This should only be done if you did NOT select Yes to 'Purge Transactions' when you completed the year end precedures originally. The following process also does NOT reset 'prior' year information aka comparative data.

1. Get everyone out of the GL program
2. Make a backup of your data.
3. Go to G/L, File Maintenance, Purge G/L details or F10 and type GLPURGE

```
║ General Ledger    ║       1 LUCKY RENT TO OWN       ║   4/19/10 12:15 pm ║
║                                                                          ║
║                                                                          ║
║         Account Analysis              Historical Statements              ║
║                                                                          ║
║         Budgets Data Changes          Journal Entries                    ║
║                                                                          ║
║         Copy G/L Budgets              Layout Maintenance                 ║
║                                                                          ║
║         COmparative Data Changes      Print Financial Statements         ║
║                                                                          ║
║         File Maintenance ◄──────      Reports                            ║
║                                                                          ║
║         FrEquent/Recurring J/E's                                         ║
║                                                                          ║
║                                                                          ║
║                                                                          ║
 F1-DFM      F2-MAIL     F4-CALENDAR     F5-HELP     F7-SECURITY     F8-Prev
```

```
║ G/L Utilities     ║       1 LUCKY RENT TO OWN       ║   4/19/10 12:17 pm ║
║                                                                          ║
║                                                                          ║
║         Account Maintenance           Set Operating Dates                ║
║                                                                          ║
║         Company Maintenance           SOurce Code Maintenance            ║
║                                                                          ║
║         Department Maintenance        SUmmary System Interface           ║
║                                                                          ║
║         Purge G/L Details ◄──────     Valid Account Report               ║
║                                                                          ║
║         Recalculate Balances          Year End Procedures                ║
║                                                                          ║
║                                                                          ║
║                                                                          ║
║                                                                          ║
 F1-DFM      F2-MAIL     F4-CALENDAR     F5-HELP     F7-SECURITY     F8-Prev
```

4. Enter the beginning of the current fiscal year as the beginning and ending date and BAL as the source code, press F9.

```
┌────────────────────┬──────────────────────────────┬──────────────────────┐
│                    │    1 LUCKY RENT TO OWN        │   4/19/10 12:19 pm   │
├────────────────────┴──────────────────────────────┴──────────────────────┤
│                                                                           │
│  Beg Date:  1/01/10                                                       │
│  End Date:  1/01/10                                                       │
│                                                                           │
│     Source: BAL                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                 ┌───────────────────────────────┐         │
│                                 │    Press F9 when finished     │         │
│                                 │     entering all parameters   │         │
│                                 └───────────────────────────────┘         │
│                                                                           │
└───────────────────────────────────────────────────────────────────────────┘
                    Input the beginning date to be purged
```

5. Go to G/L , File Maintenance, Company Maintenance, Change a Company or press F10 and type CHGCOMP at 'Company' accept the default of 1 by pressing enter.

```
┌────────────────────┬──────────────────────────────┬──────────────────────┐
│ G/L Utilities      │    1 LUCKY RENT TO OWN        │   4/19/10 12:21 pm   │
├────────────────────┴──────────────────────────────┴──────────────────────┤
│                                                                           │
│       Account Maintenance           Set Operating Dates                   │
│                                                                           │
│       Company Maintenance    ◄───   SOurce Code Maintenance               │
│                                                                           │
│       Department Maintenance        SUmmary System Interface              │
│                                                                           │
│       Purge G/L Details             Valid Account Report                  │
│                                                                           │
│       Recalculate Balances          Year End Procedures                   │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
│                                                                           │
├───────────────────────────────────────────────────────────────────────────┤
│ F1-DFM     F2-MAIL     F4-CALENDAR     F5-HELP     F7-SECURITY    F8-Prev  │
└───────────────────────────────────────────────────────────────────────────┘
```

```
╔══════════════════════════╦══════════════════════════════════╦═══════════════════════════╗
║ Company Menu             ║         1 LUCKY RENT TO OWN      ║     4/19/10 12:24 pm      ║
╠══════════════════════════╩══════════════════════════════════╩═══════════════════════════╣
║                                                                                           ║
║                     Add a Company Record                                                  ║
║                                                                                           ║
║                     Change a Company Record                                               ║
║                                                                                           ║
║                     Delete a Company Record                                               ║
║                                                                                           ║
║                     List all Company Records                                              ║
║                                                                                           ║
║                     Parameter Control Records                                             ║
║                                                                                           ║
║                     PRint Company Report                                                  ║
║                                                                                           ║
║                     Show a Company Record                                                 ║
║                                                                                           ║
║                                                                                           ║
╠═══════════════════════════════════════════════════════════════════════════════════════════╣
║  F1-DFM      F2-MAIL      F4-CALENDAR      F5-HELP      F7-SECURITY      F8-Prev           ║
╚═══════════════════════════════════════════════════════════════════════════════════════════╝
```

