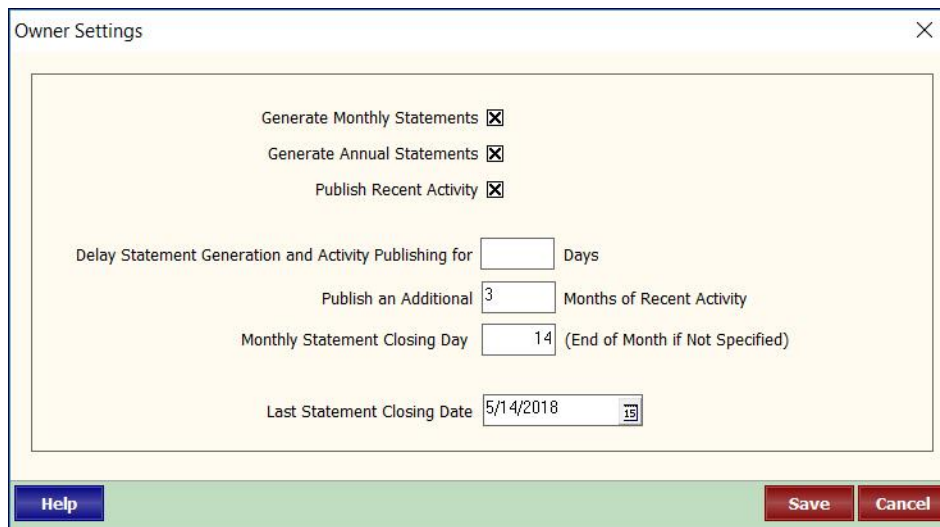## Recommended

The normal and recommended way to publish is to choose a day of the month to publish and then never change it.

Example

You decide to publish statements that will run from the 16th of last month through the 15th of this month. Once you set it up it is only a matter of publishing on the 16th and every statement will be the 16th through the 15th and named as the closing date month. Thus a statement covering June 16-July 15 will be named July 15 Statement. (NOTE: See last page for more information on publishing dates for the recommended method.)

Alternate

Should you want statement dates to change each month based on internal operations, you can do so by changing the Monthly Statement Closing Day each time. (NOTE: do not change the last statement closing date or you will have overlap, or missing days, on statements.)

Example for Alternate Method

Month 1 [June]: the statement date range is to be the 16th of last month [May 16] through the 15th of this month [June 15].

Owner Settings in Internet Publishing
- Monthly Statement Closing Day = 15
- Last Statement Closing Date = 15th of last month [May 15]

The statement published will be the 16th of last month through the 15th of this month. [May 16-June 15]

After publishing the Owner Settings will be:
- Monthly Statement Closing Date = 15
- Last Statement Closing Date = 15th of this month. [June 15]

Month 2 [July]: the statement date range will to be the 16th of last month through the 12th of this month. [June 16-July 12]

Owner Settings in Internet Publishing
- Monthly Statement Closing Day = 12
- Last Statement Closing Date = 15th of last month (no change) [June 15]

The statement published will be from the 16th of last month through the 12th of this month. [June 16-July 12]

After publishing the Owner Settings will be:
- Monthly Statement Closing Day = 12
- Last Statement Closing Date = 12th of this month. [July 12]

Month 3 [Aug]: the Statement date range is to be the 12th of last month through the 17th of this month. [July 12-Aug 17]

Owner Settings in Internet Publishing
- Monthly Statement Closing Day = 17
- Last Statement Closing Date = 12th of last month (no change) [July 12]

The statement published will be from the 13th of last month through the 17th of this month. [July 13-Aug 17]

After publishing the Owner Settings will be:
- Monthly Statement Closing Day = 17
- Last Statement Closing Date = 17th of this month. [Aug 17]

Using the Recommended Method

If your date range never changes (recommended) the actual day of creating the statements can be manipulated using the *Close of Business* section. Depending on which radio button is marked, the program sets the Close of Business. For today, the default Close of Business is yesterday. This means that if statements are created they will be through last night so that all transactions posted through yesterday are included.

Other radio buttons are:

Button	Result
Close of Day	Statement through today
Close of Week	Statement through Sunday of this week
Close of Week Monday holiday	Statement through Monday night

The benefit is that if today is the day to publish and you are finished posting for the day, you can do the statements today instead of waiting for tomorrow by marking Close of Day.

If today is Friday and you are not planning to post any transactions until Monday, and Sunday is your normal publishing day, click End of Week to publish through Sunday today instead of waiting until Monday.