



Optimize Fleet Productivity

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## How to Period End Close in CFAWin8

### To Perform a Period End Close:

1. Complete all data entry for the current period. Verify all transactions are entered into CFWin8 and that the posting status in CFAWin8 matches the physical status of those transactions in the shop.
2. Run transaction audit reports to verify data accuracy.
3. Generate period and/or annual **reports** requested by your organization.
4. Review period and/or annual reports for data accuracy.
5. If discrepancies in data entry are found, enter corrections and/or credits in CFAWin and begin at Step 3.
6. **Back up** your CFAWin8 database and directory. **Note: This is the most important step of running your period end close.**
7. Exit completely out of CFAWin8 on all clients except the client that will run the Period End Close.
8. Check Period and Year Status in **System Setup | Preferences**. If there is a discrepancy, contact CFA Support, otherwise, exit System Setup & proceed.
9. Select **Tools | Month End Close/Table Maintenance** from the menu bar.
10. Click the **Period End Close** radio button in the Screen Mode.
11. Click **Start** (green traffic light) icon.
12. Click **OK** to message "Closing: for current was successful".
13. Exit Period Close screen.

### Notes:

- The year-end close is not a separate procedure from the period-end close. The year-end close is automatically performed when the current period is equal to the total number of periods per year as defined in Preferences setup.
- The standard Period End Close is not tied to date. All data entered in CFAWin8 since your last close will merge. Data for the next accounting period should not be posted or entered until after the period close is performed.
- For information regarding setup and procedures for using the Delayed Close function in CFAWin8, contact CFA Software support.