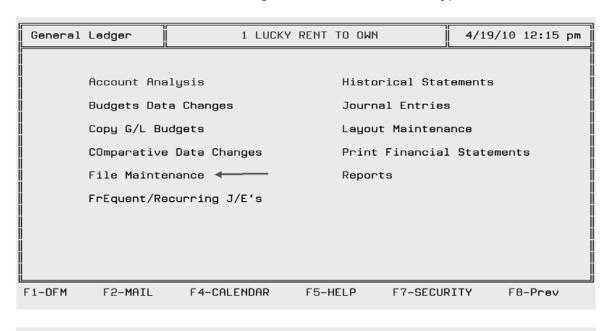
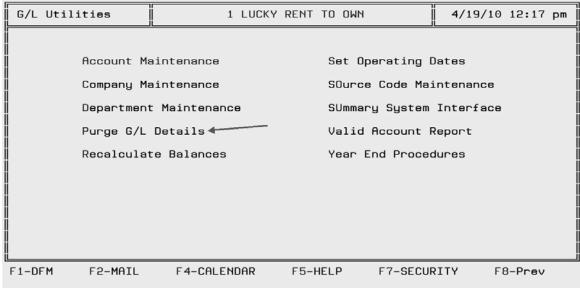


This should only be done if you did NOT select Yes to 'Purge Transactions' when you completed the year end precedures originally. The following process also does NOT reset 'prior' year information aka comparative data.

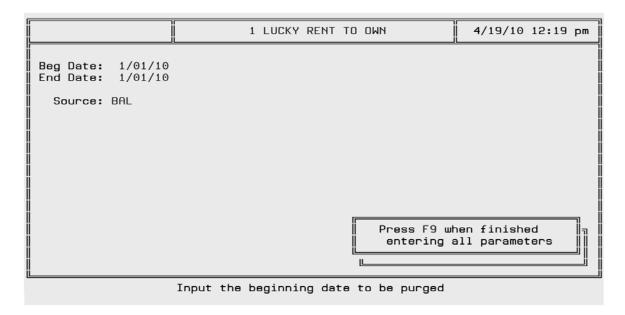
- 1. Get everyone out of the GL program
- 2. Make a backup of your data.
- 3. Go to G/L, File Maintenance, Purge G/L details or F10 and type GLPURGE



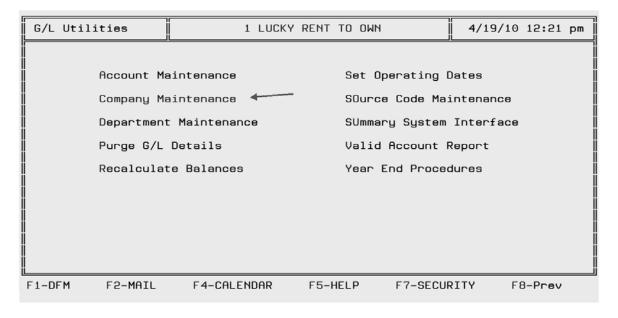


4. Enter the beginning of the current fiscal year as the beginning and ending date and BAL as the source code, press F9.

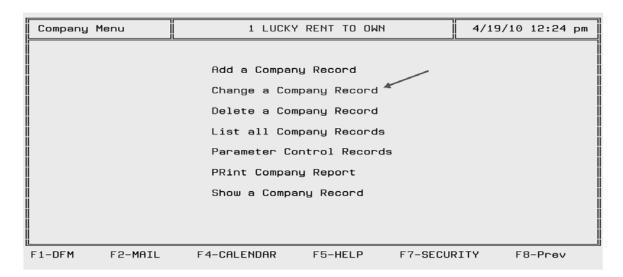




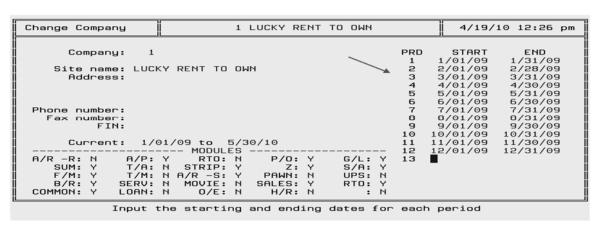
5. Go to G/L, File Maintenance, Company Maintenance, Change a Company or press F10 and type CHGCOMP at 'Company' accept the default of 1 by pressing enter.





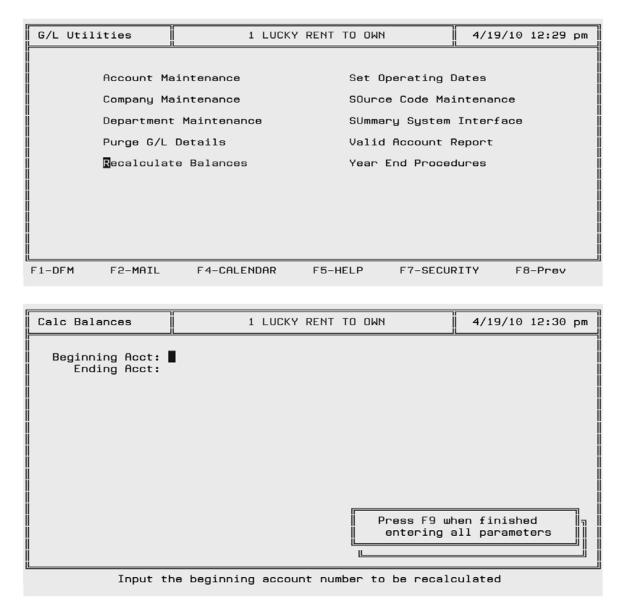


6. Enter in last year's periods to the right of the screen, making sure you are accurate on beginning and ending dates (pay close attention to February) F9 when finished.



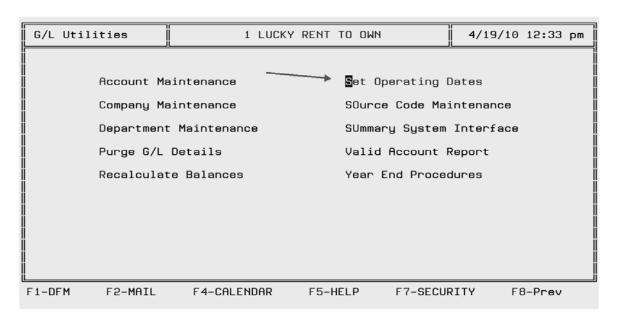
7. Go to G/L, File Maintenance, Recalculate Balances or press F10 and type ACCTBAL – Leave account numbers blank – F9 thru screen.

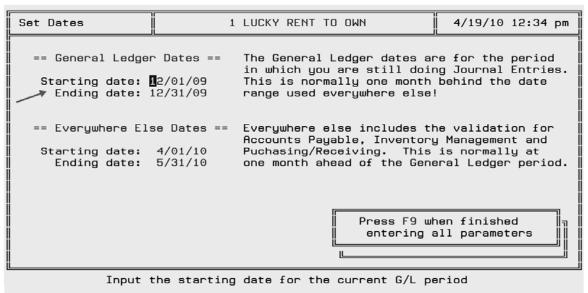




8. Go to G/L, File Maintenance, Set Operating Dates or press F10 and type DATES. Enter in the dates required to make you year end adjusting journal entries.







- 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.