

## Year-End Procedures

Last Modified on 12/31/2024 2:24 pm EST

# Year-End Procedures

[Settings](#) > [General Ledger](#) > [Entry Options or Accounts Payable](#) > [Entry Options](#)

Entries to the last month of the fiscal year should be done the same as every other month. You may continue to do day-to-day entry into the new year (or the old year) whether you have run a year-end reset or not, based on controls set in [Settings](#) > [General Ledger](#) > [Entry Options or Accounts Payable](#) > [Entry Options](#).

These two settings control how many months of forward/back entry your organization allows.

When the regular monthly entry for the last month of the fiscal year is complete, you are ready to run the Year-End Reset; later, you may make additional journal entries for the prior year as needed.

- You should have already reset the period to be the first period of the new fiscal year. Menu option [Month End](#) > [Accounting Period Reset](#) should show the current month as the first month of your fiscal year.
- All users should stay out of SGA Accounting while the year-end reset runs.
- Run the menu option [Month End](#) > [Year End Reset](#).
- If you have additional entries to make into the prior year after the year-end reset has been run, you can still do so by changing the accounting period on the entry screen. To make a journal entry for the 13th period, change the period to 13/xxxx (your fiscal ending year) on the Journal Entry screen. The system will automatically adjust the year-end closing entries for any entry made in a prior year and change the balance forward to the new year.

### Budget considerations

- [Settings](#) > [Budgeting](#) > [Allocations](#). If you are using the auto-calculation tool Budget Allocations, these should be in place for the new year. If not, you can copy them from the prior year by clicking Copy.
  - [Settings](#) > [Budgeting](#) > [Years](#). The new year budget is probably already in place. If not, see [Budget Setup for New Year](#).
  - If your organization uses Forecast (revised budget), you must set up the Forecast for the new year. See [Forecasting](#).
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