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Accounting Period Reset
Month End > Accounting Period Reset

Video Tutorial

Click the play button below for a video tutorial. This tutorial is about 6 minutes long. Written instructions are below the video.

NOTE: *If viewing from the right-side screen, to open the video on a larger screen, use the "Open in full site" link at the bottom left of the help display. If you are already viewing from the full site, click the play button below to begin the tutorial.*

Your browser does not support HTML5 video.

Step-by-Step Instructions

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.

- **Recurring Journal Entries:** A dialog box shows a list of entries that can be posted now by checking the box in front of each entry.

- **Recurring Payable Entries:** A dialog box shows a list of entries that can be posted now by checking the box in front of each entry.

- **Asset Entry Batches:** A dialog box message asks if you want to post your Asset Entry Batches.

    - **Yes** - will bring you to the Asset Entry Batches Screen. From here, you can select the period and then select the Post dropdown to choose Recent Batches or All Batches.

    - **No** - will leave the Asset Entry Batches unposted. They will need to be manually posted. The Accounting Period will be Reset when the dialog boxes have been resolved.

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.