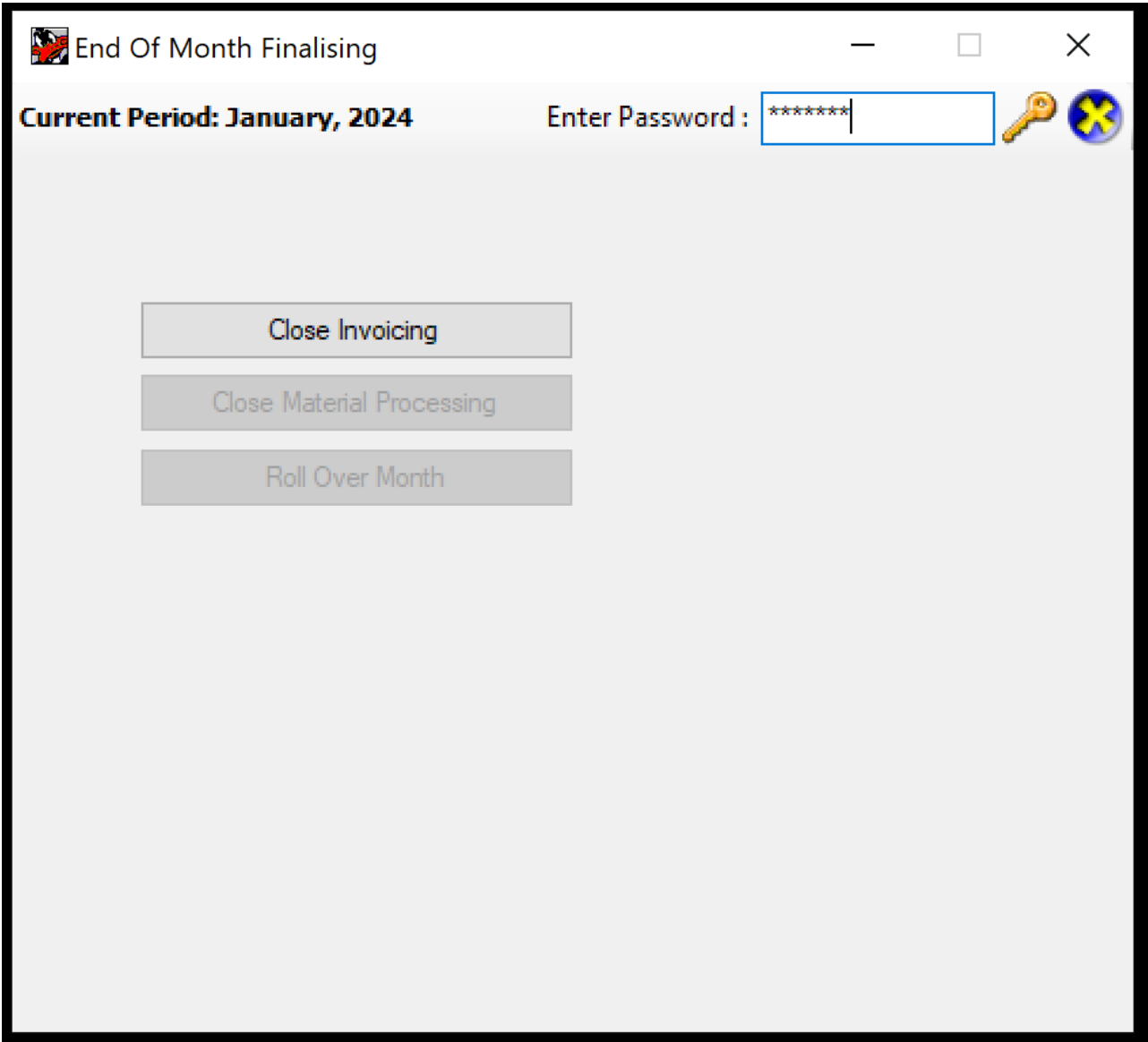


Tuftmaster End of Month Process

The end of month process is initiated by Suzie as follows:

1. Step 1, Close Invoicing

- 1. Navigate to Tuftware2 using RDP
- 2. Double Click **EndOfMonth** Tool
- 3. Type Password: **tufteom**
- 4. Click the Key Icon



