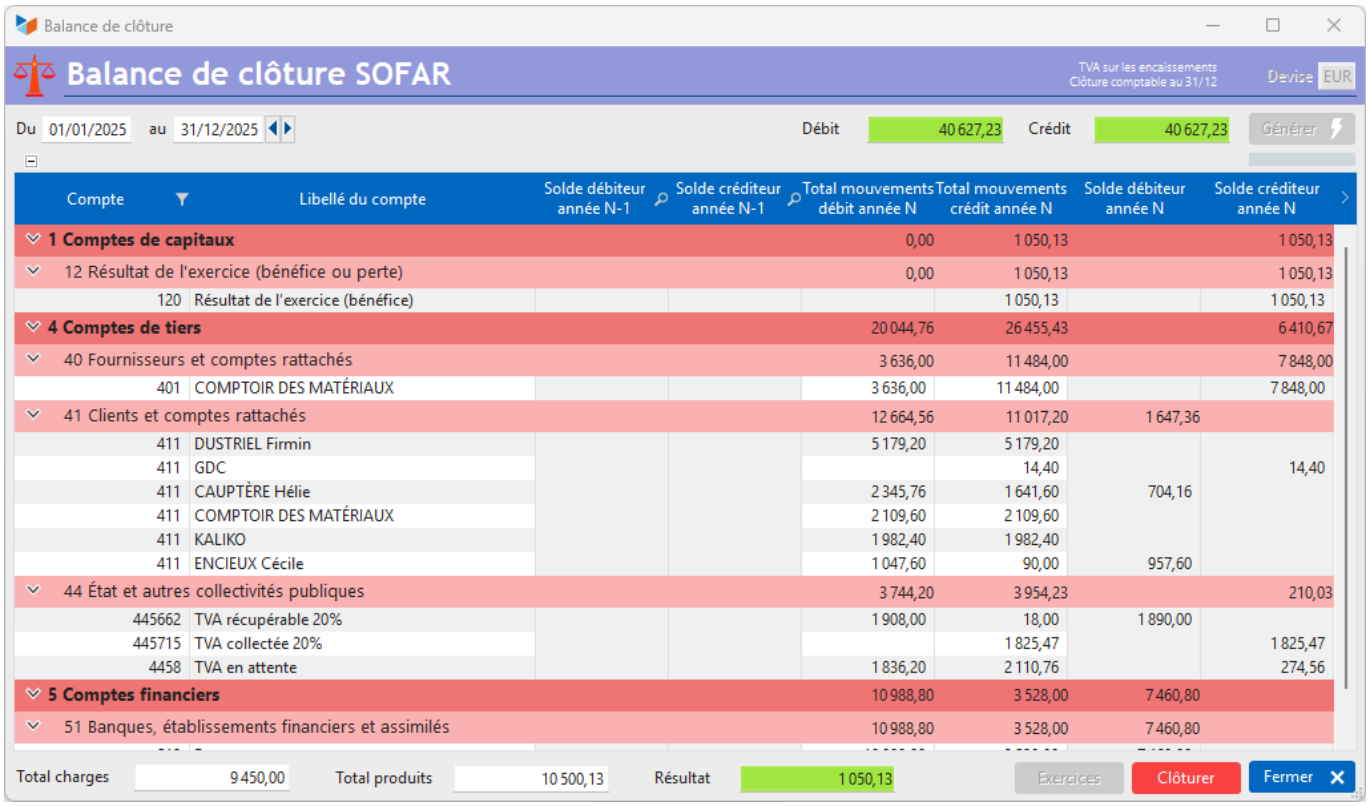
Accounting closing / Accounting years

Fix Me! A1 proofreading not yet effective for this page. In the meantime, you can ask any questions on the forum.

From your accounting closing date, you can close the accounting year. However, it is prudent to take the time to set a deadline which will allow you to complete the operations during the financial year, and to carry out the necessary checks.

The accounting closing

Access: *Accounting → Accounting documents → Close the financial year*



The screen shows a closing balance, with the following characteristics:

- the expense and product accounts are not presented on the closing balance
- the profitable income statement from the previous year goes to retained earnings, while a loss would feed into the retained earnings loss account.

The **Generate** button triggers the calculation of the closing balance for the specified financial year.

Use the context menu of the screen to access the accounting document generation options.

If the exercise can be closed, the **Close** button is active.

The accounting closing operation carries out the following operations:

- calculation of the result
- calculation of the balance of balance sheet accounts
- recording of balances by accounts.

