

## Bookyear end closing

### Warning:

Make sure that you have generated all necessary reports for a financial year before closing that financial year.

Closing the financial year will mostly be done a few weeks later than the 1st of January. So it not necessary to do this directly the first week of the new year, but it needs attention. Closing the financial year will often profit the performance of the application. Closing the financial year will archive the historical invoices, payments and sales information which you don't need (anymore) for the upcoming year. The archived data will still be available.

You can find the option "Bookyear end closing" is found in the 'Special Options' Menu.

### What's happening doing bookyear end closing?

Whit this option you archive/delete all paid historical invoices of the previous year/years with associated payments. The historical order lines will also be archived.

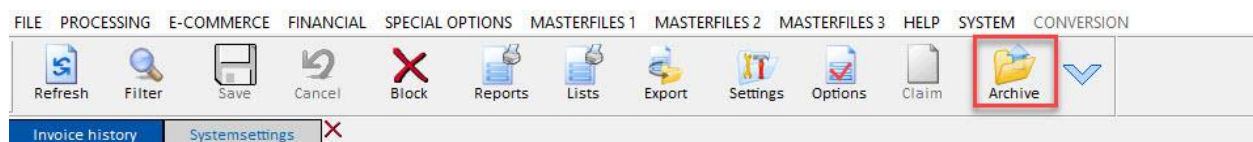
For example:

- An invoice of 2017 paid in 2018 will be archived
- An invoice of 2018 not or partly paid will not be archived
- An invoice of 2018 paid on the 1<sup>st</sup> of January 2019 will not be archived

In most cases you've to make a printout of the accounting reports first till the end of the book year, for example till 31-12-2018. If not, the program will not archive or delete invoice, payment etc. ! Proceeding closing the year can be done after the year is over, not earlier.

You can check if everything has be done as expected by creating a report of outstanding invoices before you start closing the year and afterwards. They have to be the same!

After you closed the bookyear you can find all archived paid historical invoices under the button 'Archive' in the relevant Module.



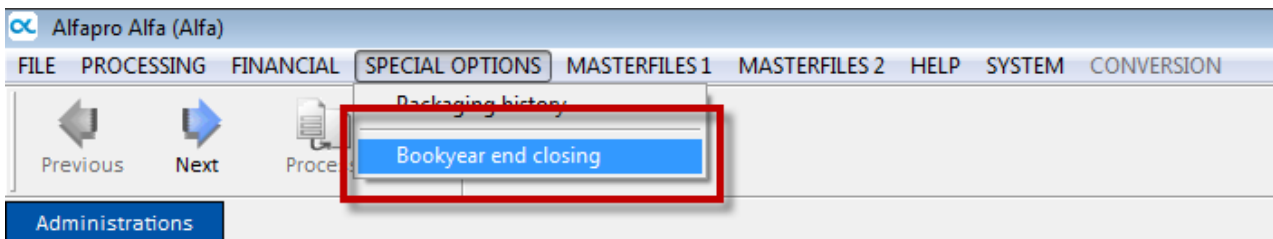
### Settings which may affect functioning 'closing year end'

Functioning and checking 'closing year end' can be vary of active modules in your AlfaPro program.

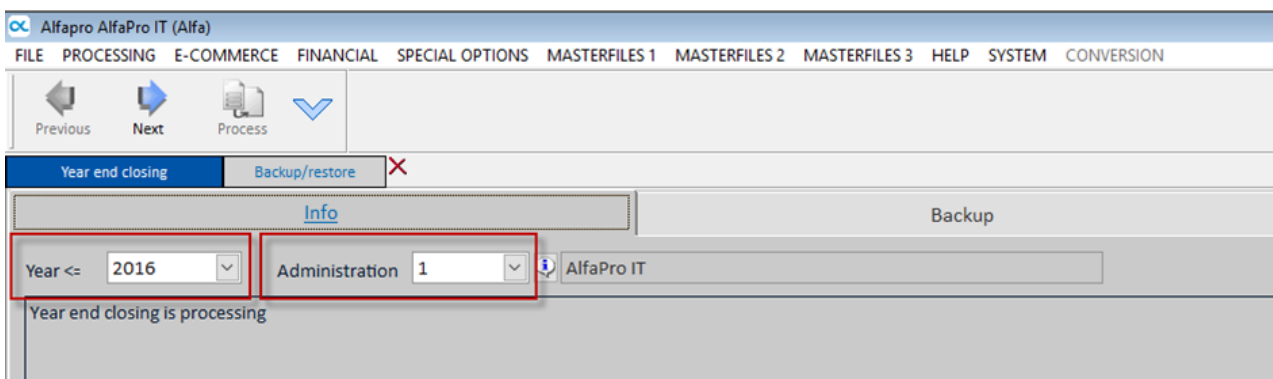
Here some options/module that may affect your AlfaPro:

