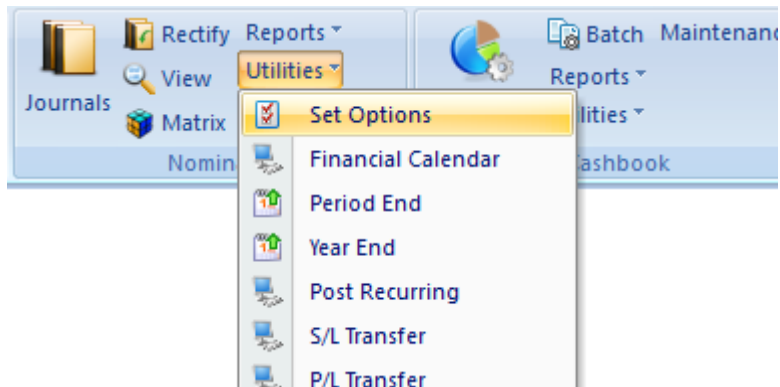
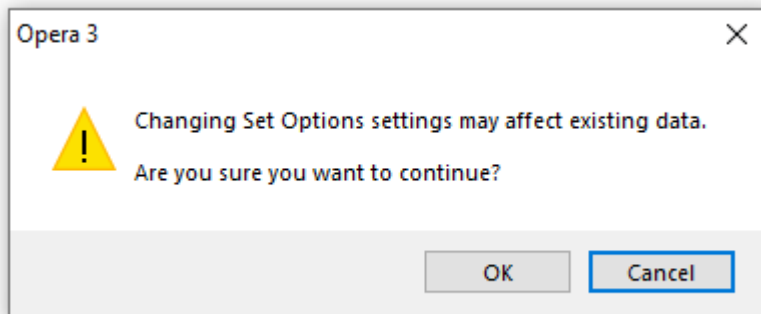


Nominal Ledger Calendar

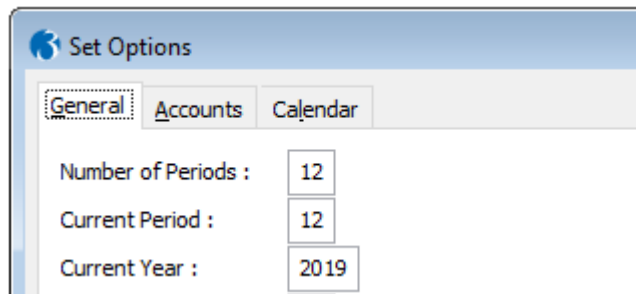
1) Before you complete your Nominal Ledger Period End for the last period of the year please check your Nominal Ledger Calendar Dates.

Select Nominal Ledger > Utilities > Set Options





2) Click the OK Button to continue.



3) Click the Calendar Tab

Please note the Year End Date – this SHOULD be the last day of the calendar month

Set Options

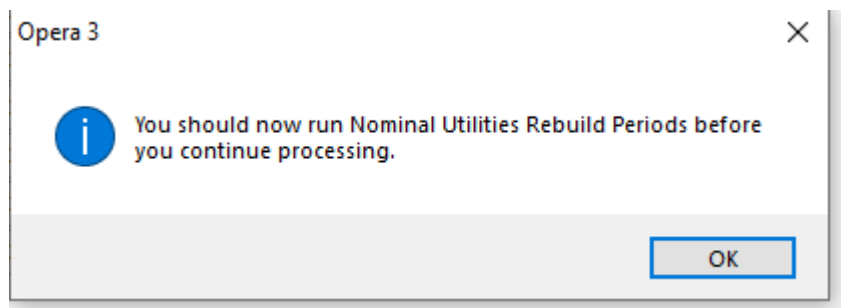
General Accounts **Calendar**

Start Date For Period 1 : 01/01/2019 ... Year End Date : 31/12/2019 ...