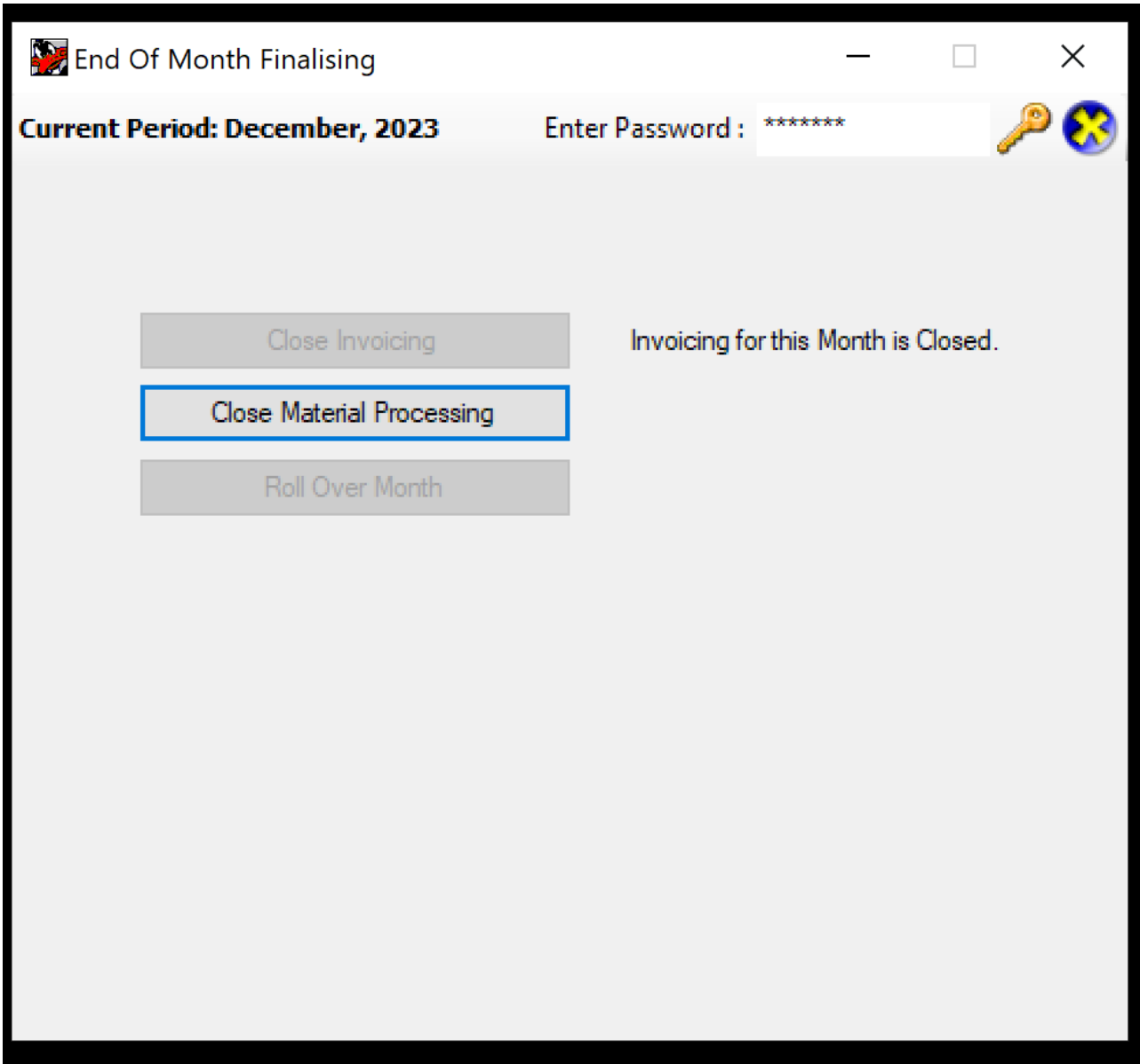
- 5. Click **Close Invoicing**

Note This can take up to 40 minutes

2. Step 2, Rollover

- 1. Navigate to Tuftware2 using RDP
- 2. Double Click **EndOfMonth** Tool
- 3. Type Password: **tufteom**

