General Ledger Year End

This option is run at the end of your "**Fiscal year and or beginning of your fiscal year**". There are only two options: "Perform Year End" or "Open Next Year",

***If you already have two years open, your only option is to [Perform Year End]. You must close out the previous year before you can open the fields for the New Year.   If you are starting a New Year and the only option you have is Perform Year End, then you must do that, then go back in to open the new year.   (closing a year does not open a new one). Once you open the new year, you should be able to go into 8.2.2 and pull up an account and check activity. When choosing last year, you should see activity for the previous year. When choosing New year you should not see any activity until something is posted to the account for the current year. Example

If you have two years open, 2012 and 2013,   (you must close out 2012 before you can open 2014)

If you only have 2013 open, you will just open the new year.

If you only have one year open, select [Open Next Year].

Menu Option 1.7.1. Back up Data files. (Keep for 7 years) Name it something like GLCLYYYY where yyyy equals the year you are closing.

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].

NOTE: If you have two years open, any posting option you take will default to period 1 of the new year, If entries need to be made to 'last year' these must be specify last year and period 12 (or the period you are posting entries to)when posting, otherwise you will need to do a journal entry to take the entries out of this year and another journal entry to put into last year to co.