

**MAAD** - Stands for **Minimum Acceptable Accounting Date**. It is a security feature that restricts adding and Modification of an accounting related transaction such as an invoice, a credit memo, or a payment from customer. It is available for all MOD2 users and we strongly recommend our customers to use this feature in their business.

**Q<sub>1</sub>:** What are the benefits of using MAAD?

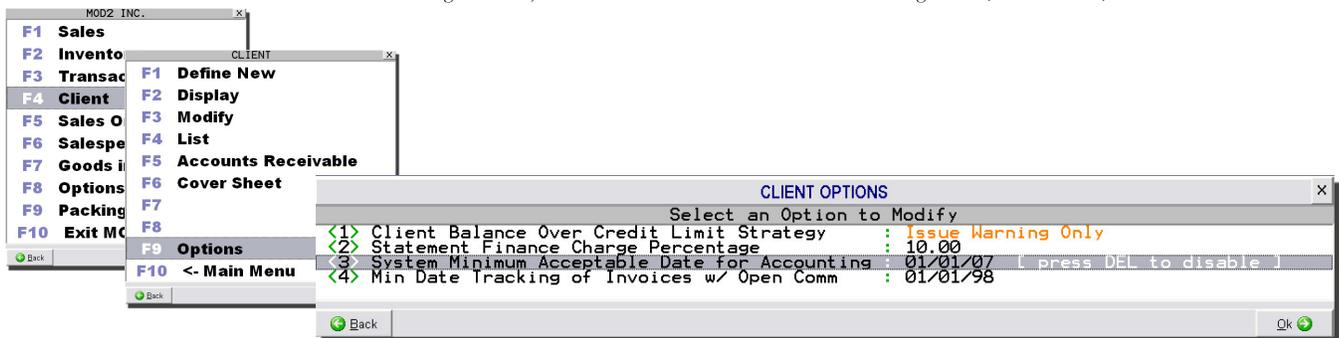
**A<sub>1</sub>:** It is good for Financial Security  
 It allows your financial numbers to remain locked for a period.  
 You will be able to restrict changes  
 It is good for accounting purposes  
 Easier to close end of the month report.

**Q<sub>2</sub>:** How can you tell what is the current MAAD? How do you set MAAD?

**A<sub>2</sub>:** If you go to client, options, system minimum acceptable date for accounting, you will see the current MAAD.

To set it, simply press enter and type in a date.

**Note:** When setting MAAD, make sure the date is set after the closing date. (cut-off date)



**Q<sub>3</sub>:** When you should set MAAD?

**A<sub>3</sub>:** MAAD is set when you are closing the book for the month and you do not want any changes for security purposes.

**Q<sub>4</sub>:** Who should set MAAD?

**A<sub>4</sub>:** The head of accounting of your organization is responsible and should manage setting the MAAD after all transactions for that period have ended.

**Q<sub>5</sub>:** What transactions does the MAAD protect?

**A<sub>5</sub>:** The transactions that MAAD protects are invoices, paid invoices, credit memos, receivings, packing lists or anything financial.

**Q<sub>6</sub>:** What will happen when you try to change the date of an invoice when it has passed the MAAD?

**A<sub>6</sub>:** The system will not allow you to change or modify invoice. Before you can change the invoice, you have to adjust the MAAD. See Q<sub>1</sub>

**Q<sub>7</sub>:** How can you see the list of all changes to the MAAD?

**A<sub>7</sub>:** From the main menu go to option, view message log, only accounting date related events, and all changes that you made are shown.