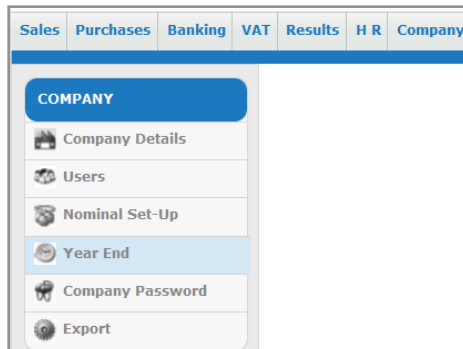


## Year End Process

Processing the year end is done at the end of your company's financial year. It finalises the previous year's accounts and stops any new invoices being posted into it, although the year can be re-opened if required. This allows the opening balances for the new year to be calculated.

Press the **Company** tab and then the **Year end** button.



Select the correct year end using the arrows. For example, in the screenshot below the year end 20 May 2011 is being processed.

Nominal ledger - year end process

Current year end 20 May 2011 < > Next year end 20 May 2012 Process Next Review prior runs

Group	Code	Net	Curr Net
6	BANK01	43,500.67	43,655.43
6	BANK02	109.00	109.00
7	CR05	-102.00	-102.00
7	CR06	-5,179.00	-36,565.75
7	CR07	-345.00	-345.00
7	CRCTL	-2,227.22	12,988,913,959.08
6	DRCTL	13,625.15	24,355.03
5	FFD01	67.00	67.00
6	PC01	-14,853,141,656.61	-12,988,931,157.83
8	SF03	-1,672.48	12.87
6	SPT	18.33	20.00
		<b>-14,853,093,862.16</b>	

To process the year end, press **Process**. The system will then lock this year and calculate the opening balances for the next financial year.

Nominal ledger - year end process

Current year end 20 May 2011 < > Next year end 20 May 2012 Process Next Review prior runs

Group	Code	Net	Curr Net
6	BANK01	43,500.67	43,655.43
6	BANK02	109.00	109.00
7	CR05	-102.00	-102.00
7	CR06	-5,179.00	-36,565.75
7	CR07	-345.00	-345.00
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