

Quick Trial Balance Pro - Housekeeping / Reset for New Year

Reset for New Year (Quick Backup)

Reset for New Year (accessed from the Housekeeping menu), allows you to reset your file for the New Year so that you may enter activity for the New Year, run reports, etc.

After selecting the Reset for New Year option you will be prompted to perform a backup of your file before proceeding.

QUICK BACKUP

Quick Backup before Reset for New Year

This option will make permanent changes to your assets. Making a quick backup before proceeding will allow you to revert those changes by restoring this backup.

Backups can be restored using the Backup / Restore option in the File menu.

Enter notes to help identify this backup

Backup filename (you can change this filename if you wish)

BECKER_2014_05_19-14_48_PM.ZIP

Backup files saved in C:\QTBPro_Data\BACKUPS\

Complete backup?

Complete backups will save ALL files, including active and prior year files. Otherwise, only active the file is included in the backup.

Backup Skip

Reset for New Year

After the backup is complete, the Reset for New Year screen will appear.

Select the desired options and click the "Reset" button. To see a list of everything that Quick Trial Balance Pro does during the Reset, click the link before clicking the "Reset" button.

RESET FOR NEW YEAR

This option prepares your file for the next year's, or fiscal period's, activity.

Before resetting your file, you should ensure that all activity has been completed, including entering cash transactions and journal entries and printing all necessary reports.

Year End BEFORE Reset	Year End AFTER Reset
December 31, 2014	December 31, 2015

[Add / Change P&L Closing Accounts](#) There is 1 account selected!

[Select Journal Entries to Archive](#)

Reset for New Year Options

[Move ending balances to beginning balances for balance sheets accounts?](#)
If this option is selected, balance sheet accounts will not be set to zero. Instead, the balance sheet accounts will carry forward so you can enter cash transactions for the next year.

Remove workpaper reference numbers from all accounts and books?

[How To...?](#)

[See a complete list of what happens during a reset for new year?](#) [Reset](#) [Cancel](#)