

Executing the year-end procedure is a dedicated function. Make sure that no one is releasing batches before executing this procedure.



1. From the Master Menu, double-click



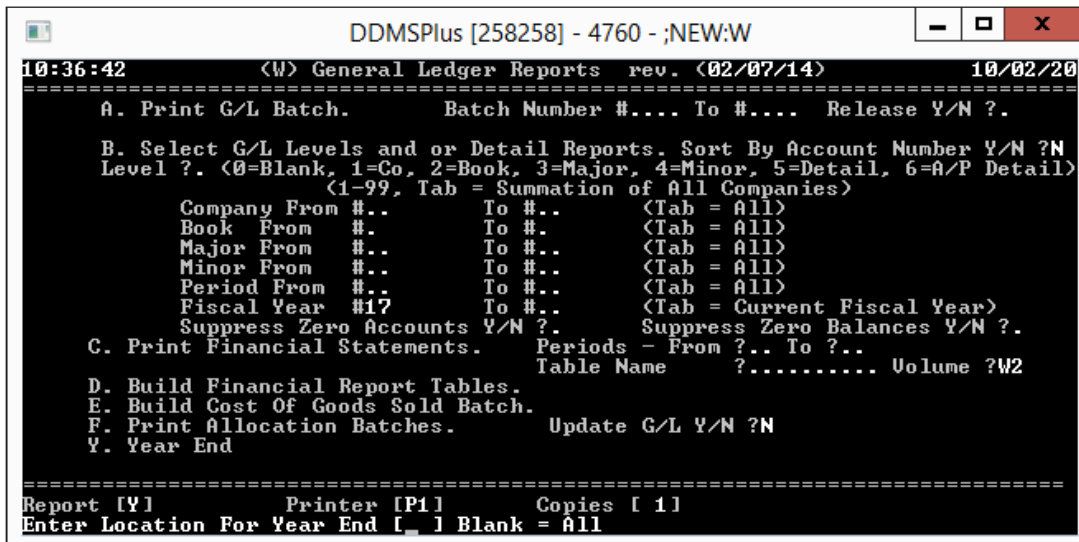
2. From the Reports Menu, double-click **GL Reports**. The text-based (W) General Ledger Reports screen opens.

3. Select the [Y] Year End action code.

4. At the Enter Password prompt, enter the password set in the EOY field in the (LJ) General Ledger Parameters screen. If no password is set, press Enter. The Enter Location for Year End prompt displays.

5. If you have only one location, or if you have multiple profit centers that share the same fiscal year, press Tab. Press Enter for Blank for All Locations. Go to **Step 7**.

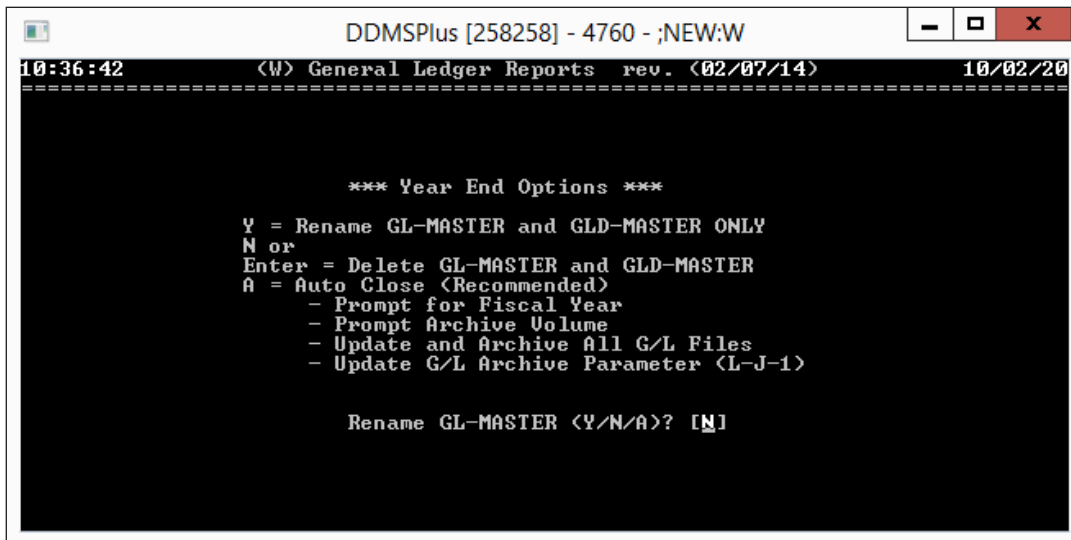
If you are performing the year-end procedures for a specific G/L location, enter the number of the location.



