


# How To Close Fiscal Year Periods

- 1. From General Ledger Menu, click on **Fiscal Year**.
- 2. Fiscal Year search screen will display. Select the Fiscal Year record.
- 3. Select the period and click the **Status** combo box button. Select **Close** from the list.

Period Name	Start Date	End Date	General Ledger	Accounts Receivable	Accounts Payable	Cash Management	Inventory	Payroll
January 2016	01/01/2016	01/31/2016	Open	Open	Open	Open	Open	Open
February 2016	02/01/2016	02/29/2016	Open	Open	Open	Open	Open	Open
March 2016	03/01/2016	03/31/2016	Closed	Open	Open	Open	Open	Open
April 2016	04/01/2016	04/30/2016	Open	Open	Open	Open	Open	Open
May 2016	05/01/2016	05/31/2016	Open	Open	Open	Open	Open	Open
June 2016	06/01/2016	06/30/2016	Open	Open	Open	Open	Open	Open
July 2016	07/01/2016	07/31/2016	Open	Open	Open	Open	Open	Open
August 2016	08/01/2016	08/31/2016	Open	Open	Open	Open	Open	Open
September 2016	09/01/2016	09/30/2016	Open	Open	Open	Open	Open	Open
October 2016	10/01/2016	10/31/2016	Open	Open	Open	Open	Open	Open
November 2016	11/01/2016	11/30/2016	Open	Open	Open	Open	Open	Open
December 2016	12/01/2016	12/31/2016	Open	Open	Open	Open	Open	Open

- 4. Click Save to apply the changes.

**Closing of Period**

If you close the General Ledger Status, all modules for that period will be closed too.

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

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

- 3. Select the period and click the **Status** combo box button. Select **Close** from the list.

Period Name	Start Date	End Date	Status
Jan 2013	01/01/2013	01/31/2013	Open
Feb 2013	02/01/2013	02/28/2013	Close
Mar 2013	03/01/2013	03/31/2013	Open

4. Do this to other periods you want to close.

The screenshot shows the 'Fiscal Year' window with the following details:

- Toolbar:** New, Save, Delete, Undo, Close Year, Set Current, Audit Adjust, Close.
- Fiscal Year:** 2013
- Start Date:** 01/01/2013
- End Date:** 12/31/2013
- Status:** Open
- Retained Earnings:** 534000-000

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	Open
Aug 2013	08/01/2013	08/31/2013	Open
Sep 2013	09/01/2013	09/30/2013	Open
Oct 2013	10/01/2013	10/31/2013	Open
Nov 2013	11/01/2013	11/30/2013	Open
Dec 2013	12/01/2013	12/31/2013	Open

At the bottom, there is a status bar showing 'Help', 'Saved', and a page indicator '2 of 6'.

5. Click **Save** to apply changes.