

General Ledger Year End

You run this option on your fiscal year end.

Fiscal yearend *This may or may not be run at year end depending on whether you General Ledger is on a Standard Calendar year, Meaning that Period 12 is December. If period 12 is not in December, then you run it at the end of period 12.

BEFORE CONTINUING

Make sure to make a backup to keep for 7 years.

Call the Backup "GLYE2008"

Menu Option 1.7.1. Back up Data files. File name GLYE2008, File for 7 years.

Menu Option 8.4.1. -Print Annual General Ledger.

Menu Option 8.4.2. -Year End Closing. When you take this option the system will

Prompt you to [Open Next Year] or [Perform Year End].

If you already have two years open, your only option is to

[Perform Year End]. You must close out the previous year

before opening the fields for the New Year. If you only have one year open, select [Open Next Year].

NOTE: If you have two years open, any posting option you take will automatically update the General Ledger into the New Year. If entries need to be made to 'last year' these must be done through journal entries.

