

How do I complete a year end close? (1)



1. Open the Windows Client
2. Go to **Menu > General Ledger > Set-up > Company Information**
3. Make sure that the fiscal year states the beginning date of the current fiscal year
4. Make sure that all entries for that year are posted
5. Go to **Menu > General Ledger > Registration > Year-End Closing**
6. Select the January date for the year to be closed (i.e. 1/1/2006)
7. Enter the Company number (make sure to enter the number in both the starting *AND* ending criteria spaces)



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8. Click the close year box
9. Click the **Print** button located in the bottom right hand corner
10. Change the fiscal year to the new fiscal year
11. Change the posting periods to the new periods
12. Save