

## ***User Manual***

### ***Day, Week, Month, and Year-End Closure in Micros 9700 v3.0-3.1***

Closure of day-week-month-year implies a number of procedures, the main component of which is business date change. Besides business date change, when closing a day, one should backup database, make reports, various exports, etc. This manual briefly dwells on the night audit algorithm and a few auditor actions to ensure accuracy of this procedure.

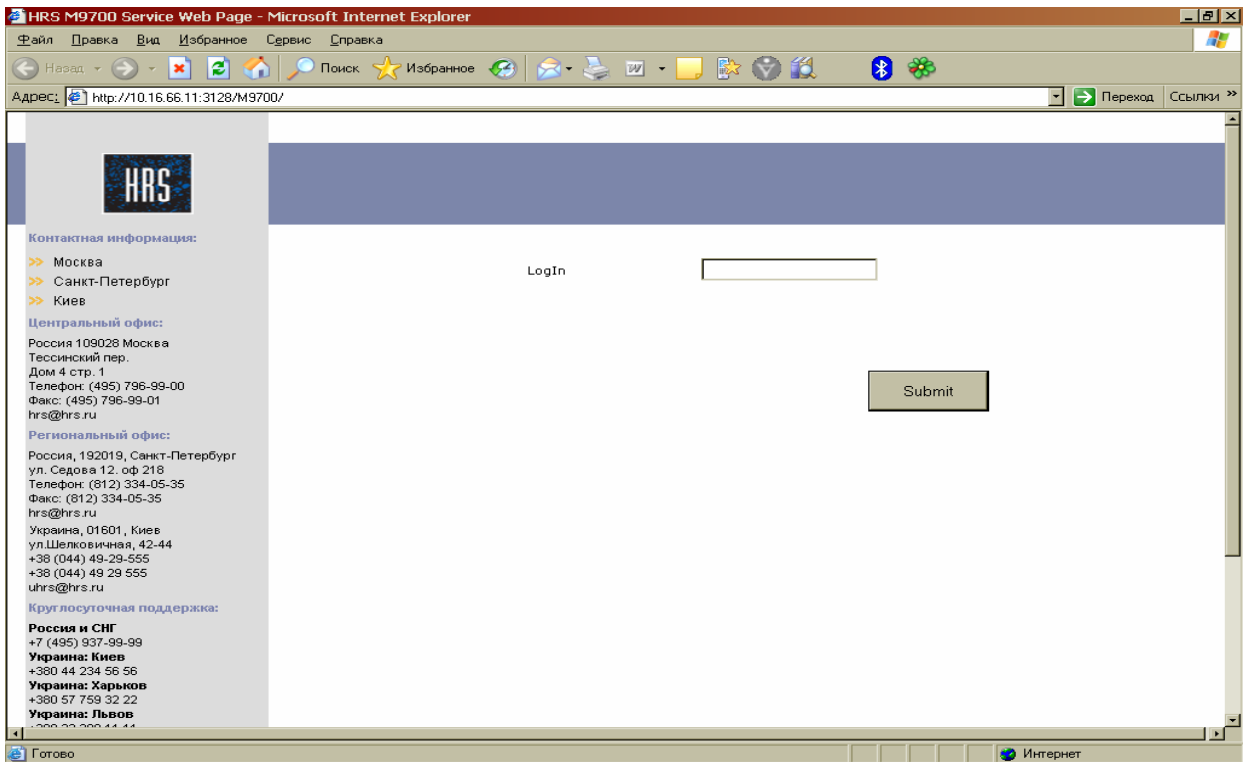
#### ***1. Day Closure:***

Day closure in Micros is done at the end of company's business date. Requirements to this procedure are, as follows:

