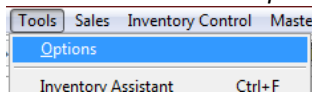# Closing procedures

At the end of the day there a few things you'll want to do as part of what Anthology refers to as the closing procedures. These include running a ZTape to clear your sales for the day, calculating turns, indexing files, etc.

Many of these functions are set to run automatically when you run the ZTape and the end of the day via settings in the Tools → Options screen and have been set for you as Visual Anthology's default behavior. Before we begin the ending procedures let's take a brief look at the Tools → Options settings to be sure they are where we want them.
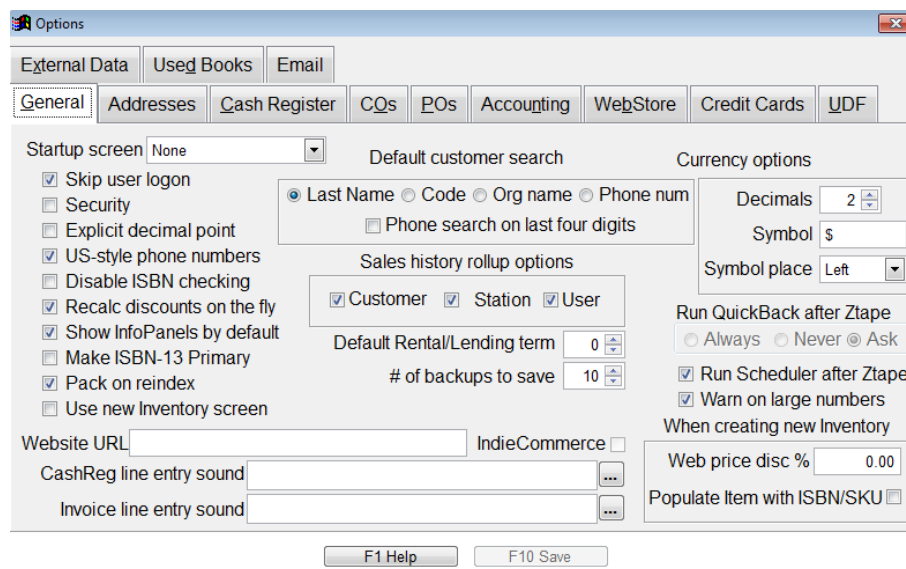
Options Screen Settings

To access the Options screen you must first have everyone out of Visual Anthology except your station. Then choose *Tools - Options* from the Visual Anthology menu.

When the screen opens you should see various "Page Tabs" - these tabs are module specific. This means that if you don't have the "Used Books" module you will not have a tab for used books settings. The tab we are most interested in is "General" - this is common to all Visual Anthology installations and contains the settings we're interested in for this session.
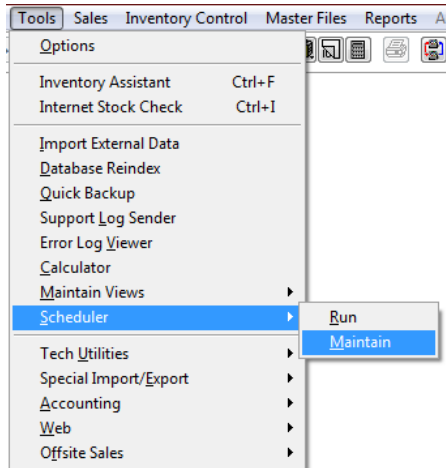
- Sales history rollup options
    - Choose all three Customer, Station, User
  - # of backups to save should be 10
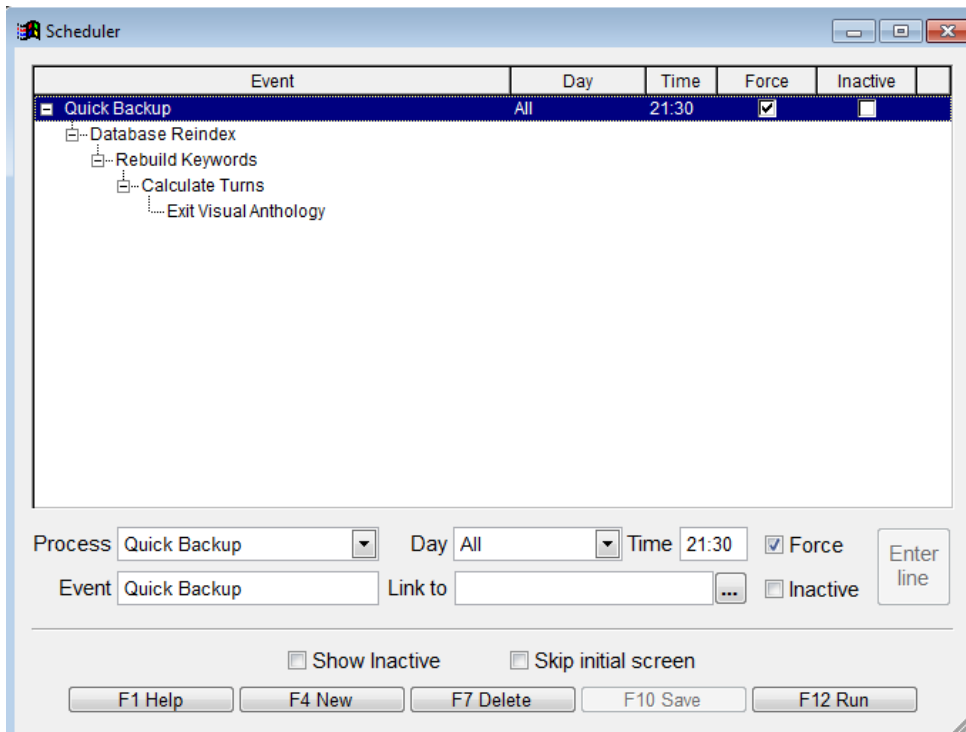 - Run Scheduler after ZTape

