



Tip of the Month – September 2003

Performing a Soft Close

Did you know you can perform a monthly soft close of your Microsoft Great Plains Modules? By doing so, you can prevent users from posting to prior fiscal periods. After you have completed all transactions for a module for a given month, you will need to do the following to close the period:

- Go to Setup-Company-Fiscal Periods
- Click the checkbox on the series you want to close
- Click 'Ok' to save and close the window

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