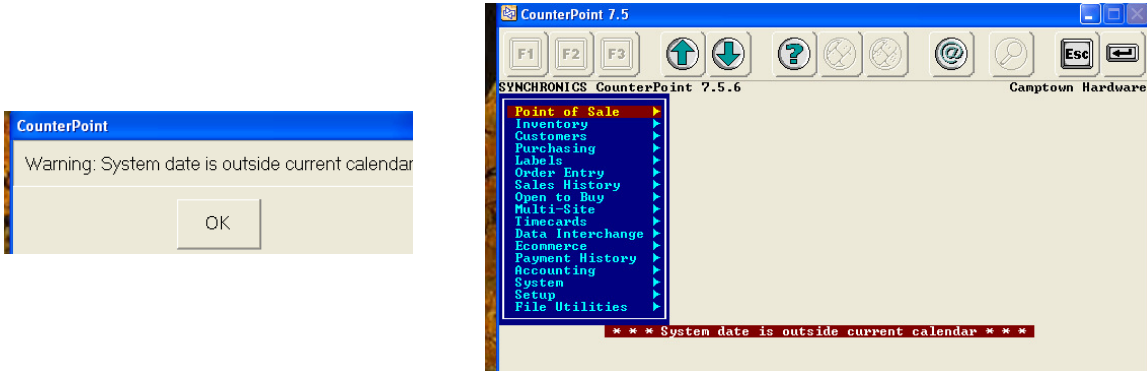


YEAR-END CLOSE

(PART I)

If you don't do this after closing on your last day of business before the new year, when you come back to work in the New Year, you will get the follow warning!



Please go to the following and make sure you have a 2008 and 2009 Calendar.

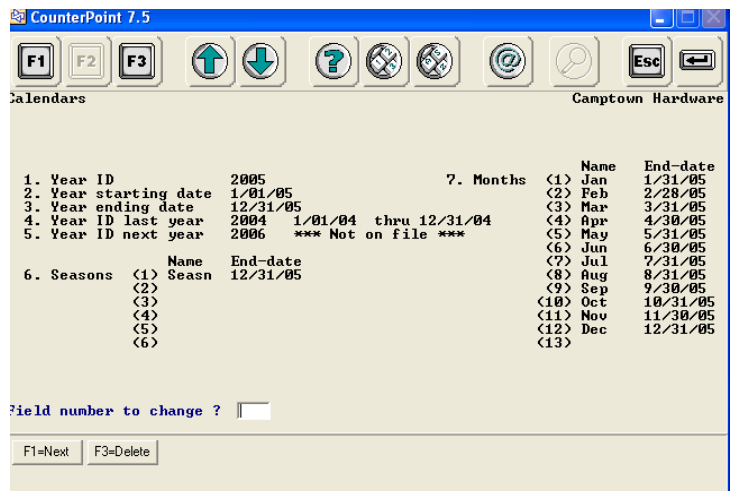
GOTO:

SETUP-SYSTEM-CALENDARS – Hit “F9” (LOOKUP) and see

If they are there then “ESC” out and SCROLL DOWN TO (PART II)

If you DON'T SEE 2008 AND 2009 PLEASE DO THE FOLLOWING:

1. Year ID: 2008
 2. Year Starting Date: 010108
 3. Year Ending Date: 123108
 4. Year ID Last Year: 2007
 5. Year ID Next Year: 2009
 6. Season: “F1” DEFAULT SEASONS
 7. Months: “F1” DEFAULT MONTHS
(HIT ENTER) TWICE
 8. Weeks: “F1” DEFAULT WEEKS
(HIT ENTER)
- Then Pick “DATES” hit (ENTER) Again!
HIT (ENTER) AGAIN THEN (ESC)



(PART II)

GOTO:

SYSTEM – YEAR-END CLOSE - Hit “ENTER”

Either hit “F9” LOOKUP
And find 2006 or type in
2006 and hit “ENTER”

It will ask: ARE YOU SURE YOU
WANT TO DO THIS? “YES”

It will tell you 2007 has been closed!

Then “ESC” out and your ready to
begin your day!

