Procedure to Year End Close a file

VERSION 1.00

<u>PROCEDURE SUMMARY</u>

1. **Backup client file**

      a. Open client file and make a Backup. Tick the Include Sub Folders option.
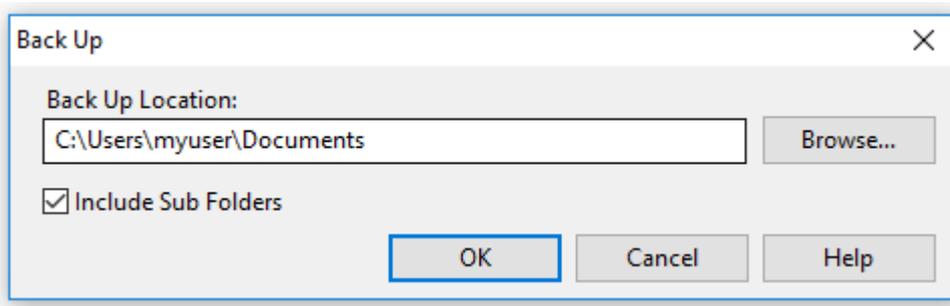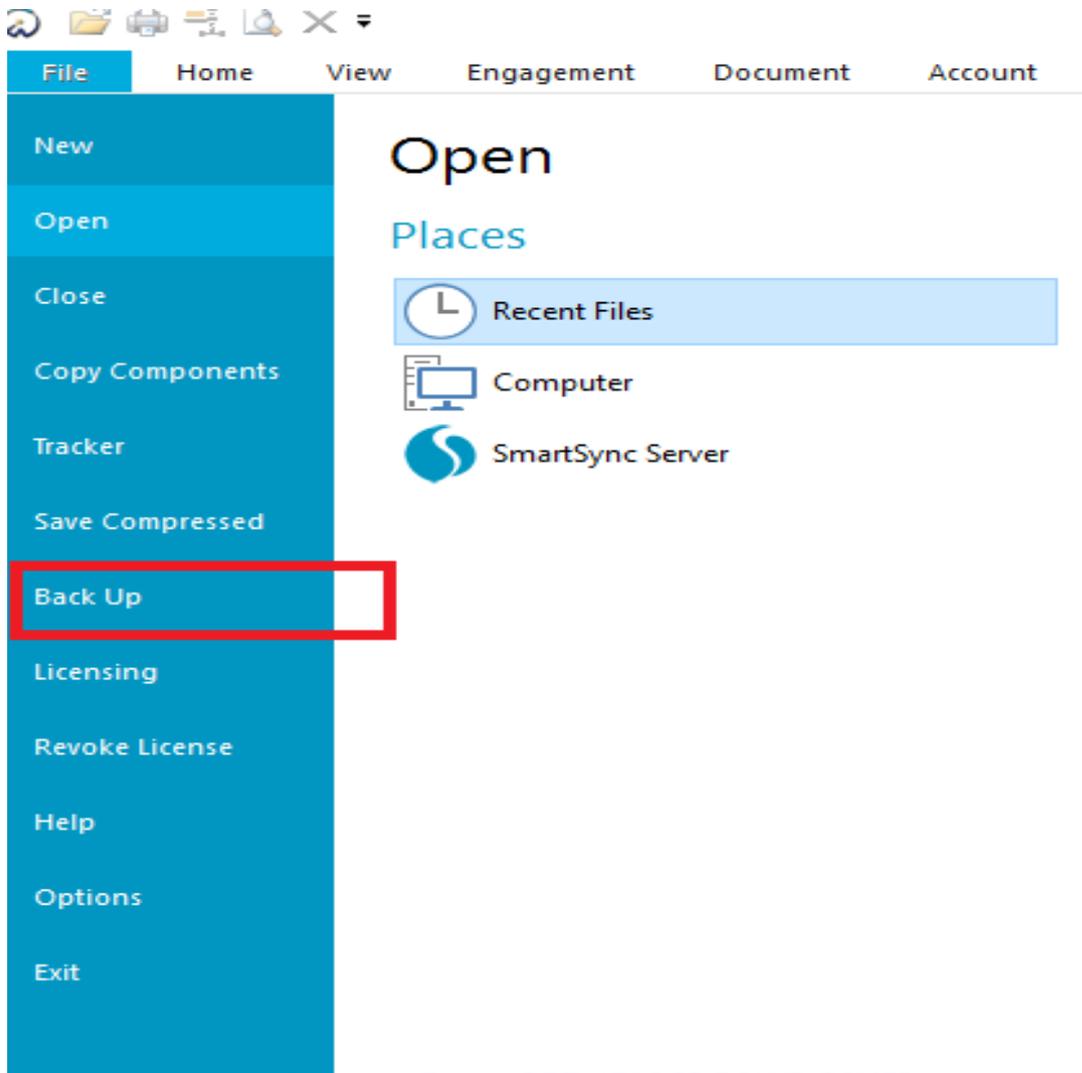
NOTE: You can use the backup in case something goes wrong in the procedure or as a fall back in case the procedure outcome is not the desired one.

