

## Accounting Period Reset

Last Modified on 12/31/2024 1:15 pm EST

# Accounting Period Reset

**Month End > Accounting Period Reset**

When you first choose this menu, you will be prompted to reset the period. This is usually done on the first workday of the month (or whenever appropriate) so that the new month will be defaulted to daily entry. Choose the desired period from the drop-down menu and click **OK** to set a new period.

Entry is allowed in past and future months based on menu options in Settings. *General Ledger > Entry Options* and *Accounts Payable > Entry Options* have separate settings for the number of past and future month entries allowed. To grant access to specific users, click the **Users/Groups** to include them.

*General Ledger > Entry Options* also has a setting for **Years** for which entry is allowed.

---

## 13th Month

There is not a reset for the 13th month. Simply enter the accounting period as 13/yyyy (fiscal year end) on the entry screen.

When running financial reports, you can select month mm/yyyy (last month of the fiscal year) if you want figures through the previous month of the fiscal year; select 13/yyyy (fiscal year) if you include the 13th month.

### **If you click on the Customize View > Columns tab (month column):**

- Month would include the month on the Select tab.
  - YTD YE (year-end) would consist of 13th-month amounts.
  - Annual would include 13th month amounts.
  - YTD Mo would be included throughout the month on the Select tab. This allows you to report through mm/yyyy (fiscal year end) or 13/yyyy (fiscal year). Thus, you can get a year-end report as of the end of the 12th month or a year-end report including the 13th month.
-