These are the base settings for the closing procedures. There are others that may be turned on our off to meet your needs. Your Visual Anthology Help system has a complete discussion on how each is used .

You should notice that the last item in our list is "Run Scheduler after ZTape" - this is a fucntion that launches several of Visual Anthologys maintenance functuions from a single screen.

Go to *Tools → Scheduler → Maintain* to view the scheduler.

The Visual Anthology Help system covers the use of the Scheduler more completely and is outside the scope of this document. Our purpose here is to introduce you to the utility and show you the system default settings.
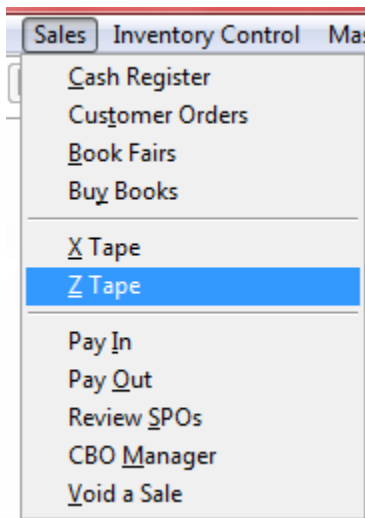

The screen displays five (5) separate functions, the number of days per week and the time it should run.

- The first item is the Quick Backup
  - This is exactly what it says - a simple compressed (zipped) copy of all you Visual Anthology data files is made to a location in your Visual Anthology file structure (C:\Program Files\Anthology\Quick Backup).
  - This is not intended to replace a system or off-site backup to either tape or DVD drive.
- Database Reindex
  - This is a maintenance procedure that keeps your Visual Anthology system running smoothly and efficiently - it should not be ignored.
- Rebuild Keywords
  - Like Reindex this builds the keyword file for inventory and speeds searches within the system.
- Calculate Turns
  - This is for analyzing how business is going by asking about the turn of your inventory in general terms as a whole, or as a section (how we doing in our mystery section) and how many times you've turned it (GMROI).
- Exit Visual Anthology
  - This shuts down Visual Anthology after all of the above functions have completed.
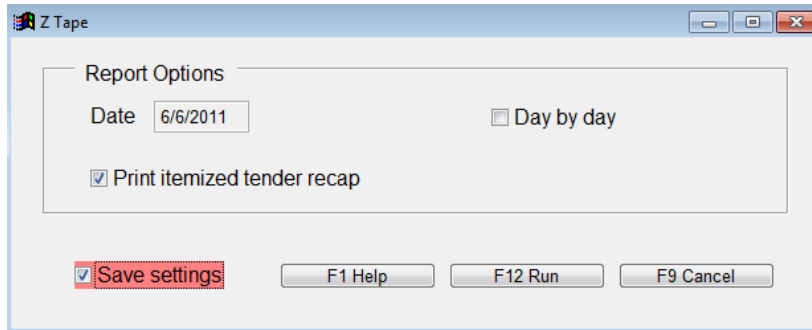
Running the ZTape

Now that you are step up to have Visual Anthology do some maintenance for you "automatically" all that is left is to run the Z tape function to clear out your sales for the day and make your system ready for the next day.

Go to *Sales → Z tape*

On the Z tape dialog box choose "Print Itemized tender recap" to see the full report -or- uncheck this option to show a less detailed report of the day. If for some reason you have not cleared your sales and

you have several days combined choose the "Day by Day" option. This will break your ZTape out into as many calendar days as needed.

Next choose F12 Run
Your ZTape will print on your receipt printer and then the Scheduler will run and finish up the maintenance for you.

It should be noted that these procedures can take many minutes to complete. You should either allot enough time to compete or let them run over night. DO NOT interrupt them once started.

If you have questions or concerns please contact us.