Data

Solutions, Inc.

How to Close the General Ledger Year for a Fiscal Year

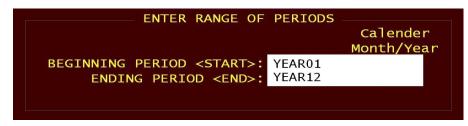
(in all these explanations, replace YEAR with the fiscal year you are doing – if your closing 2010 use 201013, 2011 use 201113, etc.)

- 1. Create a valid closing period:
 - In SU-10, find the column for the year you plan to close. If there is not a 13th period, add one by typing "A" and enter the period in the form: YEAR13
- 2. Use SU-13 to create period files for closing like this:

ENTER PREVIOUS VALID PERIOD: YEAR12 PERIOD TO CREATE FILES FOR: YEAR13

3. Use GL-8-1 to create the closing entries file for the entire fiscal year. You must know your "Retained Earnings" G/L account number before doing this:

Retained Earnings Account: (Enter Account Here) (then:)



(then Sites: - enter "ALL")



After this program runs, a file has been created called CLOSE.JE (which has been saved on the computer for you to use in the next, final step)

- 4. Go to GL-4-4:
 - 1. Change to period to YEAR13 by answering "N" to "IS THIS THE RIGHT PERIOD?"
 - 2. Enter Journal Entry File Name like this:

```
Journal Entry File Name: CLOSE.JE__
```

- 3. Next you will see the closing entry scroll across the screen. DOUBLE-CHECK that the PERIOD in the upper right is the closing period for the year (ie. YEAR13).
 - 1. You can review the entry by typing "L" at the bottom of this screen
 - 2. Type "Y" when you are ready to "Accept Entry?"
 - 3. Finally, enter a Comment when you see "LINE 1:" it can be something simple like "Closing Entry for Fiscal Year 2010"