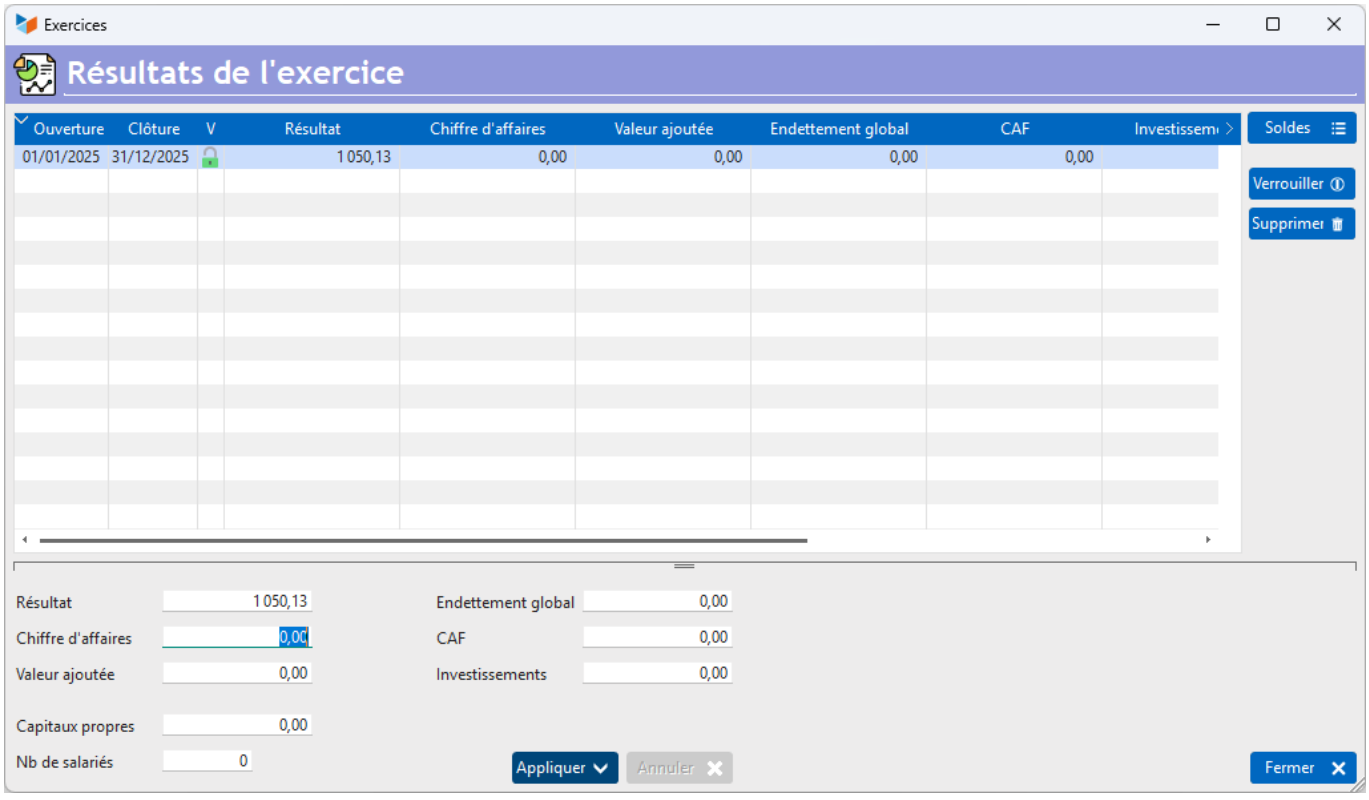
You can then lock the financial year, so that it becomes impossible, for this financial year, to modify the entries, invoices and supplier invoices, credit notes and supplier credit notes.

It is recommended, once the financial year is closed, to generate the accounting documents, either in PDF file or in printed version (journals, ledger, balance sheet, income statement) and, for France, to generate the FEC.

The exercise management screen

//**Access:** Accounting → Financial year results //

This screen allows you to manage exercises and control balances (carried forward).

