

Accounting Period Reset

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Month End > Accounting Period Reset

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

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

General Ledger > Entry Options also has a setting for Years that 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 fiscal year) if you want figures through last month of fiscal year; select 13/yyyy (fiscal year) if you want to include 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 include 13th month amounts.
 - Annual would include 13th month amounts.
 - YTD Mo would include through the month on the Select tab. So this allows you to report through mm/yyyy (fiscal year end) or 13/yyyy (fiscal year). In this way you can get a year end report as of 12th month-end or year end report including 13th month.
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