4. Click the Key Icon



End Of Month Finalising

Current Period: December, 2023

Enter Password : *****

Close Invoicing

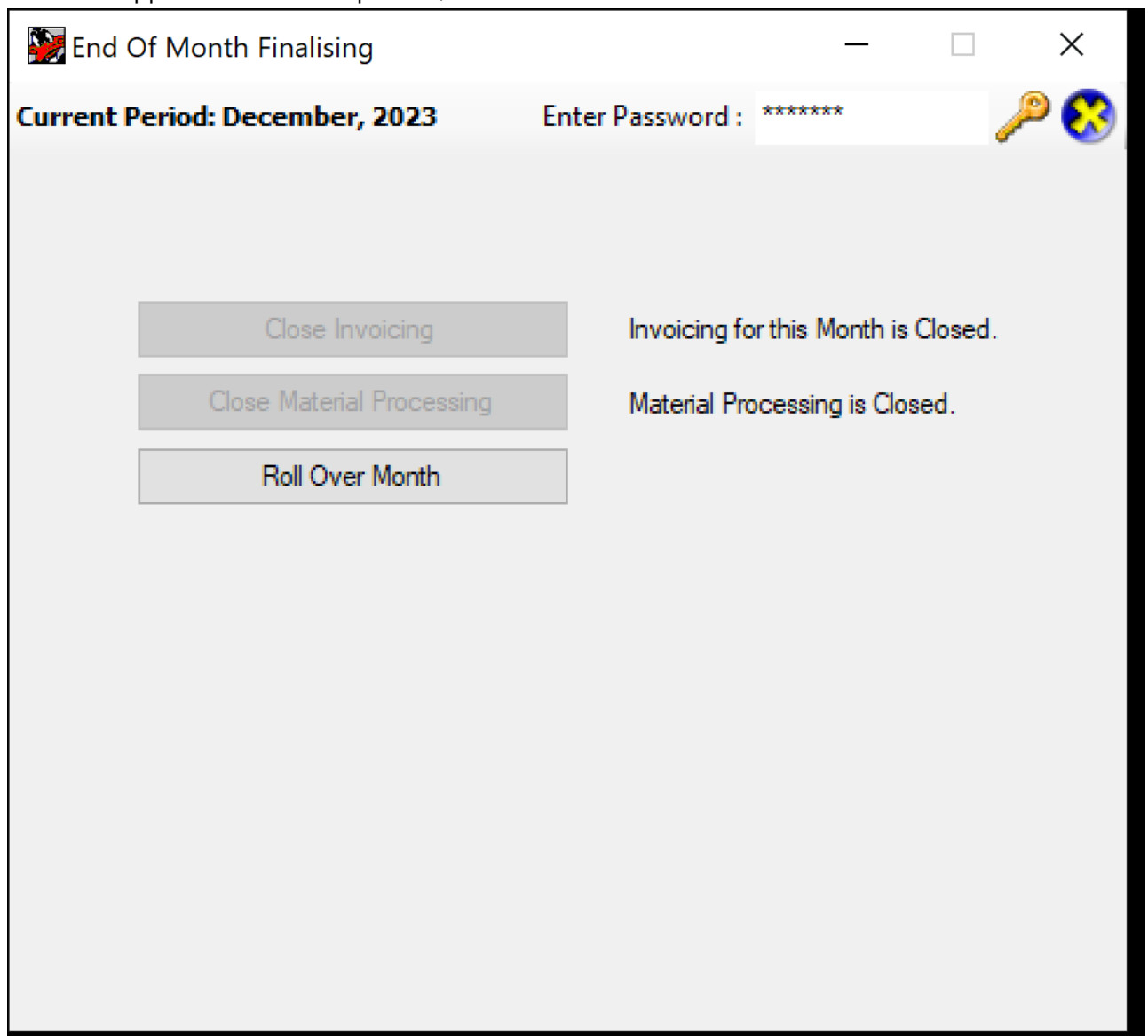
Close Material Processing

Roll Over Month

Invoicing for this Month is Closed.


5. Click **Close Material processing**

6. When the app has finished that process, click





Roll Over Month

7. A Dialog saying "You have selected to Roll Over the Current Month. Are you SURE you want to continue?" appears. Click **Yes**

End Of Month Finalising

Current Period: January, 2024

Enter Password :



Close Invoicing

Close Material Processing

Roll Over Month

Invoicing for this Month is Closed.

Material Processing is Closed.

We are now into the new month.

End of Month Complete