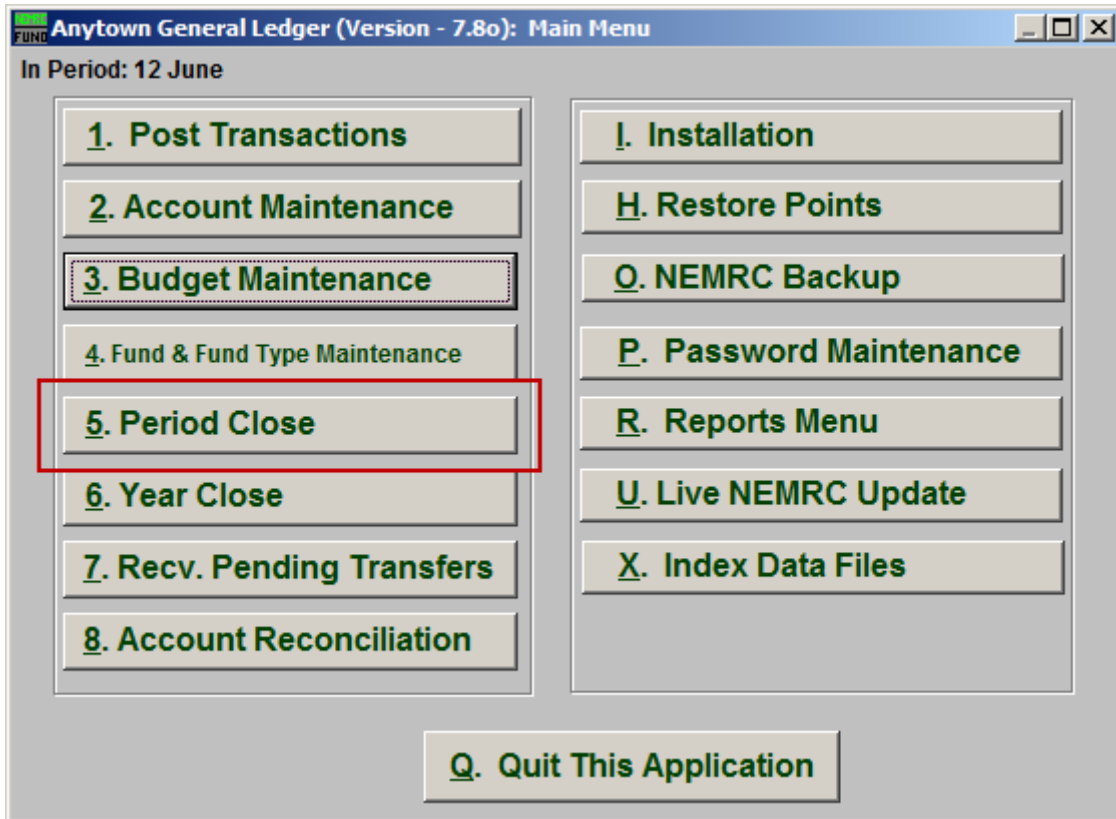


General Ledger

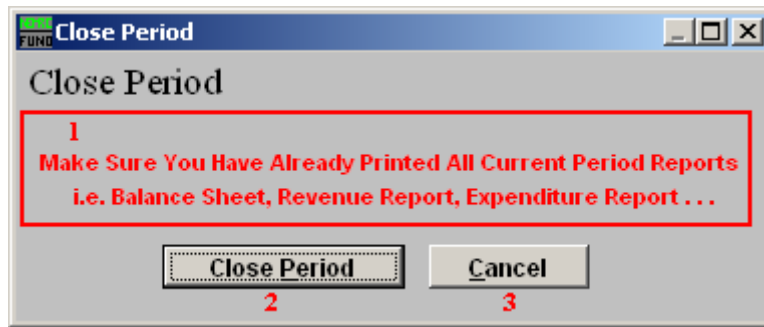
5. Period Close



Click on “5. Period Close” from the Main Menu and the following window will appear:

General Ledger

Period Close



1. **Notice:** Read the notice. If you need to print a report, then choose “Cancel” and go to the “R. Reports Menu.” Reports can be printed for a prior period after closing.
2. **Close Period:** Click “Close Period” to close the period. This process will check the integrity of the transactions and report any concerns for review. This is not used when closing a fiscal year.
3. **Cancel:** Click “Cancel” to cancel and return to the previous screen.