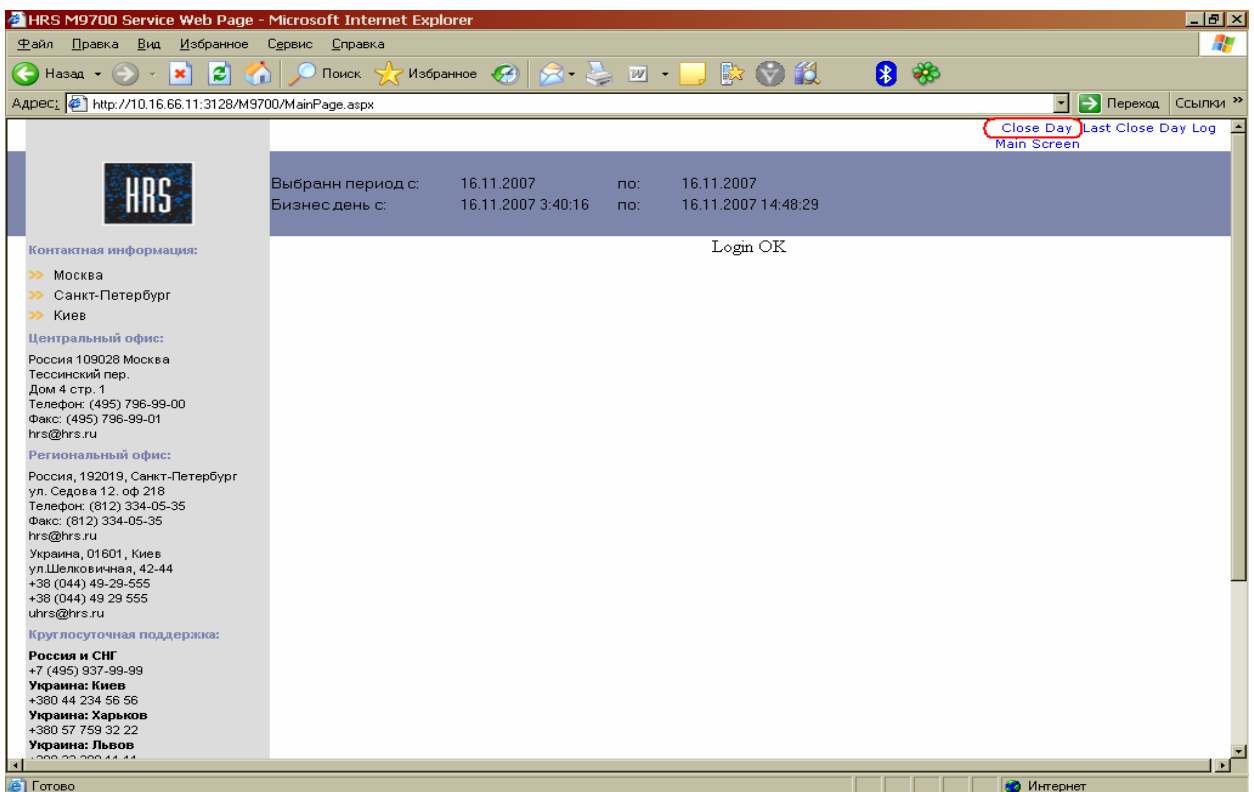
- 1.1 Recommendation is to check the system for open (unpaid) checks. You may still perform day closure while there are open checks in the system, but then there will be a difference in reports: checks payment total will not coincide with sold items total. Menu items sold on one date will appear to be paid on the date that follows. This entails confusion when it comes down to analyzing totals.
- 1.2 Audit in Micros must be performed prior to PMS audit (Fidelio/Opera). You should see to it that in between Micros and PMS audits there are no open and closed checks in Micros! Otherwise, check in Micros will be closed by next business date, while in PMS – by the current one. Again, there will be a difference between Micros and PMS reports.
- 1.3 Audit in Micros may not be interrupted! If audit takes up much more time than estimated, returns errors, does not complete required operations, you should, without interrupting the auditing, contact HSR Support Services to identify the cause of the issue.
- 1.4 Once the audit is over, check for exports, database archives, Micros reports. Make sure business date has changed. If there are missing data, contact the support services.

Day Closure Procedure:

In these Micros versions, day closure procedure is run by Web Interface. On a personal computer, user runs shortcut attached to Micros server link (for instance, [http://192.168.0.5:8080/HRS\\_M9700/](http://192.168.0.5:8080/HRS_M9700/)). This link is run, the following dialog window pops up:



In this window, user enters code-word for accessing night audit rights.



The code-word is entered, auditor presses 'Close Day' button and runs audit.

Audit is considered completed provided the following conditions have been observed:

1. Micros database archives have been made:

D:\Micros\Les\Pos\9700\Backups\DB\Date Time ).zip

2. Export of transactions to credit card processor has been completed (if this IFC is installed):

D:\Micros\Les\Pos\9700\CCDATA\ARCHIVE(Year)\Date Time ).zip

3. Export to Materials Control system has been made. Availability of MC system and its type are optional. Paths to files are, obviously, too. For instance, export to 1C:

D:\Micros\Les\Pos\9700\BO EXP\EXP\ms(Date Time ).001

4. Micros reports have been made:

D:\Micros\Les\Pos\9700\Backups\Reports\Date Time ).zip

5. Micros business date has changed. To verify, open Remote Management Console (RMC) and take any financial report on current totals, yet prior to that put a flag 'No' in 'Omit Zero Totals' field. Have a look at the upper right corner in the report:

Examine                      Current                      25NOV'08 3:17 – 26NOV'08 3:37

25 November 2008, 3:17 – time when business date was last changed. If this time coincides with the audit time – everything is all right, the date has changed.

If all of the above five steps have been observed, and their appropriate operation verified – audit may be considered successful.

## ***2. Closure of week, month, and year:***

In Micros 9700 v3.0-3.1 closure of week, month, and year is done by the system itself immediately following last business date closure. Example:

When running audit overnight from December 31 to January 1, auditor manually runs day closure only. Once this procedure is over, it is the system that closes month and year. All that is necessary to do at month and year closure, is to check if the reports have been made in the following folders:

Week: D:\Micros\Les\Pos\9700\Backups\Reports\w(Date Time ).zip

Month: D:\Micros\Les\Pos\9700\Backups\Reports\m(Date Time ).zip

Year: D:\Micros\Les\Pos\9700\Backups\Reports\y(Date Time ).zip

Please, note that in front of date/time, file names include small letters w, m, or y, respectively.