

How To Close Fiscal Year

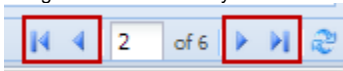
1. From **General Ledger Maintenance**, click on **Fiscal Year**.
2. Fiscal Year search screen will display. Select the Fiscal Year record.
3. Click **Close Year** from the toolbar.
4. If there are unposted records all throughout the system, Batch Posting screen will open. If there are no unposted records, it will continue to close the Fiscal Year and its periods.

Note: Unposted transactions need to be addressed to be able to close the fiscal year, if these will be deleted or posted depends on the accounting department.

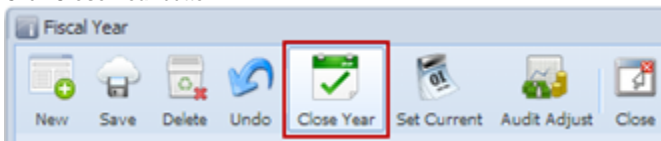
1. From **General Ledger Menu**, click on **Fiscal Year**.
2. Fiscal Year search screen will display. Select the Fiscal Year record.
3. Click **Close Year** from the toolbar.
4. If there are unposted records all throughout the system, Batch Posting screen will open. If there are no unposted records, it will continue close the Fiscal Year and its periods.

Here are the steps on how to Close Fiscal Year in i21:

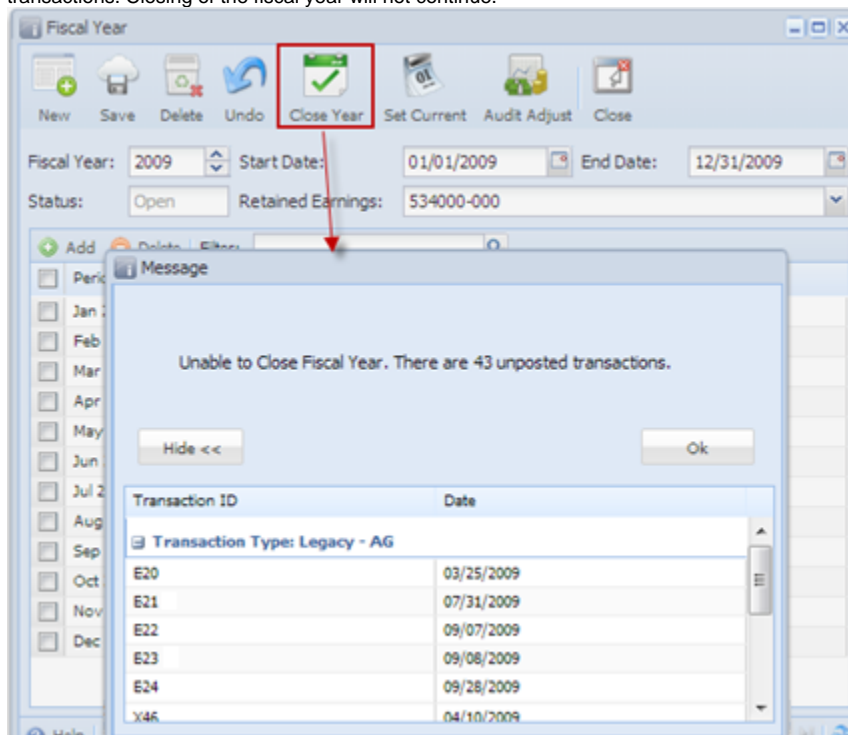
1. From **General Ledger Maintenance**, click **Fiscal Year**.
2. When the screen opens, choose the fiscal year you want to close. You may use the navigation buttons at the bottom right of the screen to navigate from one fiscal year to another.



