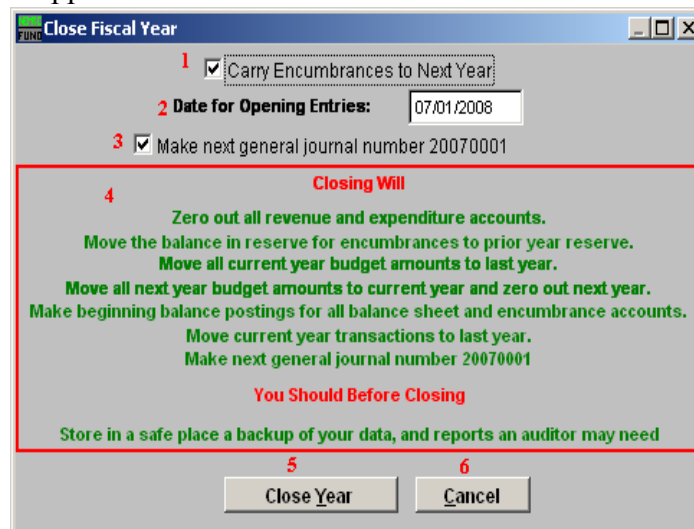


General Ledger

6. Year Close



Make sure you are in Period 12, then click on “6. Year Close” from the Main Menu and the following window will appear:



- 1. Carry Encumbrances to Next Year:** This option will record dis-encumbrances before closing and post encumbrances after opening a new fiscal year.
- 2. Date for Opening Entries:** Enter the date for the system to assign for recording opening balances.
- 3. Make next general journal number...:** The system can automatically assign a starting point for the opening fiscal year journal entries.
- 4. Closing Will...:** After you make your choices for items **1**, **2** and **3**, read this section carefully. This tells you what closing will do.
- 5. Close Year:** Click “Close Year” to close this year.
- 6. Cancel:** Click “Cancel” to cancel and return to the previous screen.