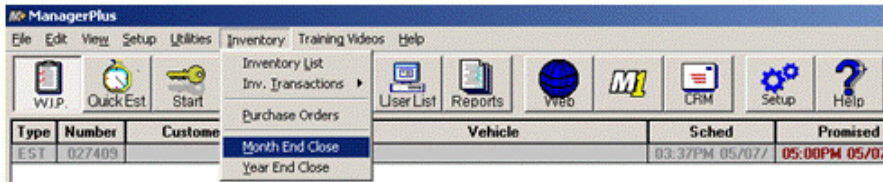


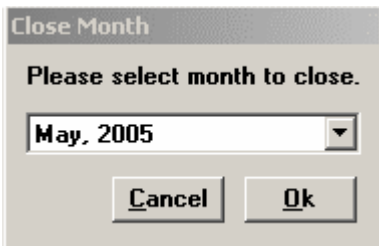
Month End Close

To Close an Accounting Month:

1. Select Month End Close from the Inventory menu.
The Close Month dialog box displays



2. A drop-down menu allows you to close any month up to the present.
Choose the month you want to close.



3. Select OK to close the accounting month.

This is a function that should be password protected and should be done after the last day of the month or before beginning the next month. You will still be able to edit a day from the previous month after the Month is closed.