

Close Out Year

1. Go to the Accounting Module for the company you are looking to close the year for.
2. The last month of the year must be closed before completing this step. If this has not been completed yet, please see AM Acct - Suggested Accounting Month End Guidelines for Franchise Dealers OR AM Acct - Suggested Accounting Month End Guidelines for Independent Dealers to process this first.
3. Go to Program #14 Close Out Year/Zero Sales Expense Accts.

Accounting Close Year Company #92 - AutoMate Toyota

Retained Earnings Account Number

Year End Journal Source

Transaction Register ☐

Last Close Out Month Cutoff Date

Year End Transaction Date

Reference Number

4. Select Process.
5. This will then close the year moving all the money from the Profit/Loss accounts (Sales, Cost of Sales, Miscellaneous, Expense) to the retained earnings account setup in your year end setups.
6. This will then archive in DocMate and can also be found in #31 Inquiry/Display GL/Sched/Trans >> T. Find Transactions. Using the Year End Source and reference EOYXXXX, where XXXX is the year that was closed.