- Payments
- Accounting report
- Connection to accounting programs
- Interface English statistics
- Etc.

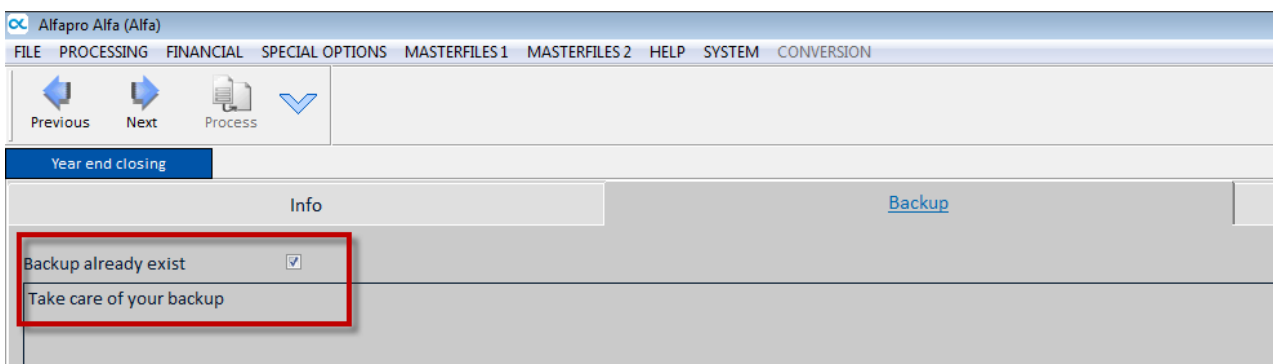
## Bookyear end closing



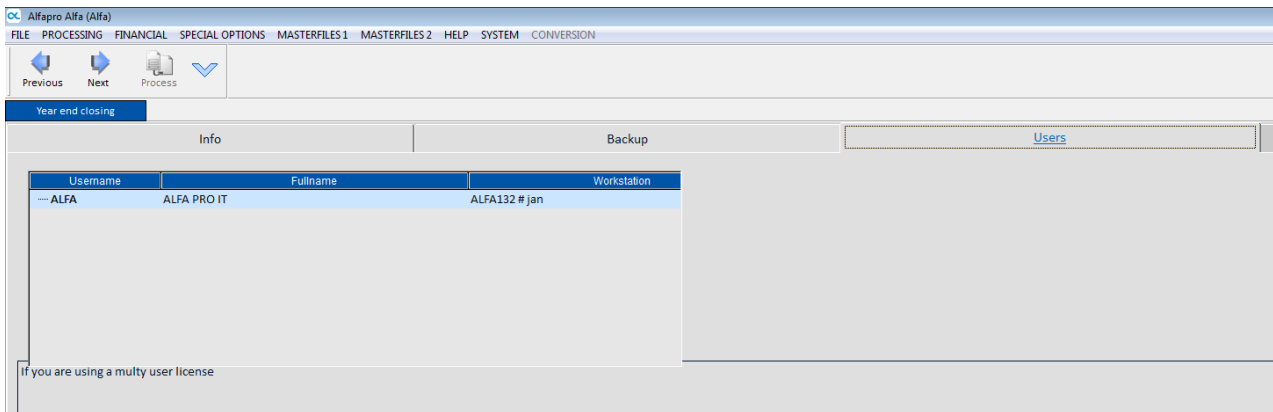
Step 1 – Choose the right year and administration



