## **Retroactively Close the Day, Month or Year**

To Retroactively Close the Day, Month or Year do the following:

- 1. In the main menu, click on **Tool**, then **Utilities**, and then **Retroactively Closeout**.
  - \*\* If you do not see the Retroactively Closeout option, please contact your Manager.



2. Select either Daily, Monthly or Yearly as the Closeout Type.

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This will insert a close out between two close outs. If you select a date after the last close out, it will close the last period at the specified date and time and open a new close out nariod					
Close Out Type:	Daily		~		
Existing Close Outs:				Delete Close Out	
					-
New Close Out Date:	5/14/2013	▼ 2:02 PM		Insert Close Out	
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- 3. Select the *day after* the transition as the **New Closeout Date**.
- 4. Set the time that you prefer the closeout to end.
- 5. Click the Insert Close Out button.
- 6. Click **OK** to close the window.