## 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**.

Accounts Bils Checks Deposits Journal Entries Vendors Credit Cards	s Memorized Process Setup Reports			
> Reconciliations				
▷ Budget Entry				
Contribution Transfer				
> Import Processes				
▽ End of Period Processing				
End of Month				
End of Year				
> Other Processes				

Continue to Page 2

ParishSOFT Accounting Year-End Closing Instructions Page 1

You will see a screen that has three columns.

## For a Parish:

		End of Year
The current r	nonth is: June 2023	Watch Help Video!
Entity	Description	Net Asset Account
1	Parish	3920.000.00.00P: Retained Earnings N-1-000-00-00-3920-00
		Submit Cancel

## For a School:

End of Year			
The current month is: June 2023			
Entity	Description	Net Asset Account	
2	School	<u>3920.000.00.00S: Retained Earnings N-2-000-00-3920-00</u>	
		Submit 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 2023** 

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

Patrick Warner, <u>pwarner@archatl.com</u> 404-920-7410

ParishSOFT Accounting Year-End Closing Instructions Page 2