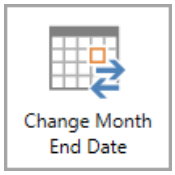
Change Month End Date

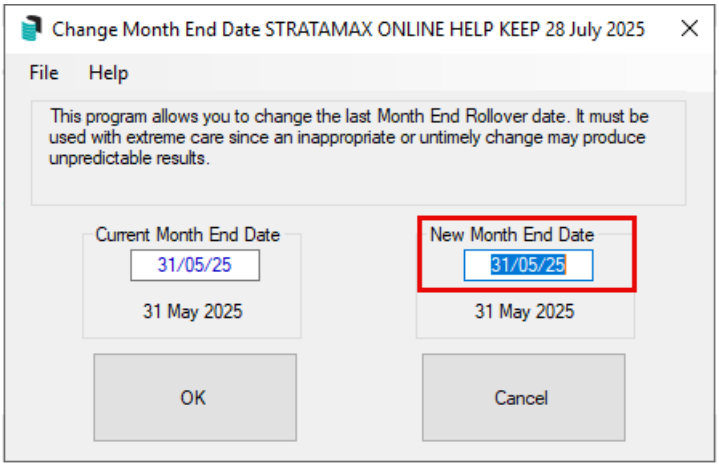
Last Modified on 29/07/2025 3:07 pm AEST



The instructions in this article relate to ***Change Month End Date.*** The icon may be located on your *StrataMax Desktop* or found using the *StrataMax Search*.

You may need to change the month end date if it has been entered incorrect during setup. Only change the date if no data has been entered or contact our Support Team for advice. Always complete a Data Storage first.

1. Search or select ***Change Month End Date***.
2. Click in the field *New Month End Date*.



3. Key in the new required month end date into the *New Month End Date* field.

> ***Note***: If trying to update *New Month End Date* to a date after the Financial Year, it will need to be the last month end date of the Financial Year and then complete a Month End Rollover.

4. Click *OK*.
5. Review the *Current Month* for the building to ensure this is now correct.