

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:)

ENTER RANGE OF PERIODS

Calendar Month/Year

BEGINNING PERIOD <START>: YEAR01

ENDING PERIOD <END>: YEAR12

(then Sites: - enter “ALL”)

ENTER SITES TO BE USED

SITES CHOSEN:

ENTER CHOICE: ALL__

Enter Site # / 'ALL' for All Sites / 'CLEAR' to Start Again

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”