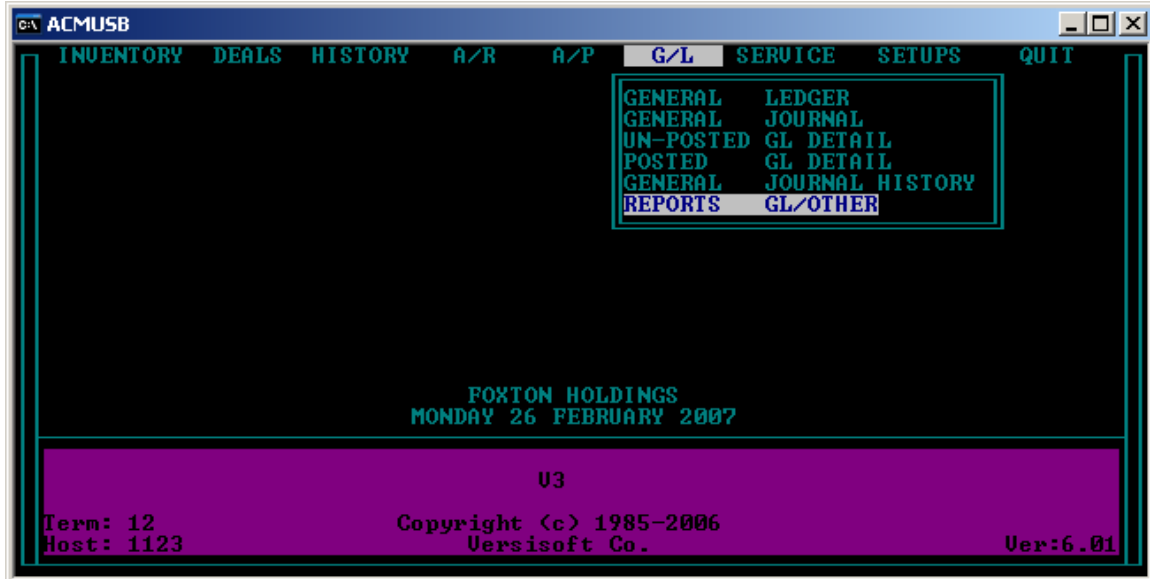


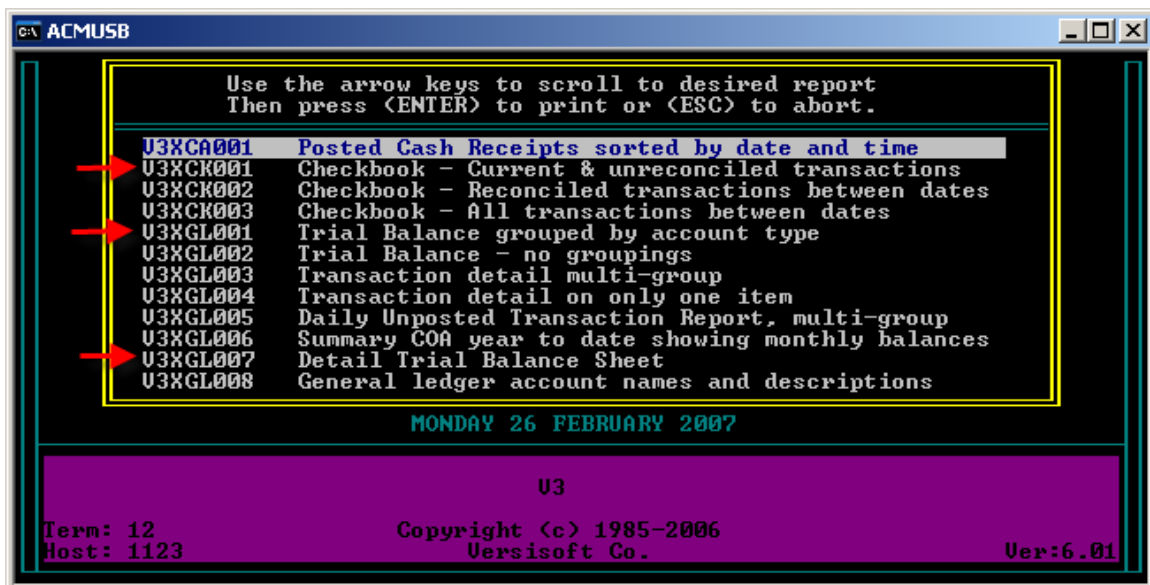


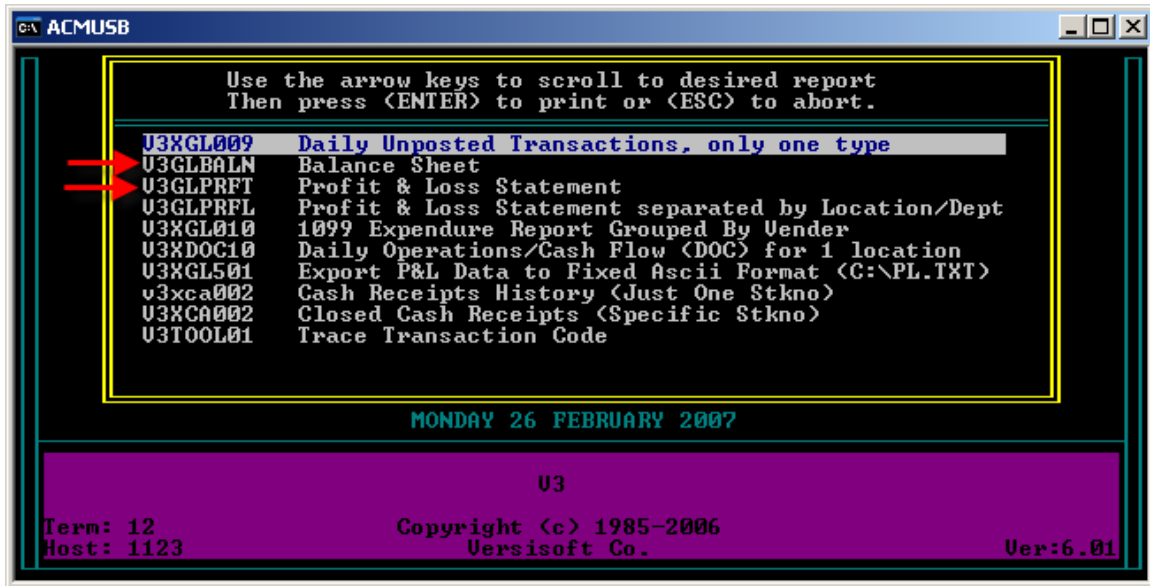
## GENERAL LEDGER MONTH/YEAR END

All history Sales History and reports may be run at any time because they are date driven. At no time is the data purged. This