



## Fiscal Year End Process

Follow the steps in the order listed below to ensure that year-to-date, month-to-date, and current figures are correct for your fiscal year.

1. **Make a backup.**

Back up your Management PLUS company or companies, and make backups for your Accounting Software too if applicable.

This step is important because anything can be fixed or re-done *as long as this step is completed correctly.*

2. **Print and File the reports you need.**

This should include all reports that your company requires you to run at month- and year-end. Typical reports include the Tenant Status report, Rent Roll report, Security Deposit report, and Cash report.

3. **Turn off Auto-Post Scheduled Charges.**

This will ensure that only the 12 months of charges that should be included for the year are when Month End is run.

Click on **Setup > Preferences > Company Preferences.**

Click on the **Integration Info** tab at the top.

Uncheck **Auto Post Scheduled Charges** option if currently checked.

4. **Run the Month-End process**

DO NOT POST THE MONTH-END BATCH AT THIS TIME.

5. **Run the Yearly Tasks to close the year.**

Click on **Activities > Yearly Tasks.**

Choose **Select ALL** under the Property heading and check **Clear Year-To-Date Fields.**

Click **OK** to run the Yearly Tasks.

6. **Make another backup.**

Use a different name than what was used in the second step. This is the first backup of the new fiscal year.

7. **Post the Month-End batch.**

**NOTE:** Be sure to turn Auto-Post Scheduled Charges back on again if you unchecked the option in the third step.