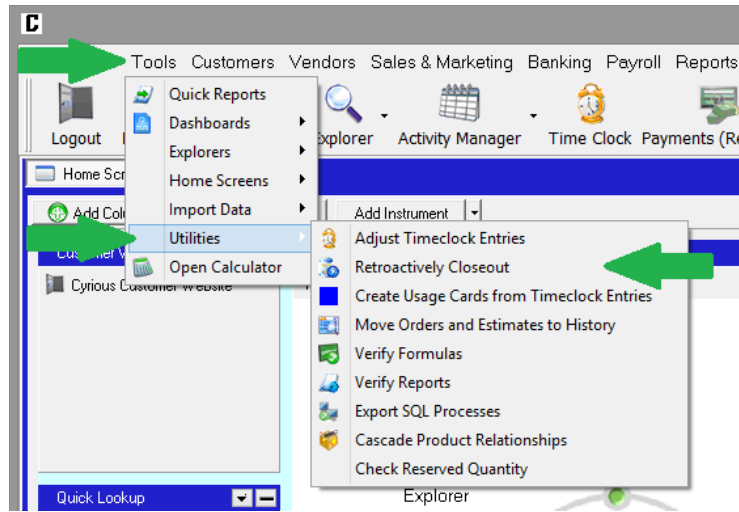


Retroactively Close the Day, Month or Year

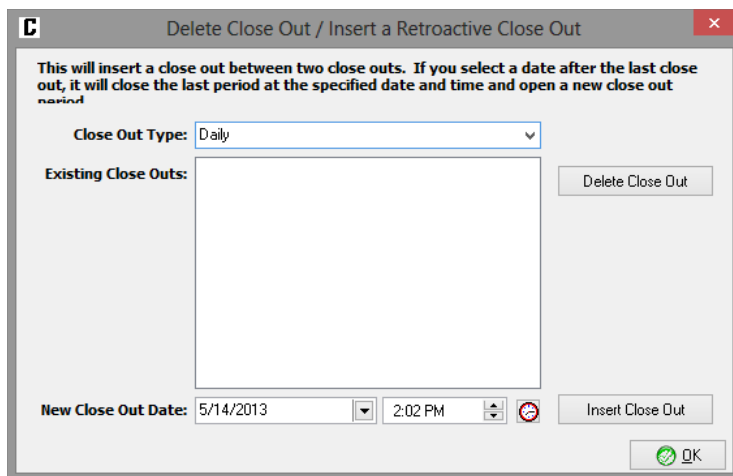
To Retroactively Close the Day, Month or Year do the following:

1. In the main menu, click on **T**ool, 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**.



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.