is similar to the General ledger data and reports for any given year. However, at Year End the **POSTED TRANSACTION** file will be purged and the Profit and Loss accounts will be cleared.



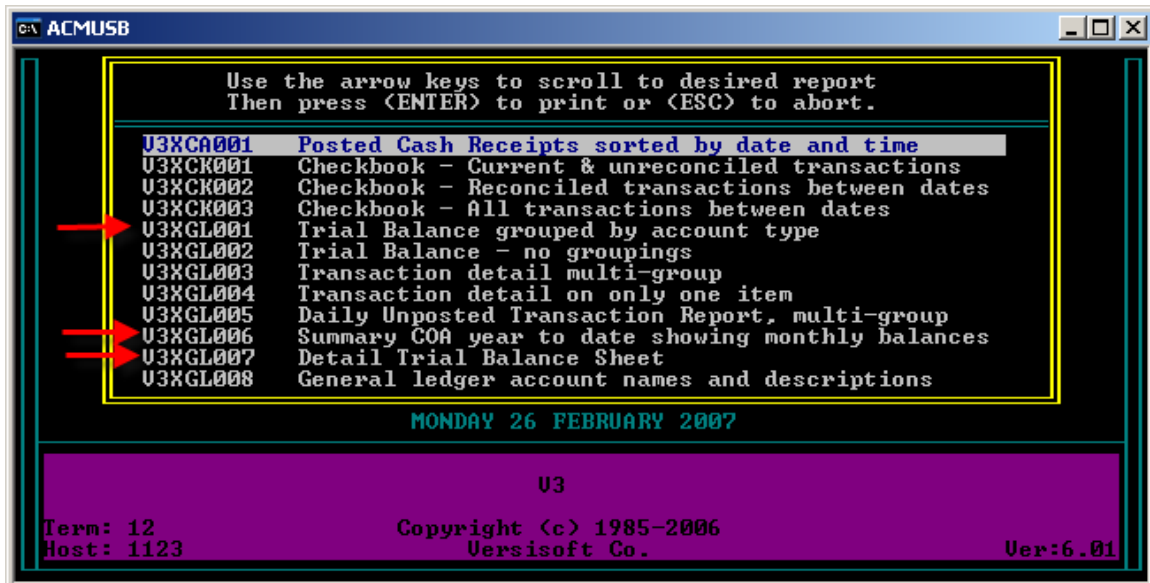
Month End Reports to run include the following:

