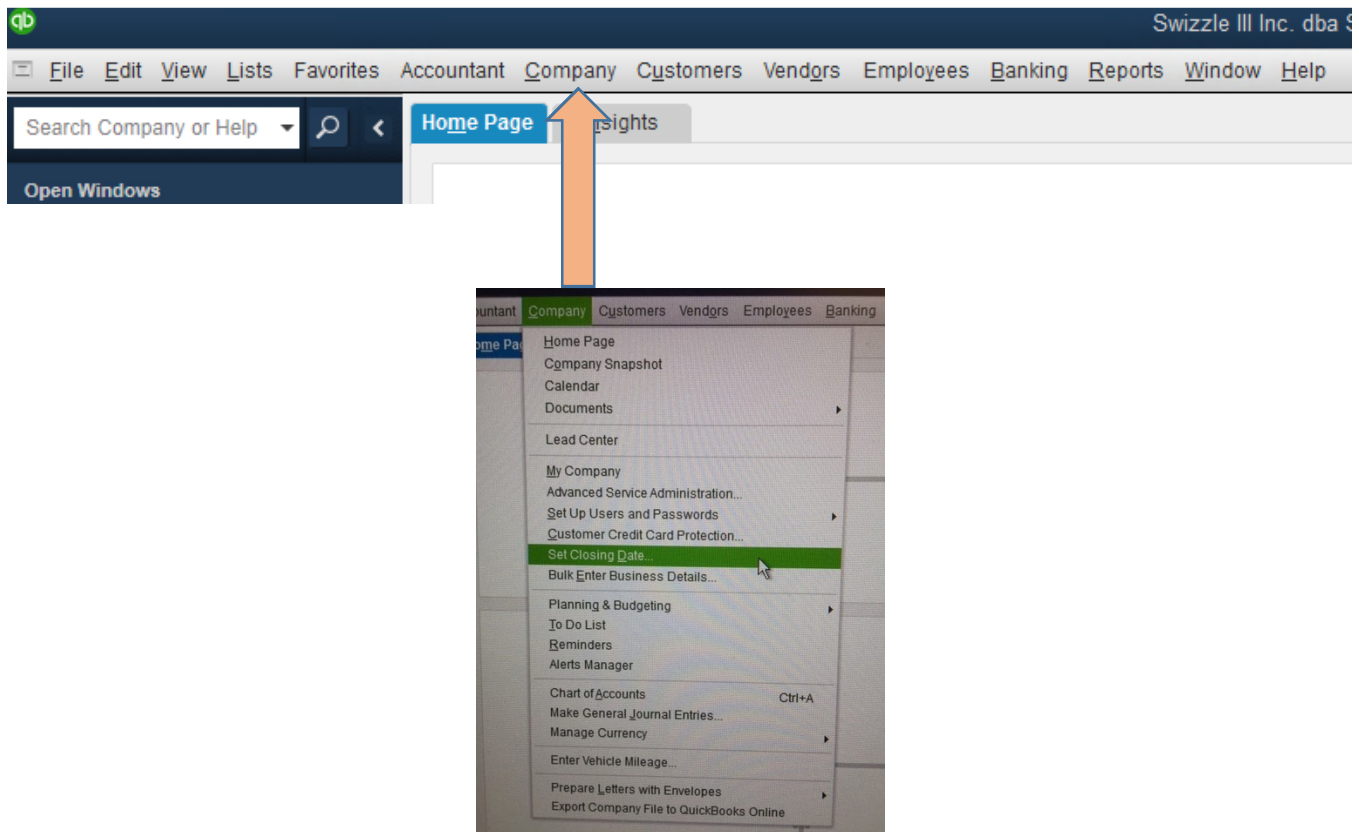


RICHARD E. BINGAMAN, CPA, PLLC

Certified Public Accountant & Business Advisor

Set closing date in QuickBooks Desktop

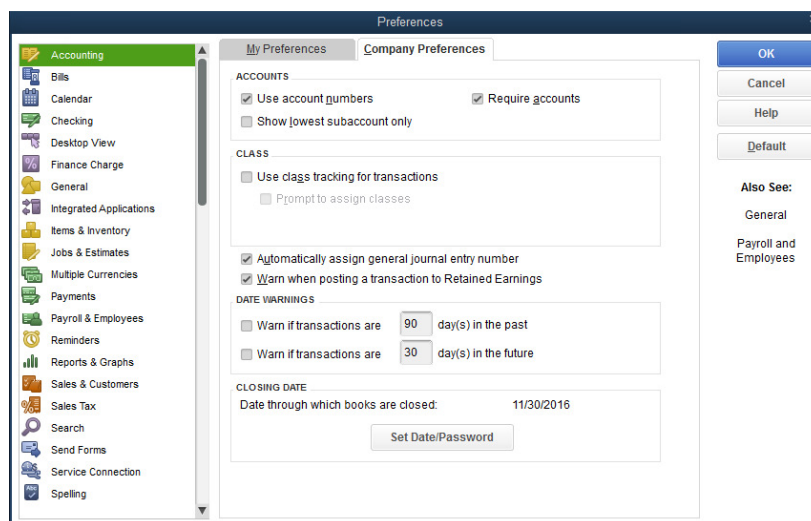
Select COMPANY from top menu drop down and select Set Closing Date



Left Menu select Accounting

Select Company Preferences Tab

Select SET DATE/PASSWORD



Change the closing date

RICHARD E. BINGAMAN, CPA, PLLC

Certified Public Accountant & Business Advisor

Set closing date in QuickBooks Desktop

*Create a password if desired


Select OK

Set Closing Date and Password ✕

To keep your financial data secure, QuickBooks recommends assigning all other users their own username and password, in Company > Set Up Users.

DATE
QuickBooks will display a warning, or require a password, when saving a transaction dated on or before the closing date. [More details...](#)

Exclude estimates, sales orders and purchase orders from closing date restrictions

Closing Date 

PASSWORD
QuickBooks strongly recommends setting a password to protect transactions dated on or before the closing date.

Closing Date Password

Confirm Password

To see changes made on or before the closing date, view the Closing Date Exception Report in Reports > Accountant & Taxes.

Confirm correct closing date shown

Select OK