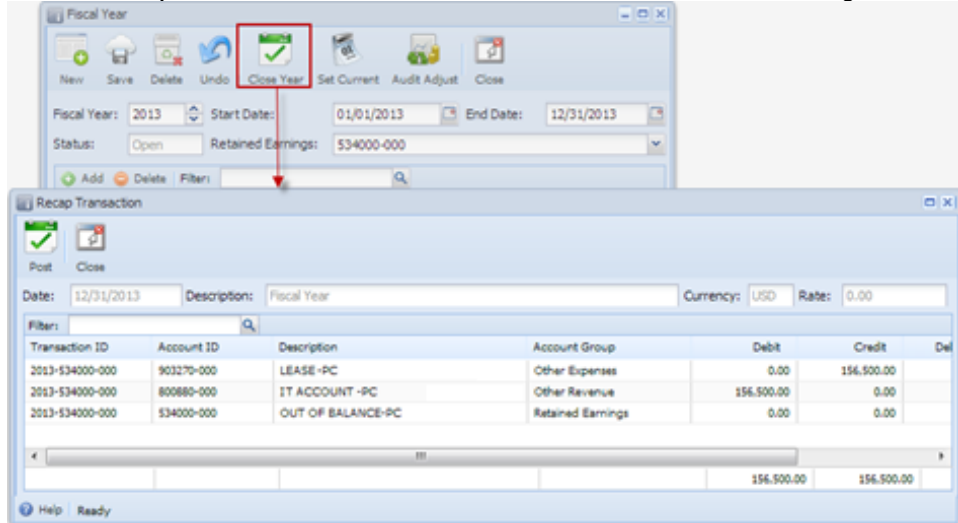
3. Click **Close Year** button.



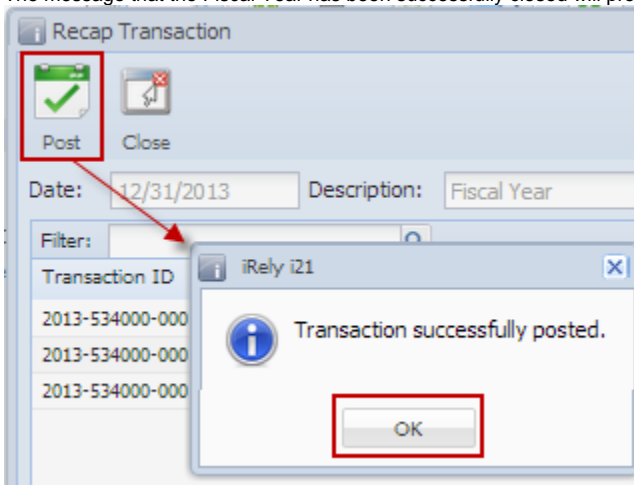
- a. If there are transactions made for the selected year and are not yet posted, message will prompt displaying all the unposted transactions. Closing of the fiscal year will not continue.



- b. If all transactions in the selected year are already posted, **Recap** screen will open showing what accounts will be affected. This is where **Revenue** and **Expense** accounts are zeroed out and are transferred into the **Retained Earnings** account.



4. Click **Post** button to start closing the fiscal year.
5. The message that the Fiscal Year has been successfully closed will prompt. Click **OK** to close the message as well as the Recap screen.



6. Now, the fiscal year **Status** field as well as the status of all the periods for that fiscal year will show a status '**Close**'.

Fiscal Year

New Save Delete Undo Open Year Set Current Audit Adjust Close

Fiscal Year: 2013 Start Date: 01/01/2013 End Date: 12/31/2013

Status: **Close** Retained Earnings: 534000-000

Add Delete Filter:

Period Name	Start Date	End Date	Status
Jan 2013	01/01/2013	01/31/2013	Close
Feb 2013	02/01/2013	02/28/2013	Close
Mar 2013	03/01/2013	03/31/2013	Close
Apr 2013	04/01/2013	04/30/2013	Close
May 2013	05/01/2013	05/31/2013	Close
Jun 2013	06/01/2013	06/30/2013	Close
Jul 2013	07/01/2013	07/31/2013	Close
Aug 2013	08/01/2013	08/31/2013	Close
Sep 2013	09/01/2013	09/30/2013	Close
Oct 2013	10/01/2013	10/31/2013	Close
Nov 2013	11/01/2013	11/30/2013	Close
Dec 2013	12/01/2013	12/31/2013	Close

Help Ready 2 of 6

7. Closed fiscal year on i21 will also marked as closed in **Origin** fiscal year.

Fiscal Year	Period	Begin Date	End Date
2013	01	01012013	01312013
	02	02012013	02282013
	03	03012013	03312013
	04	04012013	04302013
	05	05012013	05312013
	06	06012013	06302013
	07	07012013	07312013
	08	08012013	08312013
	09	09012013	09302013
	10	10012013	10312013
	11	11012013	11302013
	12	12012013	12312013

☒ Year is Closed