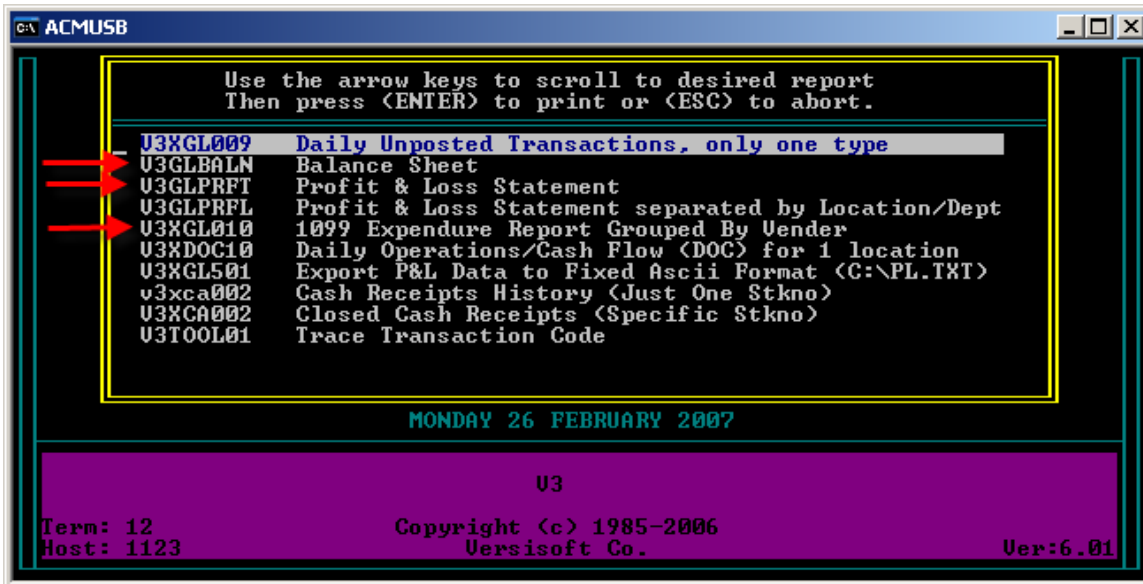




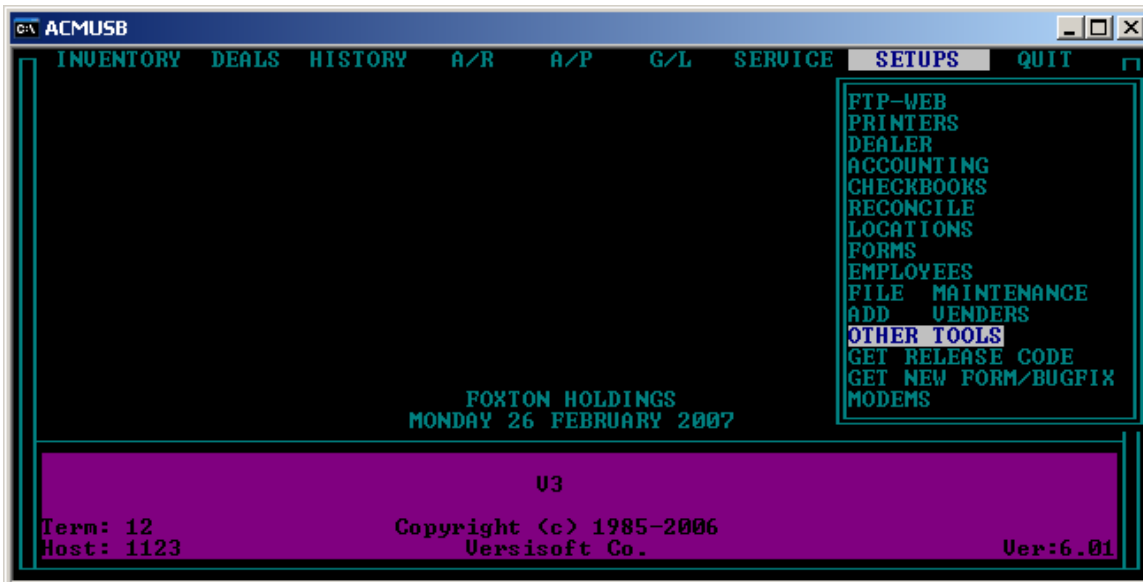
It will be necessary to run the reports from the modules that are not date driven and that constantly changes such as, Inventory, Accounts Receivable and Payables.

