## General Ledger

## 5. Period Close



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

## General Ledger

## Period Close

Close Period	
Close Period	
1 Make Sure You Have Already Printed All Current Period Rep i.e. Balance Sheet, Revenue Report, Expenditure Report	orts
Close PeriodCancel23	

- 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.