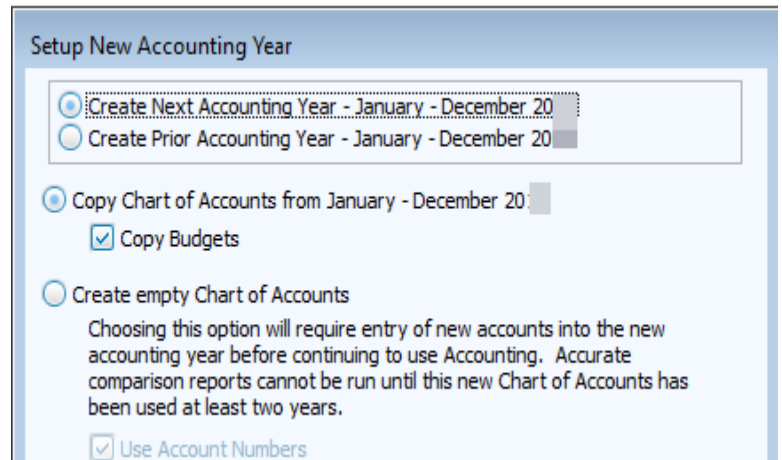*Yes! You can start over!   When you run End of Year procedure, you have choice!*

Please Note: *Before making any changes, please create a back up of your data and print a List Chart of Accounts and a Balance Sheet with Beginning Balance and Year to Date.*

Under *Special Functions>Manage Years>Set up New Accounting Year>*you have the options to

1. *Copy Chart of Accounts* - which will keep your current Chart of Accounts – COA or
2. *Create empty Chart of Accounts* - which will remove your Chart of Accounts - COA.

Setup New Accounting Year

○ Create Next Accounting Year - January - December 20
○ Create Prior Accounting Year - January - December 20

● Copy Chart of Accounts from January - December 20
  ☑ Copy Budgets

○ Create empty Chart of Accounts
  Choosing this option will require entry of new accounts into the new accounting year before continuing to use Accounting. Accurate comparison reports cannot be run until this new Chart of Accounts has been used at least two years.

  ☑ Use Account Numbers

If your current COA is basically good but you do want to make some changes, copy the COA under *Special Functions>Manage Years>Set up New Accounting Year>Copy Chart of Accounts..*.

- If there are issues with transactions, totals and errors in the prior year, post Journal Entries dated the last day of the year to get the balances to reflect the correct totals. Then in your current year under *Special Functions>Manage Years>Update Beginning Balances from Prior Accounting Year Ending Balances* this will bring the corrected balances forward into the new year.
- New accounts can be added or accounts with a zero beginning balance and no activity can be deleted. This can be done under *Manage Accounts>Accounts +/-* click the specific account type. There is also a function available to renumber accounts. This feature is found under *Special Functions>Change Account Number Structure*. Edit the account # under the *Account Number After Renumbering* and click *Save*. To re-group accounts, go to *Manage Accounts>Subtotals*, click F1 on your keyboard for the help topic for this screen.
- Print a List Chart of Accounts to review your changes and print a Balance Sheet with the Beginning Balance column to verify that the balances are correct.

If the current COA is not what you want at all, under *Special Functions>Manage Years>Set up New Accounting Year,* click *Create Empty Chart of Accounts*.

- This will open a blank Chart of Accounts for the new year. Start entering your new COA and Beginning Balances on the Set up Chart of Accounts screens beginning with #3 Funds (#4 Incomes & #5 Expenses), #1 Assets, and #2 Liabilities to start the year with the correct COA and totals. To re-group accounts go to *Manage Accounts>Subtotals*, click F1 on your keyboard for the help topic for this screen.
- Once you have entered your new COA, you will be prompted to fill in your Beginning Balances. Keep in mind Beginning Balances do not need to be Finalized at this time but be sure to save them.
- Print a List Chart of Accounts to review your changes and print a Balance Sheet with the Beginning Balance column to verify that the balances are correct.