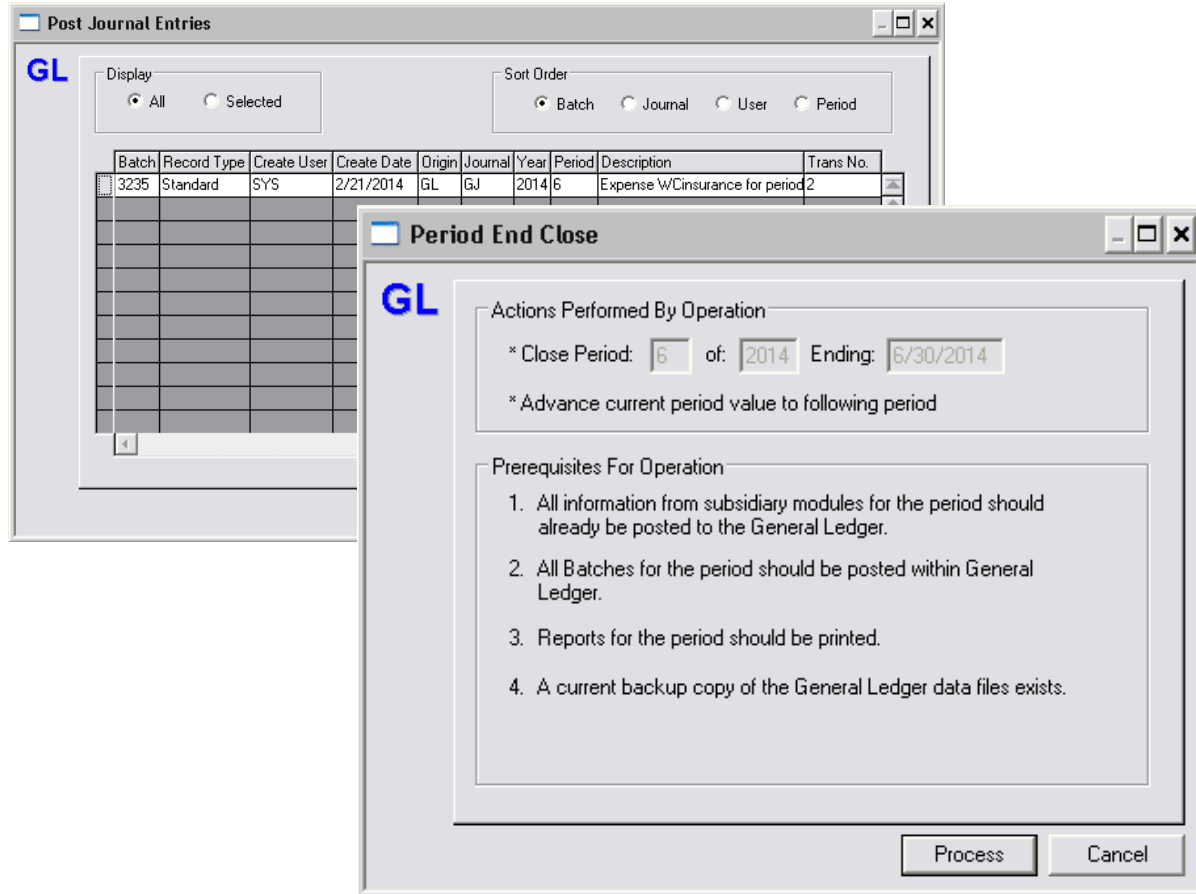


General Ledger Monthly Operations



GL PERIOD END CLOSE

www.multiviewinc.com/general-ledger-closing-periods

First, you should ascertain your Cut-off Date when nothing else will be entered into the previous period from other modules. Let's say it is the 15th of the Month. On the 15th of the month you will:

1. Go into the Accounts Payable, Bank Reconciliation, Payroll and Accounts Receivable modules and perform the Period-End Close process for each.
2. Select **PROCESS/POST JOURNAL ENTRIES** and post all batches.
3. You will want to make sure you have your financials printed out (either F9 or CYMA) and placed in a folder specific for that month. Some detailed reports may be 2000 pages in length, so if you want the data available but desire not to 'kill a tree', then simply run the report and export it to Excel. The report can be saved in a location on your hard-drive, for each month.
4. Refer to the window on the following page for details on creating a **manual backup**.