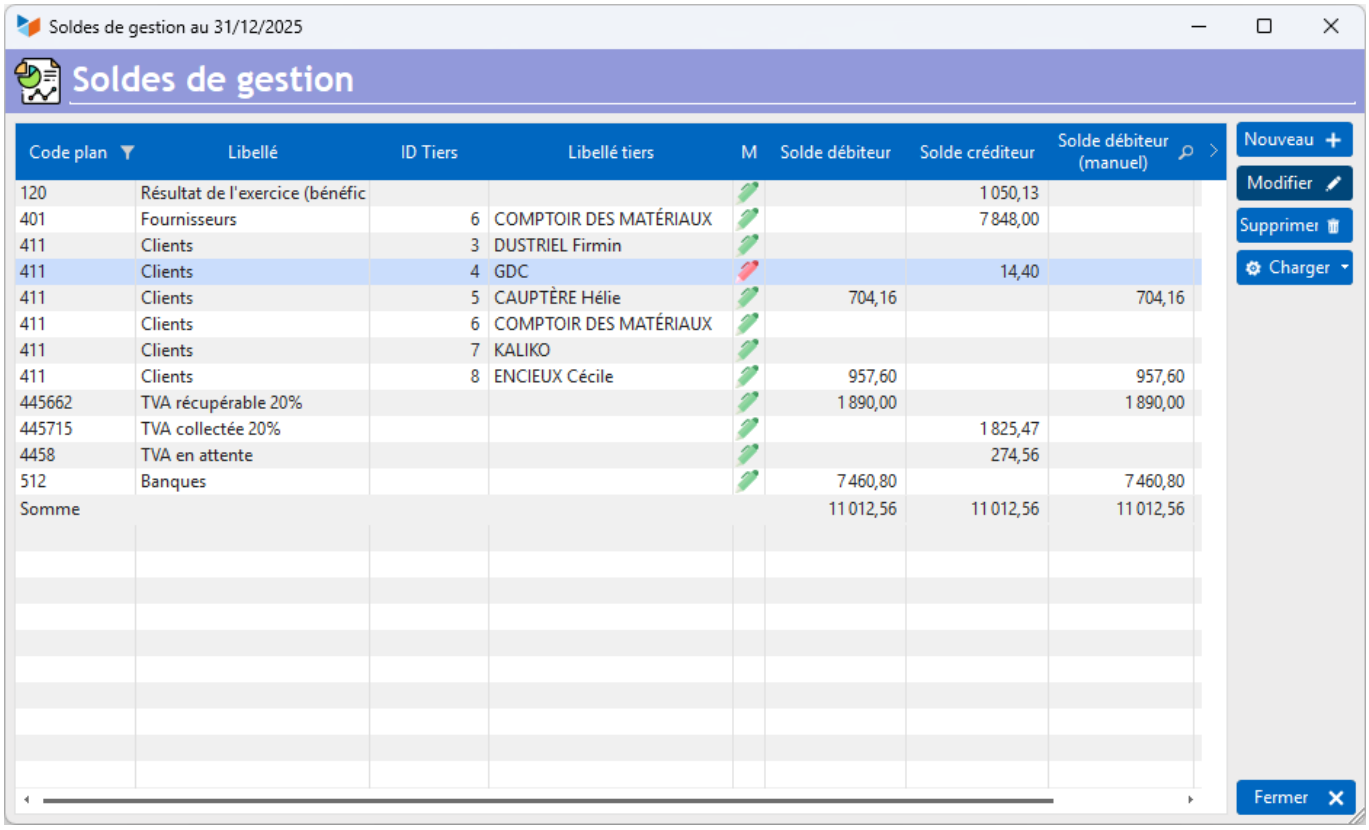


The **Lock** button will lock the exercise. It will no longer be possible to delete the exercise, nor to modify any document or entry within this exercise. It is not possible to unlock a locked exercise, it must be deleted.

The **Delete** button allows you to delete the balances of a fiscal year not yet locked.

On this screen, the **Result** zone is calculated when the exercise is closed, the other zones can be used to store the key figures of the exercise (for memory).

The **Balances** button will display the list of balances for the financial year below.



Code plan	Libellé	ID Tiers	Libellé tiers	M	Solde débiteur	Solde créditeur	Solde débiteur (manuel)
120	Résultat de l'exercice (bénéfic					1 050,13	
401	Fournisseurs	6	COMPTOIR DES MATÉRIAUX			7 848,00	
411	Clients	3	DUSTRIEL Firmin				
411	Clients	4	GDC			14,40	
411	Clients	5	CAUPTÈRE Hélie		704,16		704,16
411	Clients	6	COMPTOIR DES MATÉRIAUX				
411	Clients	7	KALIKO				
411	Clients	8	ENCIEUX Cécile		957,60		957,60
445662	TVA récupérable 20%				1 890,00		1 890,00
445715	TVA collectée 20%					1 825,47	
4458	TVA en attente					274,56	
512	Banques				7 460,80		7 460,80
Somme					11 012,56	11 012,56	11 012,56

You can change balances manually, which is indicated by a red pencil in the list.

You can even load a complete balance file, via the **Load** button.

These operations are useful, for example, to integrate account balances managed by external software into calculations.

Other Accounting articles

Accounting close / Financial years
Accounting document options
Accounting entries
Accounting journals
Accounting links
Accounting settings
Accounting with Gestan: basic principles
Automatic accounting allocations
Bad debts
balance
Bank account details
Bank account statements
Bank reconciliation
Billing by tax rate
CFONB Export
Chart of accounts
cptresultat

Delivery of checks
Documents without imputation
Double-entry bookkeeping
Exporting and importing accounting data
Fixed assets
For further information
General Ledger
Income and expenses
Lettering
Log codes
Mass links: entries
Micro-Enterprise / Self-Enterprise
Payments
Pointing of supporting documents for VAT
Posting entries
Receipts/Payments
Recording WEEE
Review of entries
SEPA Export
Third-party balance
VAT Calculation
VAT statements

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