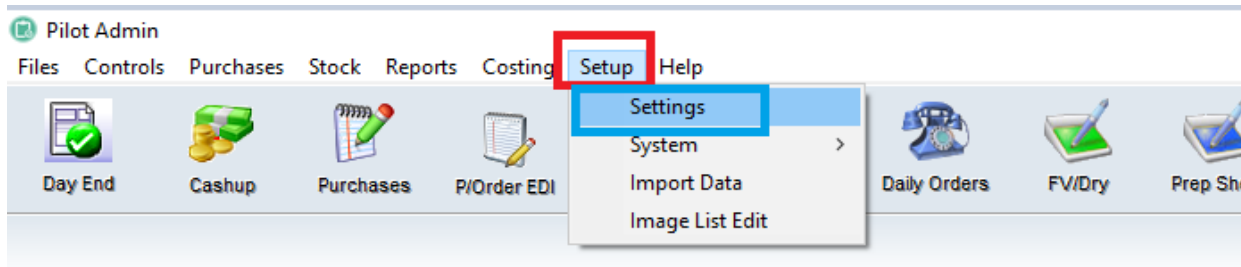


How to change your trading date:

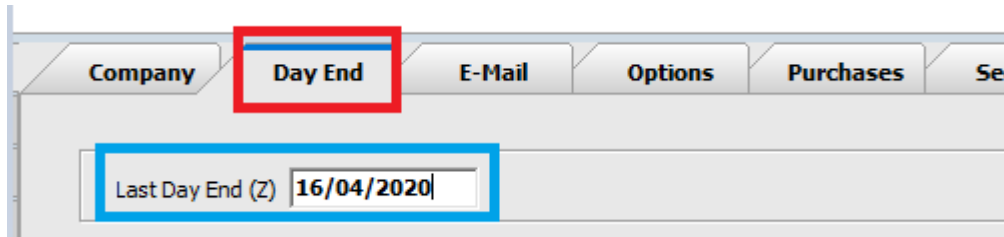
**Before you start ensure that you have already run a dayend, entered closing stock in your prep sheet and that your turnover is Zero*

In Pilot Admin click on Setup and select Settings

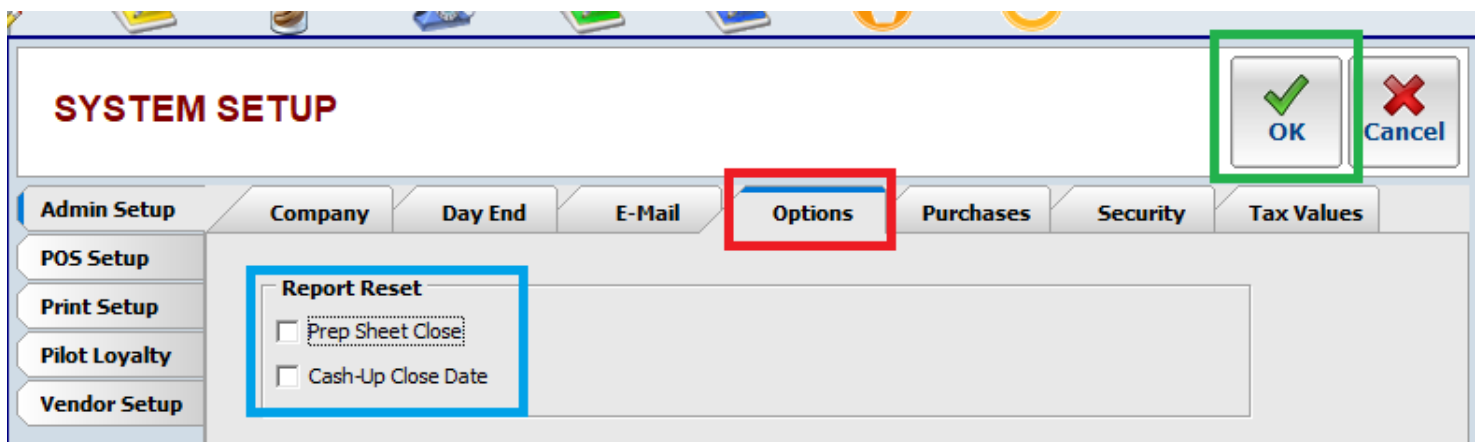


Select the **Day End** tab, and change the date in the **Last Day End** Field to the date before your new trading date.

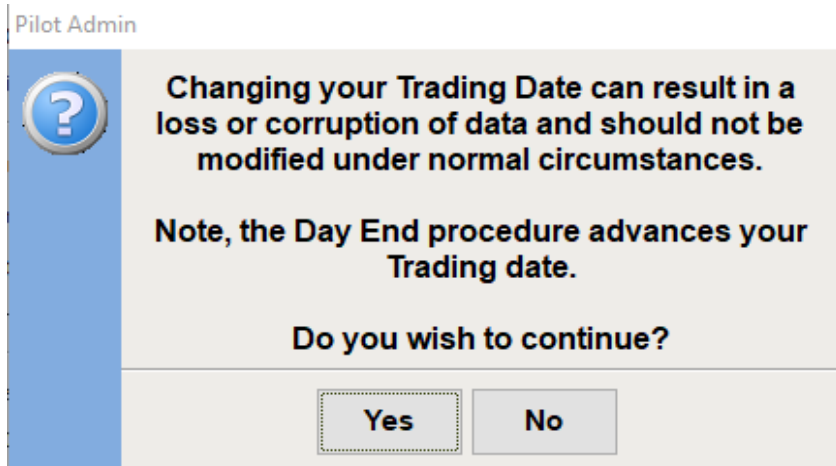
**Note that if you for example open on 17/04/2020, your last day end should be 16/04/2020*



Click on the **Options** tab and tick both **Prep Sheet Close** as well as **Cash-Up Close Date** and Click on **OK**



You will see the below screen, select Yes



You will now be on the correct trading date