2. **Year End Close the client file**

a. Select *Engagement / Year End Close*
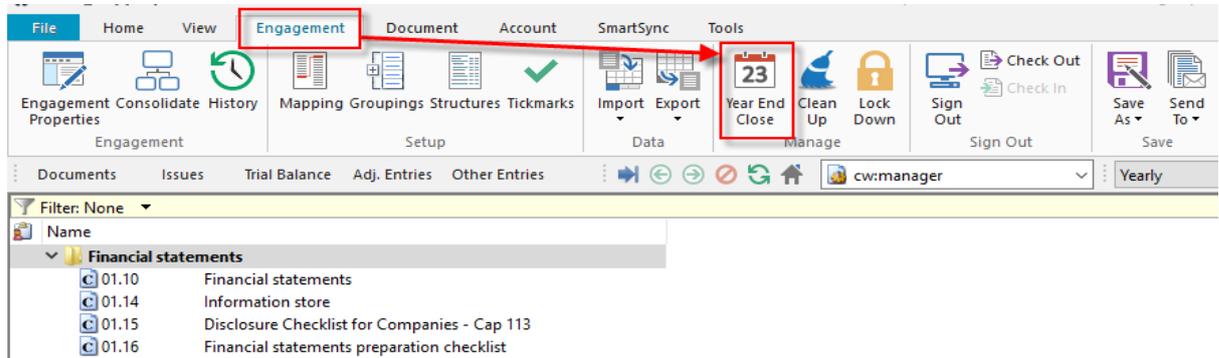
b. Click on the black triangle in order to specify the location you will create the new year's file.

Click on the black triangle in order to have the two options
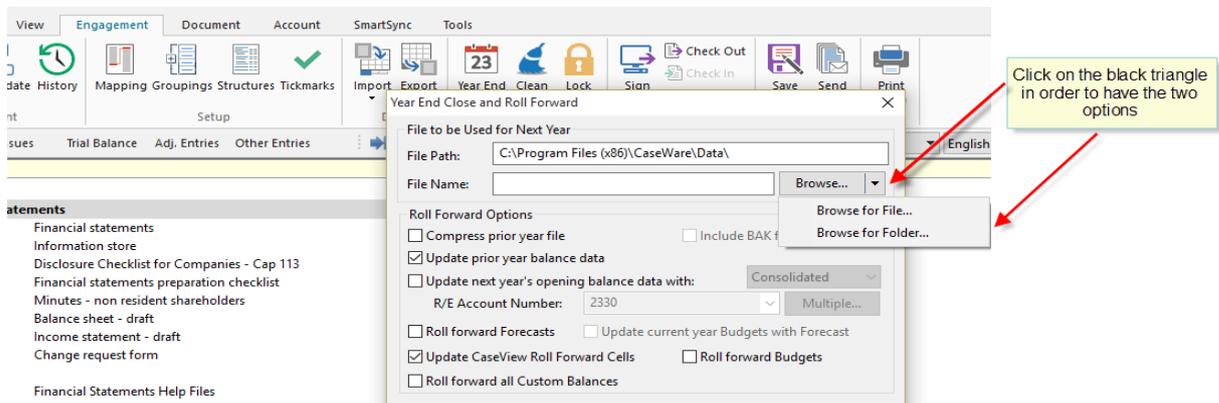
c. Browse for the folder and click "Select Folder".

