



## **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.

Back   Print   SMS [Not allow to edit -	Document closed, if rec	uired can reanen docum	ent closing and then edit	tor void invoice l		Clos
	Document closed, in rec		ient dosing, and their edit			0.02
v	When the document is closed and not allowed to edit or void,					
S	system will issue the notification.					
Create Document Closing						
Master > Document Closing >	Closing					
Document closing	Se	arch Closing				
			Document o	closing		
Last document closing date		Dec-2017				
Last document closing prepare date		1-Jan-2018 12:	42 pm			
Last document closing prepare staff		lvy (beauty)	The system	displays the	last currer	nt 📗
			document clos	sing date, prep	are date an	ıd
Current document closing date		May-2018	(1)Select the document closing date.			
		Submit	Reset			
(2)Press <submit> to finish the document closing.</submit>						

## WeM 美容管理系統 Beauty Management System

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## Search Created Document Closing

Master > Document Closing > Search

## Document closing



Document closing count 2

Document closing list					
Document closing date	Document closing prepare date	Document closing prepare staff	Action		
May-2018	9-Jul-2018 05:19 pm	lvy (beauty)	Re-Open		
Dec-2017	21-Jun-2018 12:42 pm	lvy (beauty)	Re-Open		

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