

GL Year End Helpful Hints

- Make a backup of your General Ledger data files prior to performing End of Year processing. If there are any system or hardware failures, you will be able to restore the backup and start fresh.
- If you want prior year comparison(s), the two following conditions must be met.
 1. The “Number of years to Retain Transaction History” field in G/L Options must be set to at least “2”.
 2. The “Number of years to Retain Summary History” field in G/L Options must be set to at least “2”.

This field can be set as high as “99”. If set to “1”, then transaction and summary history will be removed during Year End Processing.

NOTE:

1 year is the current year only, 2 years is the current year and 1 prior year.

- In GL options, the Journal Number Reset field defaults to “Year End”. If you do not want the register and entry numbers to be reset to “one” at year end, set the Journal Number Reset field to “Do not Reset.”
- In GL options, the Auto Budget Option field defaults to “Current Year”. If you have already entered budget information for the future year, make sure the Auto Budget Options field gets set to “None.”
- If you need to make additional entries to the recently closed year, you can “reopen” the year by setting the “Current Fiscal Year” field in GL Options to the currently closed year. You will then be allowed to post entries to that year. **However, you must perform End of Year processing again for the new entries to “roll forward”.**