

# GL: Year-End Rollover (Pervasive)

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Questions? Call us at (855) 272-7638 and ask for the appropriate support department. Questions for our I.T. department may be submitted by phone (same number), or by emailing [tech@bsasoftware.com](mailto:tech@bsasoftware.com).

## PRIOR TO THE YEAR-END ROLLOVER, THE FOLLOWING MUST BE DONE:

- ✓ Make two backups of your database: one on the network and one on a removable media (preferably a CD or Zip disk – not a diskette).
- ✓ Make sure ALL journal entries with a posting date prior to or on your fiscal year-end date are posted from linked applications and any manual journal entries are posted.
- ✓ Make sure all users are closed out of the GL program AND any linked applications.
- ✓ Make sure you have adopted the budget for the new fiscal year.

## PROCESSING THE ROLLOVER

1. Click **Utilities**.
2. Select **Year-end Closing**.
3. Click **Close Fiscal Year/Open New Year**.
4. When prompted to make sure the items at the beginning of this document have been followed, answer **Yes**.
5. If the Purchase Order program is linked to GL, respond to "Have you performed the year-end closing routine in your Purchase Order System?". **This must be done in order to proceed.**
6. If you receive a message stating that there are funds that do not have an adopted budget, click **Ok** to view the report detailing those funds. If the funds on the report do not require a budget, close out of the report and continue. **\*\*\*It is important to verify this report. If any of the funds should have a budget, do not continue with the year-end close\*\*\*.**
7. Click **Ok**.
8. Click **Yes**.
9. Click **Ok** to print a report showing closing information.
10. Click **Continue**.
11. Click **Exit**.
12. Click **Yes**.
13. Once the procedure is done, click **Ok** to print the final closing entries.
14. Click **Continue**.
15. Click **Exit**.
16. Click **Ok** when prompted "Year-end procedure complete".