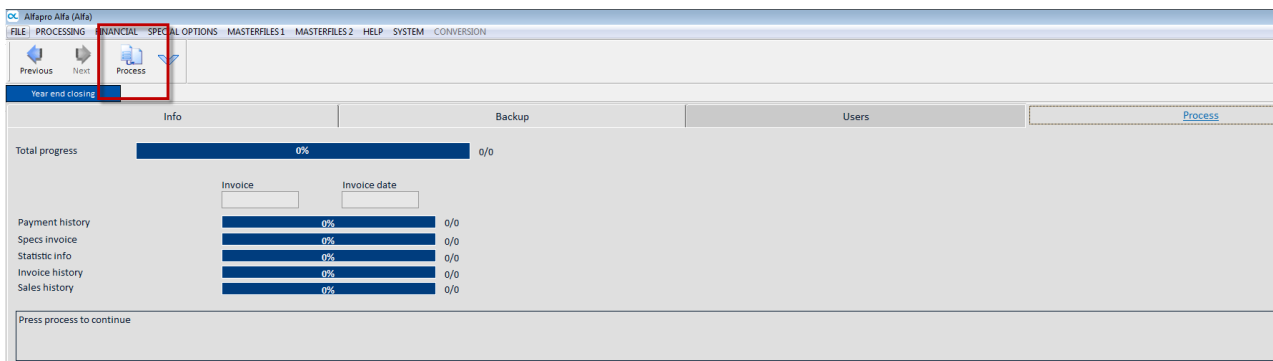
Step 2 – has a backup been made?



### Step 3 – Anybody still working?



### Step 4 – Start closing year end and archiving



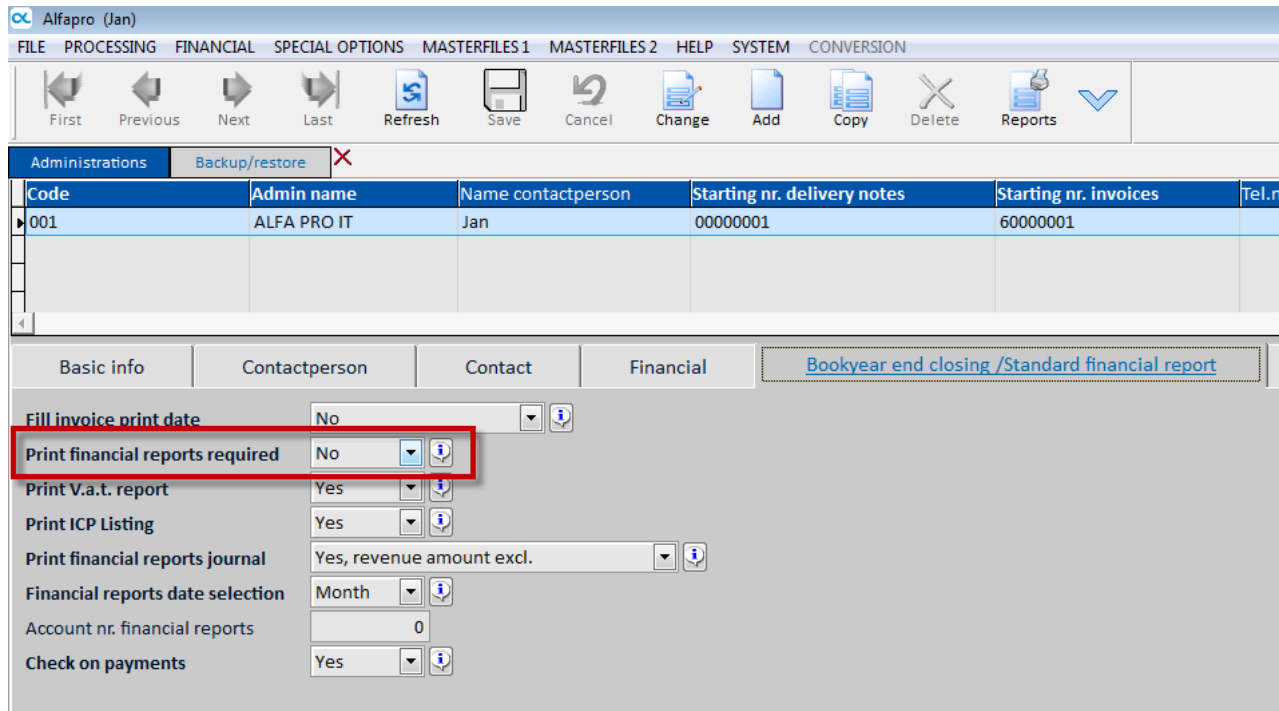
### Help

If you wish, ALFA PRO IT can help you. Please send an email to [servicedesk@alfapro.com](mailto:servicedesk@alfapro.com) and we will contact you a.s.a.p. to make an appointment.