6. Enter in last year's periods to the right of the screen, making sure you are accurate on beginning and ending dates (pay close attention to February) F9 when finished.

```
╔══════════════════════════╦══════════════════════════════════╦═══════════════════════════╗
║ Change Company           ║         1 LUCKY RENT TO OWN      ║     4/19/10 12:26 pm      ║
╠══════════════════════════╩══════════════════════════════════╩═══════════════════════════╣
║                                                         PRD    START       END           ║
║       Company:    1                                      1    1/01/09     1/31/09        ║
║     Site name: LUCKY RENT TO OWN                         2    2/01/09     2/28/09        ║
║       Address:                                           3    3/01/09     3/31/09        ║
║                                                          4    4/01/09     4/30/09        ║
║                                                          5    5/01/09     5/31/09        ║
║                                                          6    6/01/09     6/30/09        ║
║  Phone number:                                           7    7/01/09     7/31/09        ║
║    Fax number:                                           8    8/01/09     8/31/09        ║
║           FIN:                                           9    9/01/09     9/30/09        ║
║                                                         10   10/01/09    10/31/09        ║
║      Current:   1/01/09 to  5/30/10                      11   11/01/09    11/30/09       ║
║  ------------------- MODULES -------------------         12   12/01/09    12/31/09       ║
║ A/R -R: N     A/P: Y    RTO: N     P/O: Y   G/L: Y       13   ■                          ║
║    SUM: Y     T/A: N  STRIP: Y       Z: Y   S/A: Y                                       ║
║    F/M: Y     T/M: N A/R -S: Y    PAWN: N   UPS: N                                       ║
║    B/R: Y    SERV: N  MOVIE: N    SALES: Y  RTO: Y                                       ║
║ COMMON: Y    LOAN: N    O/E: N     H/R: N     : N                                        ║
╠═══════════════════════════════════════════════════════════════════════════════════════════╣
║           Input the starting and ending dates for each period                             ║
╚═══════════════════════════════════════════════════════════════════════════════════════════╝
```

7. Go to G/L, File Maintenance, Recalculate Balances or press F10 and type ACCTBAL – Leave account numbers blank – F9 thru screen.

```
┌─────────────────────┬──────────────────────────┬───────────────────────┐
│ G/L Utilities       │     1 LUCKY RENT TO OWN   │   4/19/10 12:29 pm    │
├─────────────────────┴──────────────────────────┴───────────────────────┤
│                                                                         │
│         Account Maintenance            Set Operating Dates              │
│                                                                         │
│         Company Maintenance            SOurce Code Maintenance          │
│                                                                         │
│         Department Maintenance         SUmmary System Interface         │
│                                                                         │
│         Purge G/L Details              Valid Account Report             │
│                                                                         │
│         Recalculate Balances           Year End Procedures              │
│                                                                         │
│                                                                         │
└─────────────────────────────────────────────────────────────────────────┘
  F1-DFM      F2-MAIL      F4-CALENDAR     F5-HELP     F7-SECURITY    F8-Prev
```

```
┌─────────────────────┬──────────────────────────┬───────────────────────┐
│ Calc Balances       │     1 LUCKY RENT TO OWN   │   4/19/10 12:30 pm    │
├─────────────────────┴──────────────────────────┴───────────────────────┤
│    Beginning Acct: █                                                     │
│       Ending Acct:                                                       │
│                                                                         │
│                                                                         │
│                                                                         │
│                                                                         │
│                                   ┌─────────────────────────────┐       │
│                                   │  Press F9 when finished     │       │
│                                   │  entering all parameters    │       │
│                                   └─────────────────────────────┘       │
└─────────────────────────────────────────────────────────────────────────┘
      Input the beginning account number to be recalculated
```

8. Go to G/L, File Maintenance, Set Operating Dates or press F10 and type DATES.
    Enter in the dates required to make you year end adjusting journal entries.

```
 G/L Utilities                1 LUCKY RENT TO OWN              4/19/10 12:33 pm


           Account Maintenance    ──────▶  Set Operating Dates

           Company Maintenance             SOurce Code Maintenance

           Department Maintenance          SUmmary System Interface

           Purge G/L Details               Valid Account Report

           Recalculate Balances            Year End Procedures




 F1-DFM      F2-MAIL      F4-CALENDAR      F5-HELP      F7-SECURITY      F8-Prev
```

```
 Set Dates                    1 LUCKY RENT TO OWN              4/19/10 12:34 pm

   == General Ledger Dates ==    The General Ledger dates are for the period
                                 in which you are still doing Journal Entries.
     Starting date: 12/01/09     This is normally one month behind the date
   ▶ Ending date: 12/31/09       range used everywhere else!

   == Everywhere Else Dates ==   Everywhere else includes the validation for
                                 Accounts Payable, Inventory Management and
     Starting date:  4/01/10     Puchasing/Receiving.  This is normally at
       Ending date:  5/31/10     one month ahead of the General Ledger period.


                                  ┌──────────────────────────────┐
                                  │   Press F9 when finished      │
                                  │   entering all parameters     │
                                  └──────────────────────────────┘

               Input the starting date for the current G/L period
```

9. Make your adjusting entries.
10. Print your Updated Balance Sheet, Income Statement and Trial Balance. **Keep in mind that the 'Comparative' option will not report correctly. Those figures are not reset during the reopening of the year so don't select that option when rerunning reports.**

11. Proceed to redo Year End.