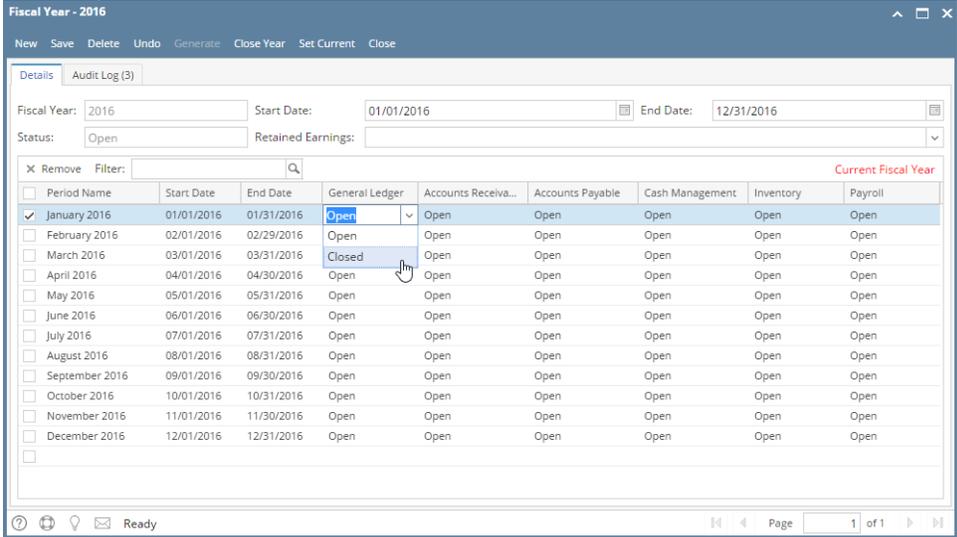


# How To Close Fiscal Year Periods

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.



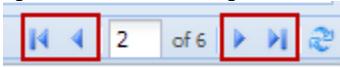
4. Click Save to apply the changes.

 **Closing of Period**

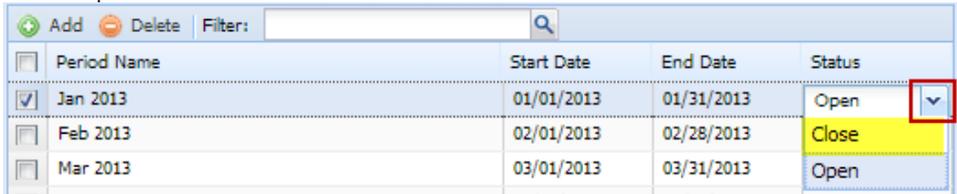
If you close the General Ledger Status, all modules for that period will be closed too.

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

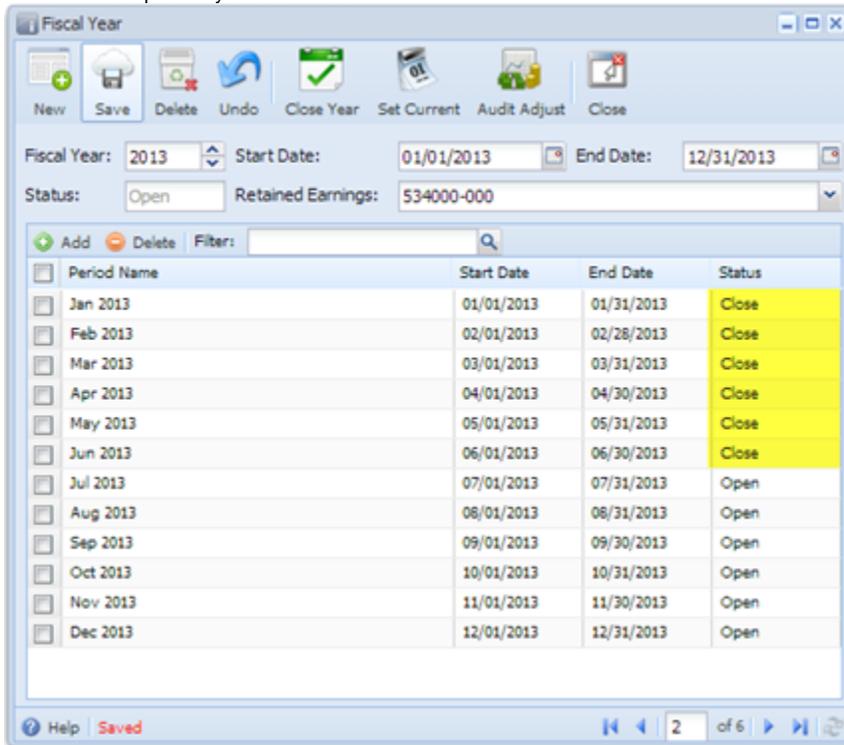
1. From **General Ledger Maintenance**, click **Fiscal Year**.
2. When the screen opens, choose the fiscal year where the period/s you want to close belongs. You may use the navigation buttons at the bottom right of the screen to navigate from one fiscal year to another.



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



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



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