FINISH MONTH

When all your transactions have been entered for a month then it should be closed. This will prevent any further transactions or changes being done up to the end of that month.

Go to Other > Finish Month

It will ask you to enter the date you want to finish up to. This should be the last day of a month. Click on OK and confirm that you are sure you want to finish up to that date.

You won't be able to add or change any transactions that have an effective date on or before the date you enter.

If you find you need to enter or change any transactions in a finished month then please contact your Group Treasurer.