Period 2 :	01/02/2019	...
Period 3 :	01/03/2019	...
Period 4 :	01/04/2019	...
Period 5 :	01/05/2019	...
Period 6 :	01/06/2019	...
Period 7 :	01/07/2019	...
Period 8 :	01/08/2019	...
Period 9 :	01/09/2019	...
Period 10 :	01/10/2019	...
Period 11 :	01/11/2019	...
Period 12 :	01/12/2019	...

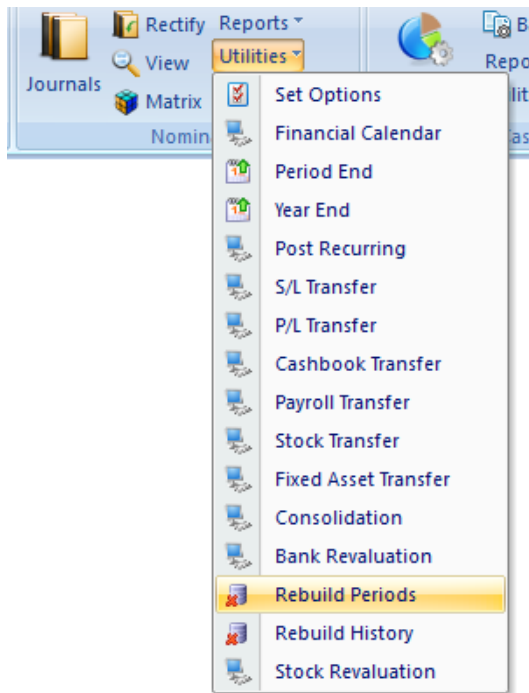
Some Customers have the wrong Year End Date, which means that the Sales, Purchases, Cashbook, Stock, Payroll transactions will only be transferred up to and including the Year End Date.

If your Year End Date is incorrect – You must change it before running the NL Period End – once changed, you will get the following alert:

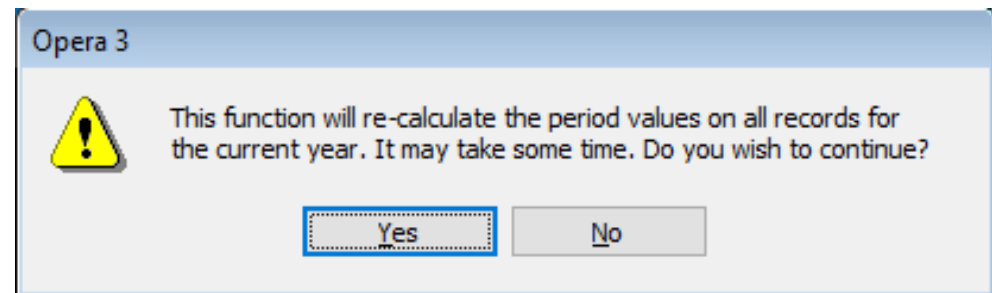
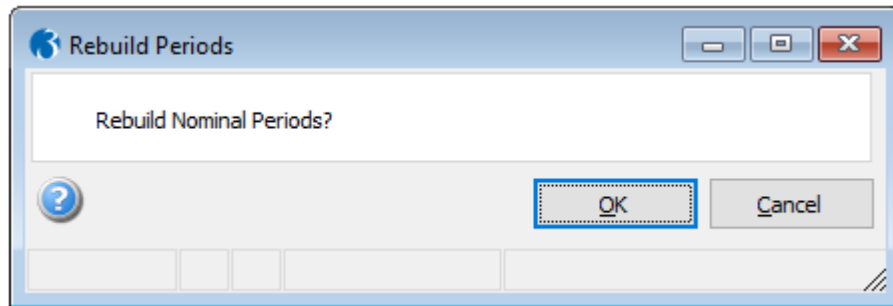


4) Click OK to continue

To do this, select Nominal > Utilities > Set Options > Select Rebuild Periods



5) The following message appears, click the OK button



6) Click YES and the rebuild will run through automatically. Once completed, click the OK button.

