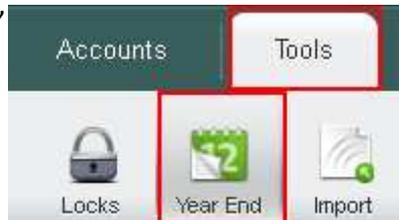


How to Reopen a Closed Accounting Year

NOTE: It is not advisable to re-open a Closed Accounting Year without checking with your accountant or a member of our Support Team first.

1. Click on "Tools" and "Year End"



2. Click on the "I Understand, Please Proceed" button.

Step 3: Reconcile all your accounts

To proceed with "Year End" you need first to make sure all your accounts have been reconciled

I understand. Please proceed.

3. In the "Start of New Accounting Year" box, enter the Start Date of the Accounts Year you want to reopen – in the example below you can see the 2011 Accounts Year is being reopened.

Year Starts: 01/01/2012

Year Ends: 31/12/2012

Start of New Accounting Year: 

4. A message will appear in the top right indicating that the Accounts Year has been reopened successfully.

Accounting year Jan 2011-Dec 2011 is reopened successfully