

## DAC Daily Closing - Day Only

The following steps are used when the day of closing is not the last day of a business week and not the last day of a period (month).

1. From the Main Operations Menu, select #3 (Billing System).
2. Select #5 (Select Orders For Invoicing).
3. If any orders and credit memos need to be included in today's work, print these invoices before posting them by:
  - a) Using Page Down to find the desired orders.
  - b) Typing S in the field to the left of the invoice numbers.
  - c) Pressing Enter to mark the orders with an asterisk (\*) for printing.
  - d) Pressing F10 to print the invoices.Otherwise, if no invoices need printing, press F3 to exit, and return to the Billing System screen.
4. Select #6 (Select Orders For Posting).
5. Under Selection Criteria:
  - Type 999999 for the Routes To field. The Routes From field remains blank.
  - Type today's date for the Ship Dates To field. The Ship Dates From field remains blank.
  - Type 9999999 for the Invoice To field. The Invoice From field remains blank.
6. Press F5 to mark the orders with an asterisk (\*) for posting.
7. Press F10 (Process).
8. Press F8 (Access closing schedule).
9. Type D for the After Inv. Posting Run field, and press Enter. End of Day appears next to the D.
10. Press F6 (Submit), and press Enter to confirm.

To monitor the status of the closing process, enter the WRKACTJOB command on a command line, press Enter, and press F5 to refresh the screen.

## DAC Daily Closing - Day and Week

The following steps are used when the day of closing is also the last day of a business week.

1. From the Main Operations Menu, select #3 (Billing System).
2. Select #5 (Select Orders For Invoicing).
3. If any orders and credit memos need to be included in today's work, print these invoices before posting them by:
  - a) Using Page Down to find the desired orders.
  - b) Typing S in the field to the left of the invoice numbers.
  - c) Pressing Enter to mark the orders with an asterisk (\*) for printing.
  - d) Pressing F10 to print the invoices.Otherwise, if no invoices need printing, press F3 to exit, and return to the Billing System screen.
4. Select #6 (Select Orders For Posting).
5. Under Selection Criteria:
  - Type 999999 for the Routes To field. The Routes From field remains blank.
  - Type today's date for the Ship Dates To field. The Ship Dates From field remains blank.
  - Type 9999999 for the Invoice To field. The Invoice From field remains blank.
6. Press F5 to mark the orders with an asterisk (\*) for posting.
7. Press F10 (Process).
8. Press F8 (Access closing schedule).
9. Type D for the After Inv. Posting Run field, and press Enter. End of Day appears next to the D.
10. Type W for the After End Of Day Run field, and press Enter. End of Week appears next to the W.
11. Press F6, and press Enter to confirm.

To monitor the status of the closing process, enter the WRKACTJOB command on a command line, press Enter, and press F5 to refresh the screen.

## DAC Daily Closing - Day, Week and Period (Month)

The following steps are used when the day of closing is also the last day of a business week and the last day of a period (month).

1. From the Main Operations Menu, select #3 (Billing System).
2. Select #5 (Select Orders For Invoicing).
3. If any orders and credit memos need to be included in today's work, print these invoices before posting them by:
  - a) Using Page Down to find the desired orders.
  - b) Typing S in the field to the left of the invoice numbers.
  - c) Pressing Enter to mark the orders with an asterisk (\*) for printing.
  - d) Pressing F10 to print the invoices.Otherwise, if no invoices need printing, press F3 to exit, and return to the Billing System screen.
4. Select #6 (Select Orders For Posting).
5. Under Selection Criteria:
  - Type 999999 for the Routes To field. The Routes From field remains blank.
  - Type today's date for the Ship Dates To field. The Ship Dates From field remains blank.
  - Type 9999999 for the Invoice To field. The Invoice From field remains blank.
6. Press F5 to mark the orders with an asterisk (\*) for posting.
7. Press F10 (Process).
8. Press F8 (Access closing schedule).
9. Type D for the After Inv. Posting Run field, and press Enter. End of Day appears next to the D.
10. Type W for the After End Of Day Run field, and press Enter. End of Week appears next to the W.
11. Type P for the After End Of Week Run field, and press Enter. End of Period appears next to the P.
12. Press F6, and press Enter to confirm.

To monitor the status of the closing process, enter the WRKACTJOB command on a command line, press Enter, and press F5 to refresh the screen.

## DAC Daily Closing - Day and Period (Month) Only

The following steps are used when the day of closing is also the last day of a business period (month), but not the last day of a business week.

1. From the Main Operations Menu, select #3 (Billing System).
2. Select #5 (Select Orders For Invoicing).
3. If any orders and credit memos need to be included in today's work, print these invoices before posting them by:
  - a) Using Page Down to find the desired orders.
  - b) Typing S in the field to the left of the invoice numbers.
  - c) Pressing Enter to mark the orders with an asterisk (\*) for printing.
  - d) Pressing F10 to print the invoices.Otherwise, if no invoices need printing, press F3 to exit, and return to the Billing System screen.
4. Select #6 (Select Orders For Posting).
5. Under Selection Criteria:
  - Type 999999 for the Routes To field. The Routes From field remains blank.
  - Type today's date for the Ship Dates To field. The Ship Dates From field remains blank.
  - Type 9999999 for the Invoice To field. The Invoice From field remains blank.
6. Press F5 to mark the orders with an asterisk (\*) for posting.
7. Press F10 (Process).
8. Press F8 (Access closing schedule).
9. Type D for the After Inv. Posting Run field, and press Enter. End of Day appears next to the D.
10. Type P for the After End Of Day Run field, and press Enter. End of Period appears next to the P.
11. Press F6, and press Enter to confirm.

To monitor the status of the closing process, enter the WRKACTJOB command on a command line, press Enter, and press F5 to refresh the screen.