Browse for the Data folder and click "Select Folder"
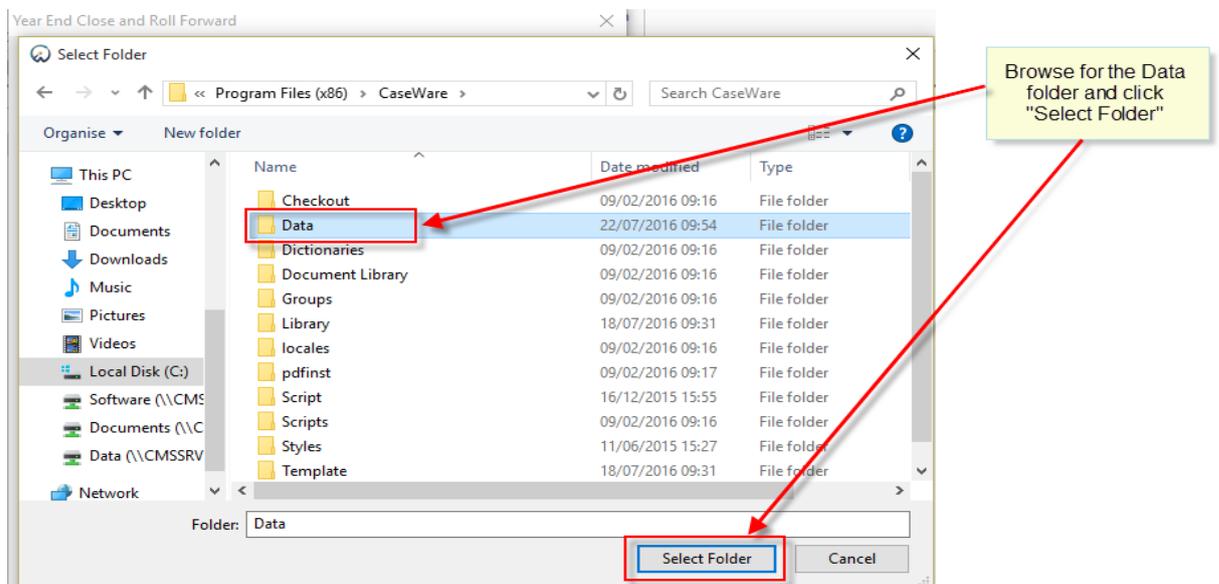
d. Enter desired name for the new client file. In the *Roll Forward Options* make sure **Update prior year balance data** and **Update CaseView Roll Forward Cells** are selected. Click OK.
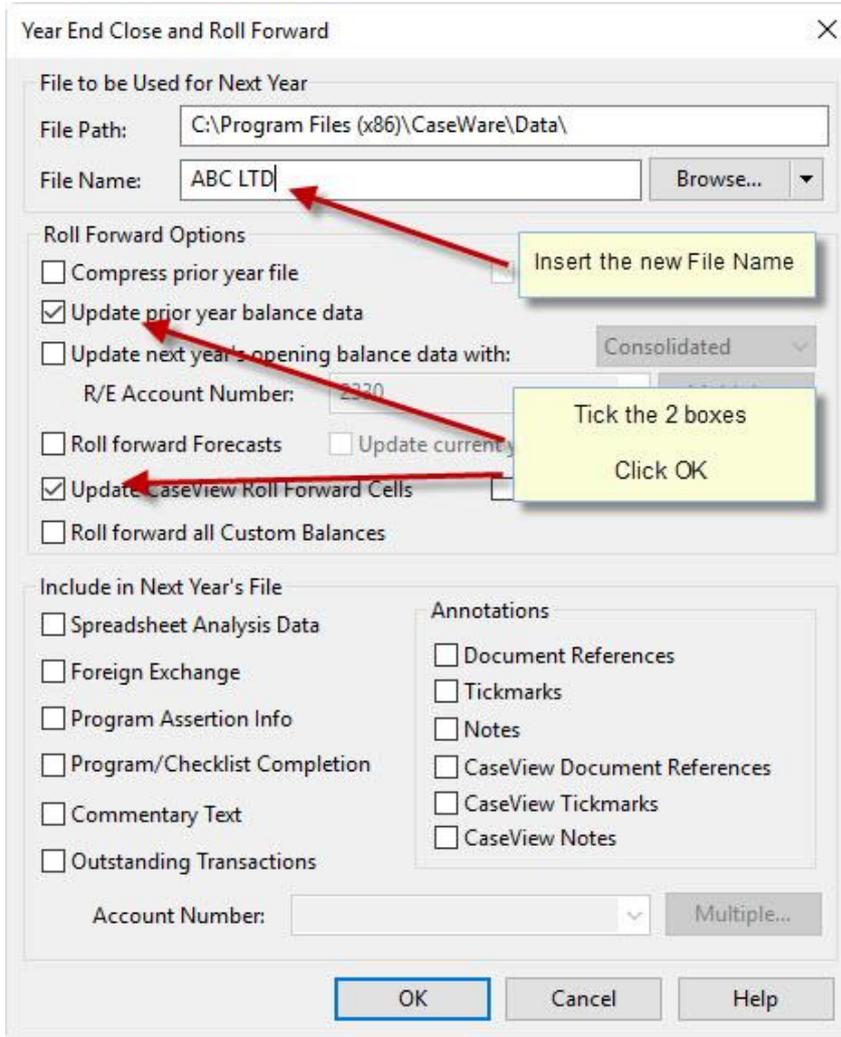
The procedure of Year End Close is now completed.