

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

Tools → Year Closing

Go to Tools menu and click on Year Closing. A message will appear saying – “*This process will close the current A/c Year and open next A/c Year.*” Click on“**OK**” Button. Then a message will appear which prompts “Next A/c Year successfully opened”.

Tools → Transfer A/c Balances

Go to Tools menu and click on Transfer A/c Balances. A message will appear saying – “*This process will transfer A/c balances to the next a/c year*”. Click on“**OK**” Button. On successful transfer a message will appear “*Process Completed*”.

Tools → Transfer Product Balance

Go to Tools menu and click on Transfer Product Balances. Click on “All”. Then a message prompts the process – “*This will transfer current year’s stock to the next year and will affect the next years Op. stock*”. Click “**Yes**” to proceed. After transfer “*Process Completed*” will appear.

After these three processes, close the software and reopen Remedy*. Now 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*. Kindly take node backups at least 3 or 4 times a day. Moreover there is a provision for **scheduled back up** too. Visit our website <http://www.remedyonline.in>.

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