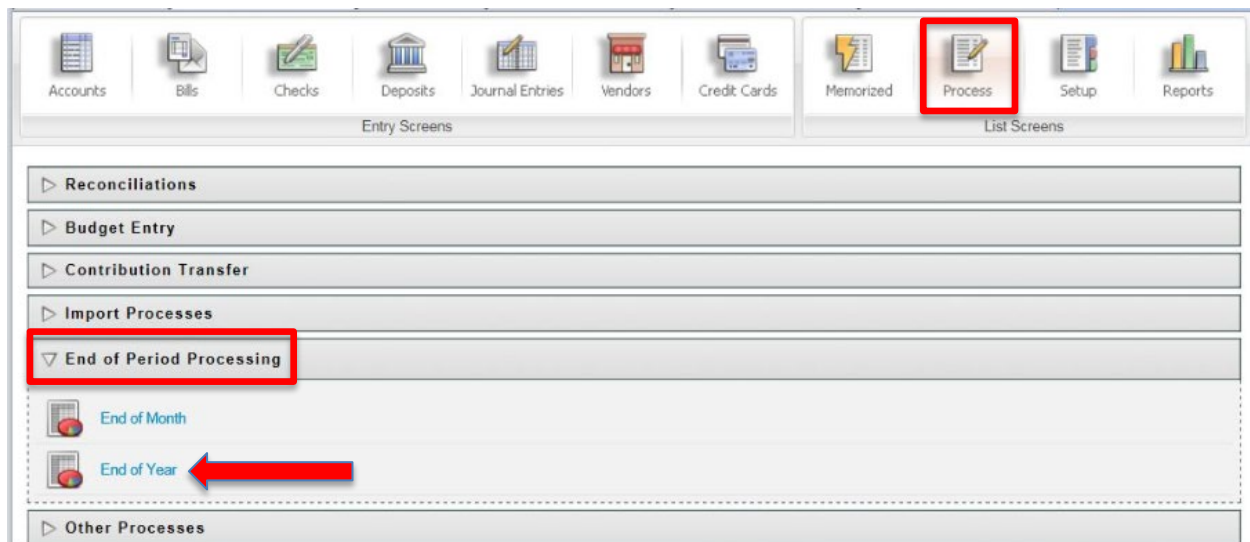


Instructions for Closing the Fiscal Year in ParishSOFT Accounting

As part of the fiscal year-end closing process in ParishSOFT, you do not close the “End of Month” process for June as you do with the other months. Instead, you close the fiscal year and the program will automatically close the month of June.

To close the fiscal year, go to the **Process** tab and select **End of Period Processing**. On the drop-down list, select **End of Year**.



Continue to Page 2

You will see a screen that has three columns.

For a Parish:

End of Year		
The current month is: June 2022 Watch Help Video!		
Entity	Description	Net Asset Account
<u>1</u>	Parish	3920.000.00.00.00P: Retained Earnings N-1-000-00-00-3920-00
		<input type="button" value="Submit"/> <input type="button" value="Cancel"/>

For a School:

End of Year		
The current month is: June 2022 Watch Help Video!		
Entity	Description	Net Asset Account
<u>2</u>	School	3920.000.00.00.00S: Retained Earnings N-2-000-00-00-3920-00
		<input type="button" value="Submit"/> <input type="button" value="Cancel"/>

If the 3920.000.00.00 account is NOT the account in Net Asset Account column, click on the account that is displayed and a drop down menu will appear. From the list, select account 3920.000.00.00. Click the **Submit** button and the program will close your books for the year.

The program will return to the main screen. Please verify that the date, in the upper right corner of the ParishSOFT screen is now **July 2022**

If you have any questions or would like assistance, please contact:

Patrick Warner, pwarner@archatl.com 404-920-7410