

Remedy+i9 - Year Closing Procedure

Another Year closing is ahead. Remedy + follows A/c. year system from 1st April to 31st March. There are some procedures before making transactions in a new A/c. year. Remedy +i9 provide smooth methods to do all the steps without any technical assistance. Please note the following steps while you do Year Closing.

You must take a Data Backup before doing the year closing procedure

- > Go to Tools menu and click on Year Closing
- > Select Year Closing button from the window. A message will appear saying - "*This process will close the current A/c Year and open next A/c Year*". Click on "**Yes**" Button. By that time Transfer of balance products will start. Please be patient and wait until the completion of transferring process
- > Once the process completed, a message" *Do you want to view the log file?*" will appear. Select "**Yes**" from the given message. Here you can view the negative stock of the closed year in text mode
- > Now **Restart** Remedy to continue
- > After these processes, entries can be made to the new accounting year as usual

Thanking You,

Remedy+ Development Team
Generations Data Systems

We once again remind & insist you to take proper back-ups of data using any one of the different backup options in Remedy+. If you have a network then you can take node back-up easily. Kindly take node backups at least 3 or 4 times a day. Moreover there is a provision for **scheduled backup** too. You can make purchase orders to suppliers using the website <http://www.remedyonline.in>.

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