

## **Accounts Payable**

Even after you have ran the YEAR END PROGRAM you can still key in Accounts Payable invoices and expense them to December.

## **General Ledger**

The Year End for your General Ledger if ran though the General Ledger Menu, option #6 (PERIOD UPDATE OF GENERAL LEDGER option 2).

This is only done at the end of your calendar year.

1. Do any manual entries for adjustments.
2. Update all general ledger entries through the last day of the month you are ending your year. Use OPTION 6 – and OPTION 1.
3. Now run GL Report – ALL or SELECTED ACCOUNT TRANSACTIONS for SPECIFIC PERIOD. Need to select ALL.
4. Now you can do OPTION 2 – GENERAL LEDGER YEAR END. This procedure clears all accounts except assets. Your asset accounts will have a balance brought forward for the New Year.

If you need additional information, email [support@southpoint.net](mailto:support@southpoint.net) or call our office.