

HOW TO USE

(Requirements and Execution)

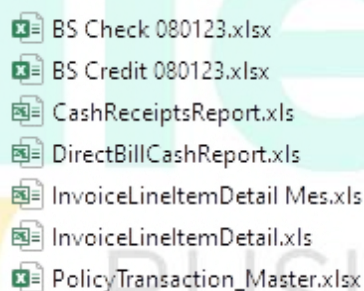
Report:

Daily Closing

Requirements:

- Create the folders on the desktop:
C:\Users\59659\Desktop\MI Reports\Daily closing\2023\Aug\080123

**59659 Corresponds to the user of the PC where the program is executed.
**080123 The date must be changed to the execution day, format MMDDYY.
- The last folder should contain the indicated files:



- BS Check 080123.xlsx
- BS Credit 080123.xlsx
- CashReceiptsReport.xls
- DirectBillCashReport.xls
- InvoiceLineItemDetail Mes.xls
- InvoiceLineItemDetail.xls
- PolicyTransaction_Master.xlsx

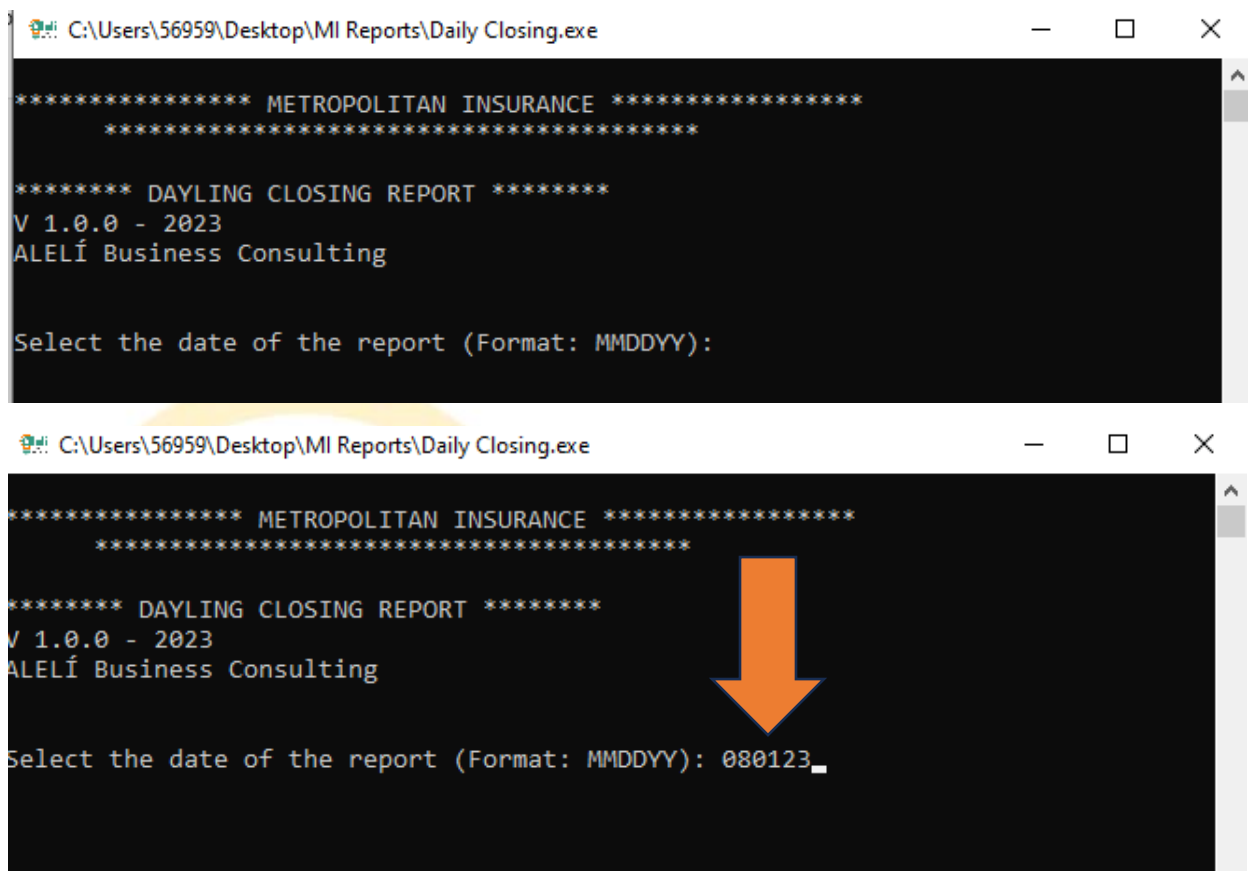
Execution:

- Click on the program Daily Closing.exe

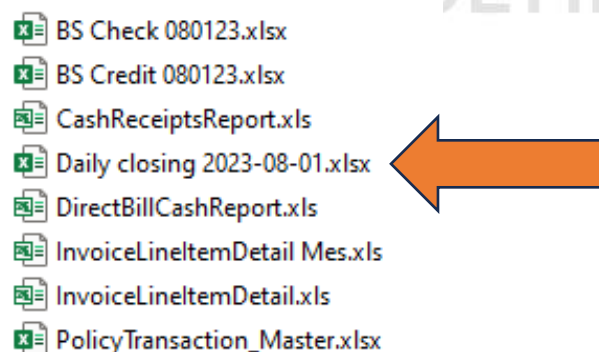


Daily Closing.exe

- A black screen will appear requesting the date of the file to be created (This must be in the format MMDDYY) and press ENTER.



- When finished, the window will close automatically and the generated file will be found in the path next to the requirement files.



Any inconvenience contact the email datasupport@insurencemetropolitan.com or cmr@insurencemetropolitan.com.