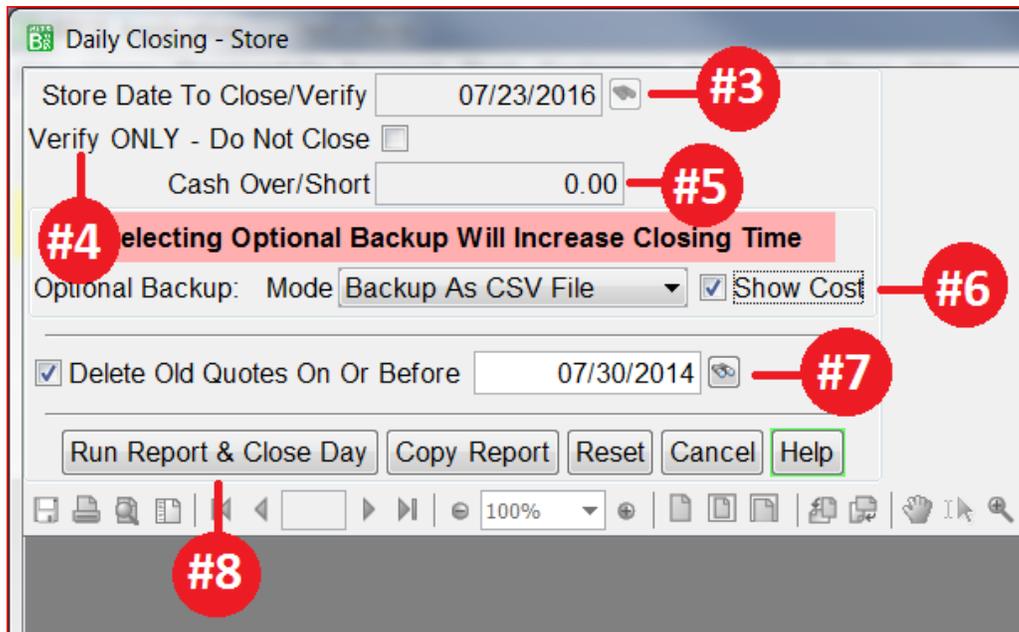2. Click on the **Daily Closing** icon on the toolbar:
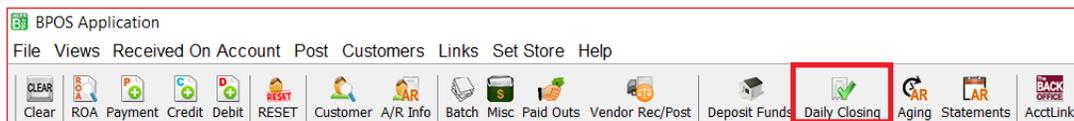
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Phone: (800) 422-2032 **Email:** tech@aasys.com
Note: For after-hours emergency support - Use the 24/7 number provided with your software

3. On the **Daily Closing – Store** screen (shown below), verify that the date displaying in the **Store Date to Close/Verify** is the correct date.

4. Uncheck the **Verify Only – Do Not Close** box.

5. **Cash Over/Short** should be near to or at $0, based on what amount you posted when you performed your store deposit. If the amount is much higher, then a deposit was missed and you will want to check that first before proceeding as no deposits can be made or edited after a store date is closed.

6. Select your **Optional Backup** mode. This will put a safe copy of both your inventory file and your customer file directly onto your workstation. You have 2 choices, a .csv (spreadsheet) or a .pdf. To include inventory cost on your report, check the box **Show Cost**.

7. You can either edit or leave the default date listed beside **Delete Old Quotes On Or Before**. It automatically will default to 2 years prior and will delete all quotes prior to the date displayed. You can uncheck this option if you don't wish to do this.
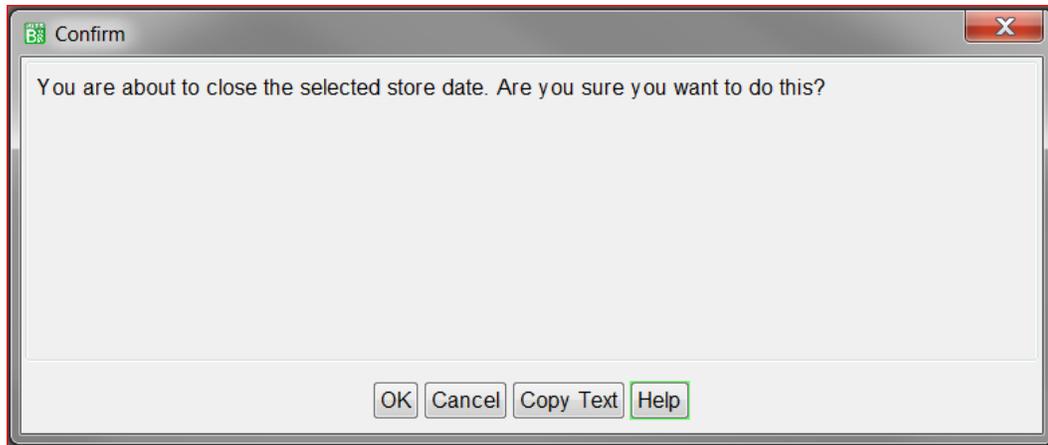
8. Click on the **Run Report & Close Day** button:

9. You will receive one warning: **You are about to close the selected store date. Are you sure you want to do this?** Remember, store closings are final. Double-check that the Store Date to close is correct. If you are sure, then click on the **OK** button. The store closing will process and finish:

10. If you have opted for the optional backup, you will receive an additional message to press OK to back up your data. Click on the **OK** button. Once that has completed, a message will display to advise where the files are located on your computer. You can hit **OK** and exit the screen:
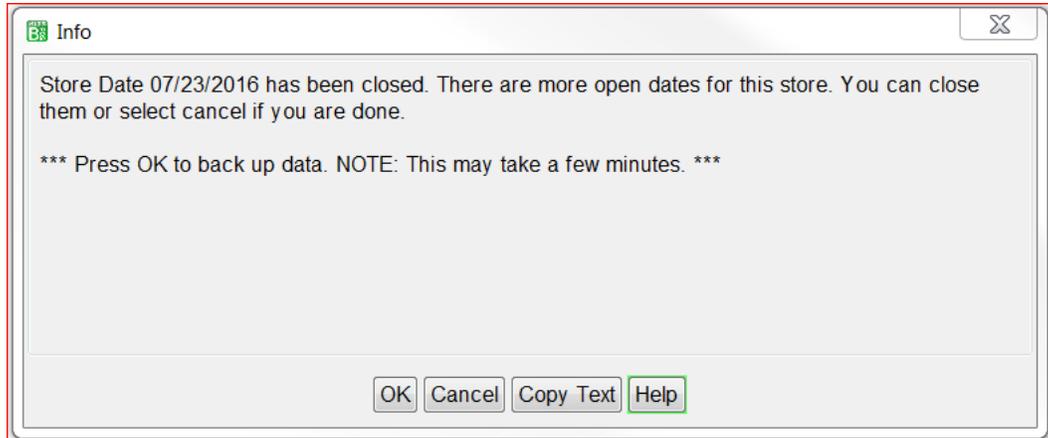
Option Settings:

Once a Store Date is closed, it <u>cannot</u> be re-opened. The only exception to this is if <u>no business at all</u> had been posted prior to the store date being closed.

Note – Users must have password permission close store dates (P22). If you need to give a user permission to have the permission setting, please contact your system administrator.

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