6. At the Save Purged Location Records, type **N** to delete the detail information for this location. Go to **Step 8**.

To save all the detail information for this location, type **Y**. At the Enter Filename prompt, enter the name of the file to save the information for this location. Go to **Step 10**.

7. The Year End Options display along with the Rename GL-MASTER prompt. See the figure on the following page.

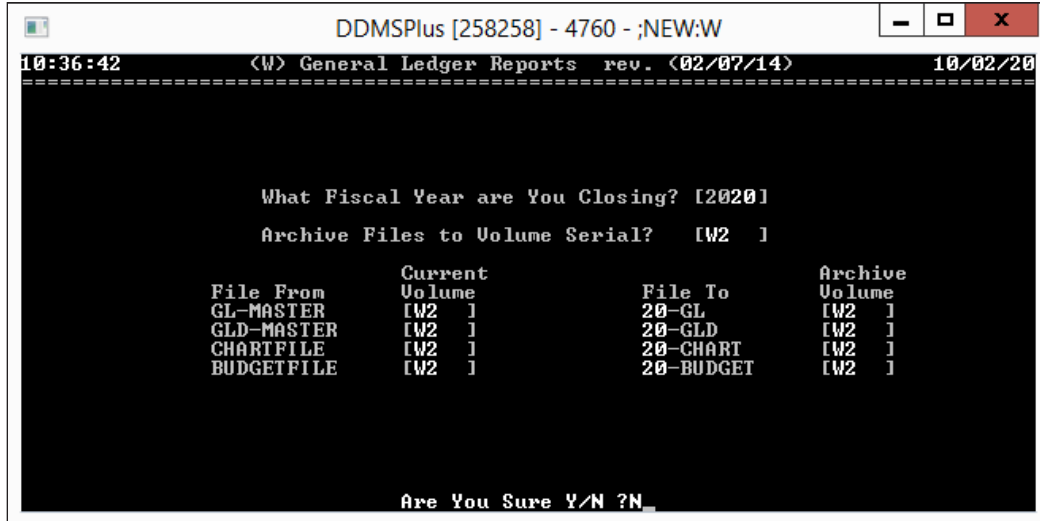


Choose your response according to the following.

**Note:** We recommend that you type **A** to automatically copy the CHARTFILE and BUDGETFILE.

- Type **Y** to rename the GL-MASTER and GLD-MASTER files. Go to **Step 8**. (Be sure you have manually copied the CHARTFILE and BUDGETFILE for the year that is ending before typing Y at this prompt. To do this, go to DDMSPLUS Administration use the Table Copy function in the Database menu.)
  - Type **N** to delete the GL-MASTER and GLD-MASTER files. The Warning GL-MASTER Will Be Deleted OK to Continue prompt appears. Type **Y** to delete GL-MASTER and GLD-MASTER. Go to **Step 10**.
  - Type **A** to perform the Auto Close function. Go to **Step 9**.
8. If you type Y to rename the file, the Enter Filename field opens. Complete the following:
    - 8.1 In the Enter Filename field, enter a unique name for the file to save the information for the prior year. For example, if you are renaming GL-MASTER for 2023, specify a name such as 23-GL. If you do not completely fill the field, press Enter.
    - 8.2 At the Are You Sure prompt, type **Y**.
    - 8.3 Manually specify the new file names for GL-MASTER, CHARTFILE and BUDGETFILE in the (LJ1) General Ledger Archive Parameters screen. You must specify the file names for the new year and for the year that is ending. For details, see your online documentation. Go to **Step 10**.
  9. If you type **A** to perform the Auto Close function, a set of fields open. Enter your responses according to the following:
    - 9.1 At the What Fiscal Year Are You Closing prompt, enter the fiscal year to close, 23, for example.
    - 9.2 Press Tab.
    - 9.3 In the Archive Files to Volume Serial field, enter the volume serial to which to archive the information, W2, for example.
    - 9.4 Press Tab.

- 9.5 At the Are You Sure prompt, type Y. The system copies the files to the proper file name and volume serial. The CHARTFILE and BUDGETFILE are copied, GL-MASTER and GLD-MASTER are renamed. The year-end procedure is run and the appropriate files added to the (LJ1) screen for the proper fiscal year.



10. Be sure that the RPT:J1 function is complete in the DDMSPLUS Administration Dashboard before doing any procedure that involves the general ledger.

