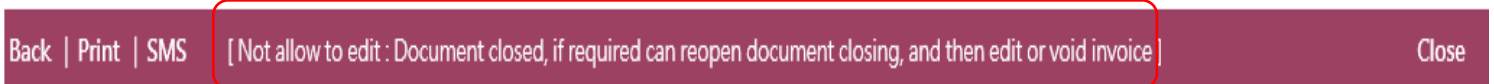




Document Closing

After the document closing, editing the transaction document on or before the closing date is not allowed. Authorized users can re-open the closing period after document closing to edit the document if needed and then create the document closing again.



When the document is closed and not allowed to edit or void, system will issue the notification.

Create Document Closing

Master > Document Closing > Closing

Document closing



Document closing	
Last document closing date	Dec-2017
Last document closing prepare date	1-Jan-2018 12:42 pm
Last document closing prepare staff	Ivy (beauty)
Current document closing date	May-2018

The system displays the last current document closing date, prepare date and

(1) Select the document closing date.



(2) Press <Submit> to finish the document closing.



Search Created Document Closing

Master > Document Closing > Search

Document closing



Document closing count 2

Document closing list

<u>Document closing date</u>	<u>Document closing prepare date</u>	<u>Document closing prepare staff</u>	<u>Action</u>
May-2018	9-Jul-2018 05:19 pm	Ivy (beauty)	Re-Open
Dec-2017	21-Jun-2018 12:42 pm	Ivy (beauty)	Re-Open

If there is a need to edit the closed document, press <Re-open> to open the closing period.