



## **QuickStart Guide**

**Journal Entries – 13<sup>th</sup> Month Adjusting Entries**  
December 2004

## Journal Entries – 13<sup>th</sup> Month Adjusting Entries

ARKONA QuickStart Guide

*Use this QuickStart Guide to learn how to make year-end adjusting entries.*

### 1. Open the 13<sup>th</sup> month to posting.

- a. Take option **50=Application Environment** from the General Ledger menu and take option **1=Select** by Open Accounting Months.
- b. Take option **2=Change** by the year you want to post to.
- c. Set the 13<sup>th</sup> month to Y and press [ENTER] to save.
- d. Use function **F12=Cancel** and **F3=Exit** to return to the General Ledger menu.

### 2. Post the entries from Enter Transactions.

- a. Take option **21=Enter Transactions** from the General Ledger menu.
- b. Key in a date with the month equal to 13, e.g., 130104, hit [FIELD EXIT] and [ENTER] to display the Enter Transactions screen.
- c. Key in and post your adjusting entries as you would a normal journal entry.
  - 13<sup>th</sup> month entries actually post to December 31<sup>st</sup>, but they have an internal flag that indicates to the system that they are 13<sup>th</sup> month adjustments so they will not be included in reports for month 12.
  - When the date of these transactions is displayed on the screen it is shown with the day as 00, e.g. 13/00/04.
  - To include these entries in your reports or financial statements, use 13 wherever you are required to enter the month when displaying or printing the reports.