

YEAR-END CLOSE (PART I)

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



to

Please go to the following and make sure you have a 2007 and 2008 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:

Please do the following:

GOTO:

SETUP-SYSTEM-CALENDARS

Calendar – 2008

Begin date – 01012008

End date – 123108

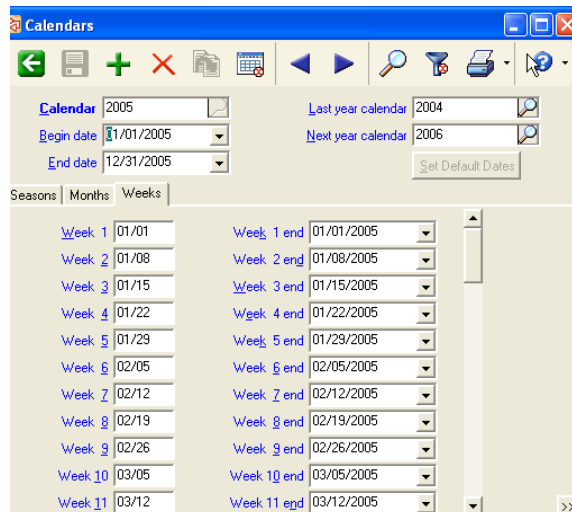
Last year calendar – 2007

Next year calendar – 2009

Then hit the button that says:

SET DEFAULT DATES

THEN SAVE!



(PART II)

GOTO:

SETUP - SYSTEM - COMPANY

Change **CURRENT CALENDAR** to **2008** by hitting “F9”Lookup or typing it. **THEN SAVE!**

The screenshot shows a software window titled "Company" with a blue header bar. Below the header is a navigation bar with icons for back, forward, and search. The main content area is divided into several sections:

- Name:** A text box containing "Waterfront Pool and Spa" and a "Set up batches" button.
- Main:** A tabbed interface with tabs for "Address", "Contacts", "Distributions", "Reference", "Gift certificates", "Store credits", and "Performance".
- Settings:** A section with two input fields: "Century offset years" (value: 80) and "Current calendar" (value: 2004).
- Passwords:** A section with a "Use passwords" checkbox (unchecked), "Min password length" (value: 0), and "Days password is valid" (value: 60).
- Account Format:** A section with four input fields: "Main acct start pos" (value: 1), "Main acct length" (value: 4), "Profit center start pos" (value: 5), and "Profit center length" (value: 0).