## Accounting report

Closing year end can be blocked because of you are 'obliged' to make an accounting report first. This report gives you information about your turnover, payment and outstanding amounts.

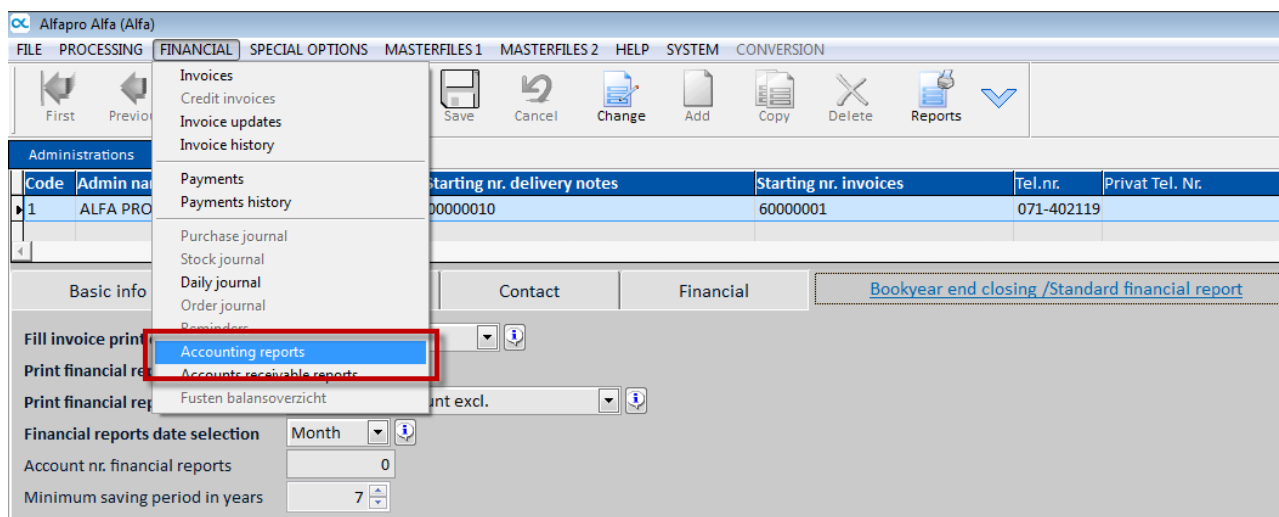
It's good practice to create this report on paper or as PDF file. If you want to suppress creating this report, you change setting in the 'Administration' section.



The screenshot shows the 'Administration' section of the Alfapro (Jan) software. The 'Print financial reports required' setting is highlighted with a red box and set to 'No'. Other settings include 'Fill invoice print date' (No), 'Print V.a.t. report' (Yes), 'Print ICP Listing' (Yes), 'Print financial reports journal' (Yes, revenue amount excl.), 'Financial reports date selection' (Month), 'Account nr. financial reports' (0), and 'Check on payments' (Yes).

Code	Admin name	Name contactperson	Starting nr. delivery notes	Starting nr. invoices	Tel.n
001	ALFA PRO IT	Jan	00000001	60000001	

## Print accounting reports



The screenshot shows the 'Accounting reports' option selected in the 'Print financial reports' dropdown menu. The 'Accounting reports' option is highlighted with a red box. Other settings include 'Fill invoice print' (No), 'Print financial reports' (Accounts receivable reports), 'Print financial reports' (Fusten balansoverzicht), 'Financial reports date selection' (Month), 'Account nr. financial reports' (0), and 'Minimum saving period in years' (7).

Code	Admin na	starting nr. delivery notes	Starting nr. invoices	Tel.nr.	Privat Tel. Nr.
1	ALFA PRO	00000010	60000001	071-402119	