

Print Financials when Previous GL Year Not Closed

1. You can print Financial Statements for the current year when the previous year is still open.
Example: Print 1/31/19 Financials when GL is still open for 12/18.

- Steps below:

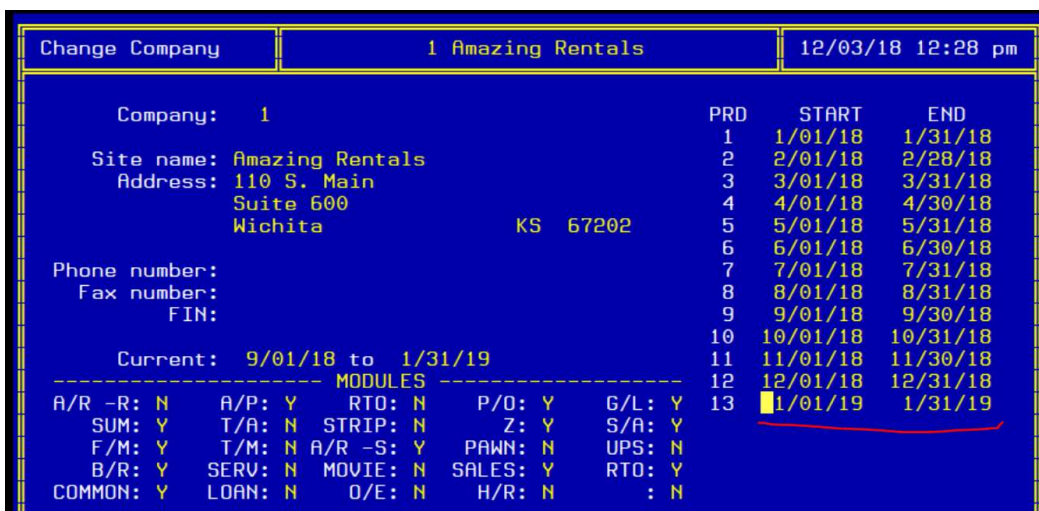
a. Change Company master file.

- (Starting at the MAIN menu): **General Ledger / Control File Maintenance/Company**

- Choose company #1

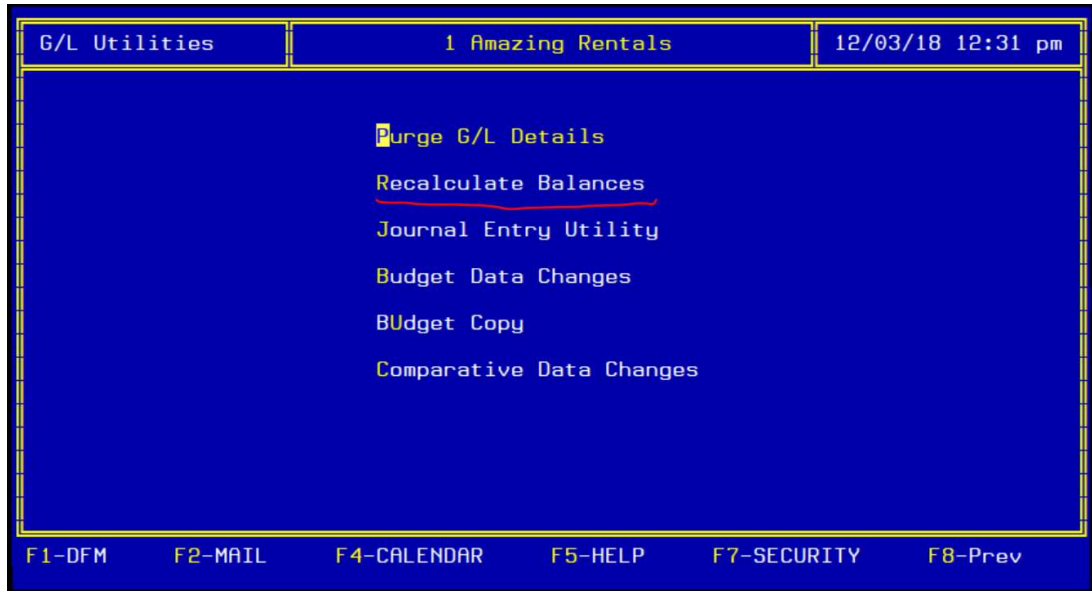


- Hit "Enter" until you get to the 13th period. Enter the beginning/ending dates for the time period you want to run a Financial. Hit "Enter" and then F8 out of the screen.



- b. **Recalc Balances:** any time you change the 13th month, you need to recalc balances.

(Starting at the MAIN menu): **General Ledger /Utilities/Recalculate Balances**



Enter account range (I usually enter 1 & 99999) & then hit "F9".



- c. Print Financials for the dates you entered in the "13th Month" parameters.