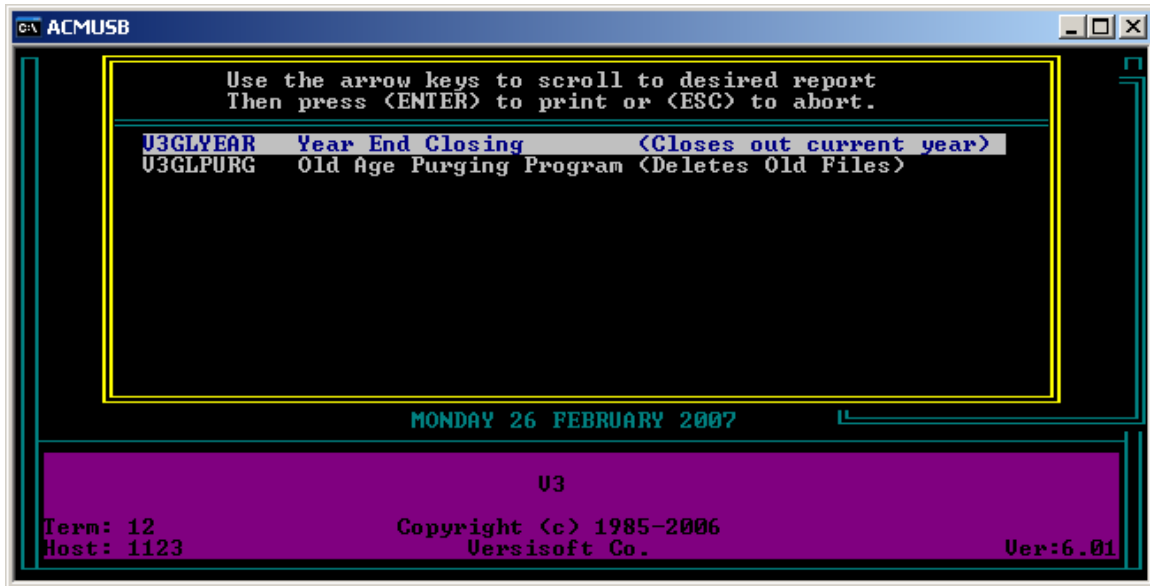
Year End Reports to run include all the Month End reports plus:



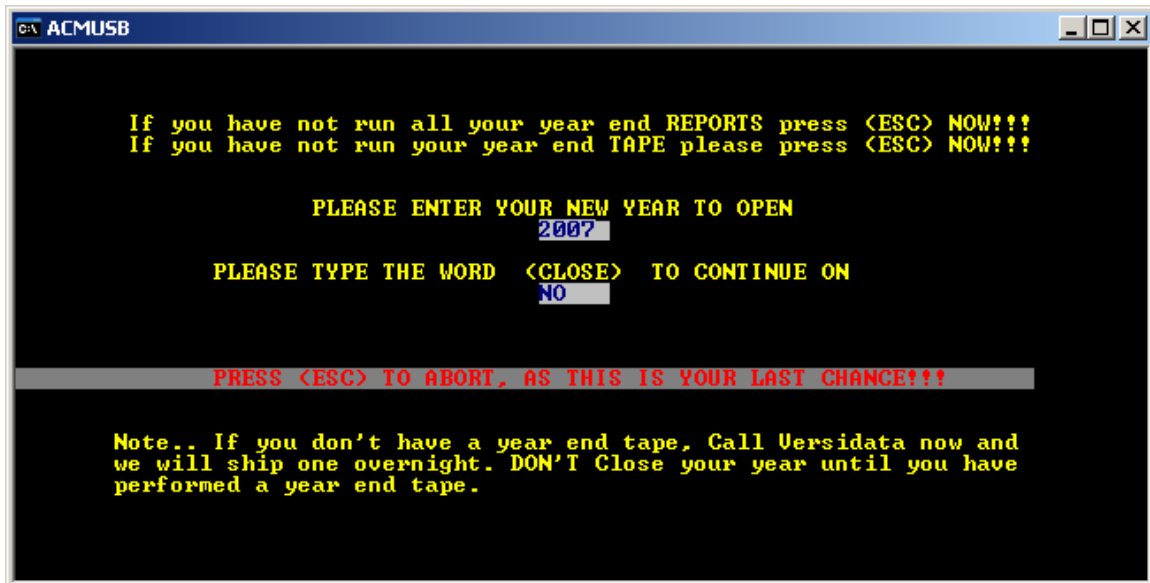


The Year End closing function may be found under Setups, Other Tools.





Prior to closing the year all the reports will need to be run and it is imperative that you do a backup of the software to keep. Once the closing procedure has been run the detail transactions may not be brought back.



To continue enter the new year and type the work "CLOSE" to confirm Year End closing.

Once this has been complete a one sided entry to retained earnings will need to be posted through the General Journal. Re-run Month end reports and post the next month's transactions and you are on your way.

Be sure to enquire about training classes if you are not comfortable with any of the above information available the web site [www.versisoft.com](http://www.versisoft.com).

V3 software notes:

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