



## Resetting Your Fiscal Year

1. Complete your normal end-of-month procedures (Finance Charges, Autopost, etc.)
2. Verify that all your batches are posted and you do not have any Floating Transactions.
3. Print a "**View Totals**" report for the date range that includes all 12 months of the fiscal year you are closing, example 1/1/17 through 12/31/17 if your new Fiscal Year begins 1/1/18.
4. Print three variations of the Aging Report to show who has A/R at the close of the year. You will first report everyone with any kind of balance and then separate the credits from the charges.

- a. Double-click on the report "**Aging – Total Balances**". Remove the checks beside Over 30, Over 60, Over 90. Check the 3 boxes as shown: "Total Balance", "Less Than", "Greater Than". Click "OK". This report shows every account with A/R. Print 2 copies of the report (one for your records and one for your accountant).

Specify Criteria for Aging

Click Apply Criteria if you want to limit this report even further to certain customers

Apply Criteria

Show All Accounts **This report shows aged balances for ALL transactions (R, B, F, P)**

Aging Choices

<input checked="" type="checkbox"/> Total Balance	<input checked="" type="checkbox"/> Less Than
<input type="checkbox"/> Current	<input type="checkbox"/> Equal To
<input type="checkbox"/> Over 30	<input checked="" type="checkbox"/> Greater Than
<input type="checkbox"/> Over 60	<input type="text" value="0.00"/>
<input type="checkbox"/> Over 90	

OK Cancel

- b. Double-click on the report "Aging – Total Balances". Remove the checks beside Over 30, Over 60, Over 90. Check the 2 boxes as shown: "Total Balance", "Greater Than". Click "OK". This report shows every account with a Charge balance. Print 2 copies of the report (one for your records and one for your accountant).

Specify Criteria for Aging

Click Apply Criteria if you want to limit this report even further to certain customers

Apply Criteria

Show All Accounts **This report shows aged balances for ALL transactions (R, B, F, P)**

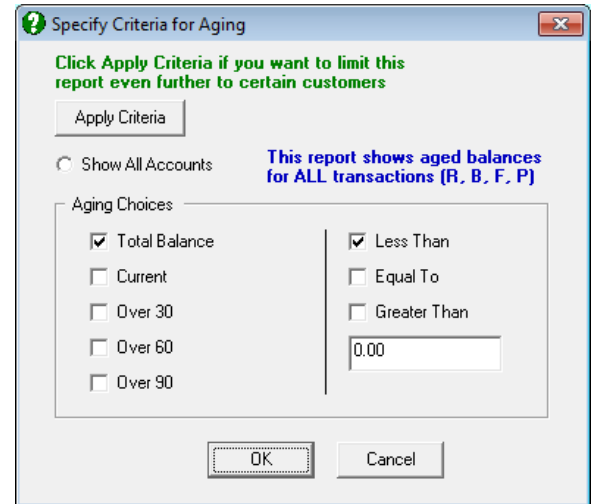
Aging Choices

<input checked="" type="checkbox"/> Total Balance	<input type="checkbox"/> Less Than
<input type="checkbox"/> Current	<input type="checkbox"/> Equal To
<input type="checkbox"/> Over 30	<input checked="" type="checkbox"/> Greater Than
<input type="checkbox"/> Over 60	<input type="text" value="0.00"/>
<input type="checkbox"/> Over 90	

OK Cancel



- c. Double-click on the report "Aging – Total Balances". Remove the checks beside Over 30, Over 60, Over 90. Check the 2 boxes as shown: "Total Balance", "Less Than". Click "OK". This report shows every account with a Credit balance. Print 2 copies of the report (one for your records and one for your accountant).



5. Navigate to "**Utilities (F7)**" / "**Options (F7)**". Select "**Posting**" from the category filter.
- Edit the entry for "**Fiscal Year Begins**". Set the date to be the beginning of the new Fiscal Year (generally 1 year later from the date shown).
  - Edit the entry for "**Period Locking – Close Date.**" Set it to the day before your new Fiscal Year start, example: set it to 12/31/17 if your new Fiscal begins 1/1/18.
6. Ask any other users to log out of their open DRM Windows sessions and then log back in.