

## Closed Accounting Month

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### Overview

Use this feature to prevent posting activity for months that have already been closed. It also allows you to apply a transaction cutoff date on reports such as 09.01 Source of Revenue.

### Enable the Feature

1. Go to Codes > Security > Global Settings > Misc.
2. Update 0535 to True.

### Access the Screen

1. Go to Accounts Receivable > Post Payments > Close the Accounting Month.
2. The system will automatically build a list of recent closed months and cutoff dates.

### Manage Closed Months

Use the options below to manage your closed months:

1. Remove a Month: Select the closed month and click Remove This Date Closed (only most recent month can be removed).
2. Update a Cutoff Date: Select the month, update the Date Closed at

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the top, then click **Save This Date Closed**.

3. **Add a New Month:** Click **Close The Next Month**, select the cutoff date, and save.

### Tip

Once a month is closed, posting activity dated within that period will be restricted. You'll receive a warning during **Post Payments** if the date is not allowed.

Knowledgebase

<http://kb.barnestorm.biz/KnowledgebaseArticle51787.aspx>