

Closing the Day

Closing the day is a procedure that you may want to use for several reasons. It purges old estimates and updates the statistics on the **History** tab in **Customer Maintenance**. It can also prevent any unauthorized person from making changes to the system after you close the day and print the daily reports.

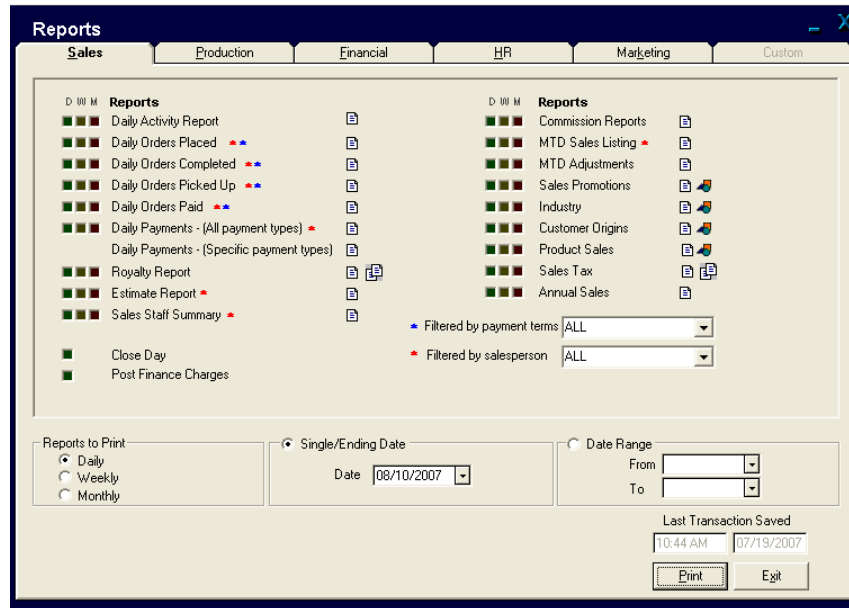
You will only want to close the day at the end of business. This action can take a few minutes, so you may want to do it once a week or once a month. It is up to you. You do not have to close the day if you do not want to.

Closing the Day

- ✚ From the **ADVANTAGE** main menu, select **Reports** then **Sales Reports**:



✚ **ADVANTAGE** will display the **Reports** screen:



- ✚ Select all of the reports that you wish to print.
- ✚ Click on the green box next to **Close Day**
- ✚ Under **Reports to Print**, select whichever choice you want to print for the time period that you have selected.
- ✚ Click on **Print**
- ✚ **ADVANTAGE** will print the reports you selected and will close the day.

After the day has been closed, no one will be able to make changes to the system without entering in an Administrator password.