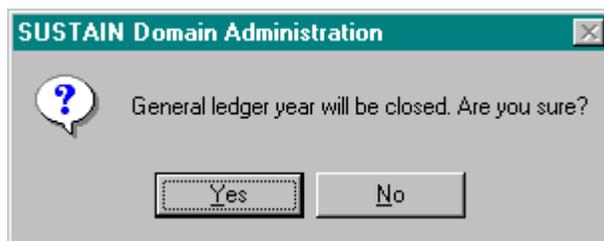


## Year-End Close

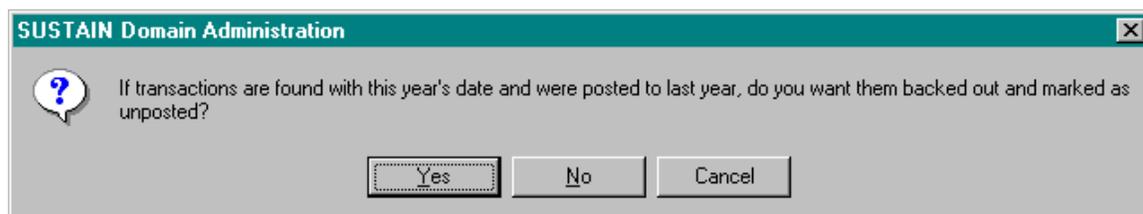
***Ideally this utility should be run before receipts are entered for the new fiscal year. If receipts have been entered for the current fiscal year make sure you choose Yes in Step 5 below. Before you do a year-end close make sure:***

- ***All Journal Entries have been applied for the fiscal year being closed.***
- ***Make sure all G/L Transactions have been posted for the fiscal year.***
- ***All reports have been generated and balanced.***
- ***Make sure that no Users are in SUSTAIN.***
- ***Make sure you have a good backup before running the utility.***

1. Login to Domain Administration.
2. Highlight your Court from the Organizations list.
3. Click on **Utilities/General Ledger/Year-End Close**.
4. Click on **Yes** when prompted:



5. At the next prompt be careful which option you choose. Click **YES** if you wish to mark Transactions with the current fiscal year's date as unposted. Click **NO** if you want Transactions with the current fiscal year's date to remain posted to last year. Choosing No means that these transactions will be moved to the "Year End Close" file and will not be available in SUSTAIN. If you do not wish to close the fiscal year, click **CANCEL**.



6. SUSTAIN will then inform you that the fiscal year has been closed.

7. Login to SUSTAIN and make sure that the G/L Transaction file (Reference/G/L Transaction) is blank.