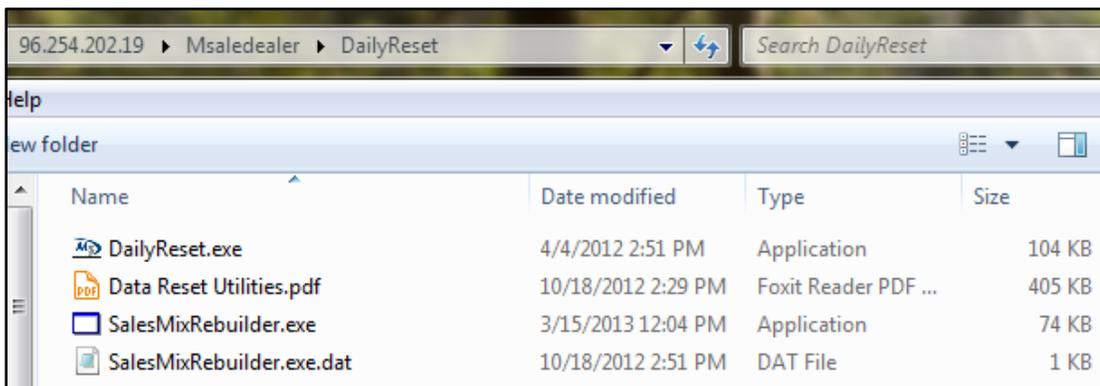


# Daily Reset and Sales Mix Rebuilder

The *DailyReset.exe* and the *SalesMixRebuilder.exe* are helpful tools when a restaurant forgets to close out the previous day, if a terminal errors or if the network is down during the close out process.

## Locating the Daily Reset and Sales Mix Rebuilder

1. Log into the FTP Site
2. Double-click on the Msaledealer folder
3. Locate the DailyReset folder and copy this folder to the M\$CD folder on the file server
  - a. Also, copy just the two .exe files (*DailyReset.exe* and *SalesMixRebuilder.exe*) into the Micro\$ale folder of the file server



## Running the Daily Reset

The *DailyReset.exe* is used in the event that the close out closed to the wrong date, didn't close out fully from a day, or two or more days are combined in one day.

1. Double-click the *DailyReset.exe* from the Micro\$ale folder on the file server
2. Select the Date that you need to begin with (when the issue first began) and the following day. Repeat this step as many times as needed (I.E. 2 days were combined, you will run this utility twice)
3. Select 4AM as the time (Most locations are closed by then, if your location is still open at that time then you will need to select a different time)
  - a. **NOTE: To close out the 17<sup>th</sup>, choose the 17<sup>th</sup> in the first field and the 18<sup>th</sup> in the second field. Select the time as 4AM. If you choose the 17<sup>th</sup> in both fields, you would only receive data form 12AM – 4AM on the same day. You must choose a 24-Hour window!**
4. Sales will now be separated



## Running the Sales Mix Rebuilder for the Current Week

The *SalesMixRebuilder.exe* is used to re-run the close out it does not separate data. If the Daily Close Out was forgotten you must use the Daily Reset first and then run this utility. If the day was doubled or sales were incorrect you can skip the Daily Reset and only run the Sales Mix Rebuilder utility.

1. Double-click the *SalesMixRebuilder.exe* from the Micro\$ale folder on the file server
2. Select the date that needs to be closed out (I.E. Double-click the 17<sup>th</sup>)
  - a. At the bottom of the window you will now see the date listed in the field above the green "Export Mix" button
3. Select "Export Mix"
4. Several messages will display with an option of "OK" to select each time
5. Select "OK" after the "Done" message displays
  - a. NOTE: This message could take several minutes to display while the system is closing out data
6. The close out is now complete. You may now re-launch MicroSale and enter the daily deposit or reprint/re-email reports

The screenshot shows the *RecoverSalesMix* application window. A red box highlights the main interface area. A callout box labeled "Start Over: clears out the window" points to a "Start Over" button at the top of the red box. Below this is a calendar for October 2012, with the 17th selected. A callout box labeled "Shows the day that you will be closing out" points to the date "10/17/2012" in a dropdown menu. Below the dropdown is a green "Export Mix" button, with a callout box labeled "Executes the close out for the day listed above" pointing to it. A "Done..." dialog box with a yellow warning icon and an "OK" button is shown in the foreground. A callout box labeled "Notifies that the close out was successfully completed" points to this dialog box. At the bottom of the application window, a callout box labeled "This area will show a date and Week Sales if you are closing a day in a previously closed week" points to a field containing "10/17/2012".

## Running the SalesMixRebuilder for the Previous Week

Use these steps when using the utility for a previous week (I.E. they call Monday about an issue that occurred with their close out from Friday).

1. Double-click the SalesMixRebuilder.exe from the Micro\$ale folder on the file server
1. Select the beginning date of the week in which you need to rebuild **(#1)**
2. The sales backup file from the previous week will load (1 for each terminal if in Quick Service / 1 overall if using Full Service) **(#2)**
  - a. Format: MM-DD-YYY Week PosName Sales BackUp.MDB
3. In the field at the bottom of the window above the "Export Mix" button double-click on the date within the week you selected that needs to be closed out (You may repeat this step several times if you need to close out more than one day) **(#3)**
4. Select "Export Mix"
5. Several messages will display with an option of "OK" to select each time
6. Select "OK" after the "Done" message displays
  - a. NOTE: This message could take several minutes to display while the system is closing out data
7. The close out is now complete. You may now re-launch MicroSale and enter the daily deposit or reprint/re-email reports

