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

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Search Company or Help P Open Windows	Company Customers Vendors El Home Page Cgmpany Snapshot Calendar Documents Lead Center My Company Advanced Service Administration Set Up Users and Passwords Customer Credit Card Protection	nployees Ban	king				
	Planning & Budgeting Jo Do List Berninders Alerts Manager Chart of Accounts Make General Journal Entries Manage Cuurrency Enter Vehicle Mileage	, Ctrl+A					
	Prepare Letters with Envelopes Export Company File to QuickBooks C	nline					

Left Menu select Accounting

Select Company Preferences Tab

Select SET DATE/PASSWORD

		Preferences	
7	Accounting	My Preferences Company Preferences	ОК
	Bills	ACCOUNTS	Cancel
	Calendar	✓ Use account numbers ✓ Require accounts	Help
7	Checking	Show lowest subaccount only	
13	Desktop View	CLASS	Default
%	Finance Charge	Use class tracking for transactions	
	General Integrated Applications	Prompt to assign classes	Also See:
	Items & Inventory		General
1	Jobs & Estimates		Payroll and
1	Multiple Currencies	Automatically assign general journal entry number	Employees
	Payments	Warn when posting a transaction to Retained Earnings DATE WARNINGS	
8	Payroll & Employees		
Ø	Reminders		
ılı	Reports & Graphs	Warn if transactions are 30 day(s) in the future	
6	Sales & Customers	CLOSING DATE	
6	Sales Tax	Date through which books are closed: 11/30/2016	
P	Search	Set Date/Password	
2	Send Forms	Set Daterrassword	
6	Service Connection		
Abc V	Spelling		

Change the closing date

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*Create a password if desired

Select OK

DATE	
	kBooks will display a warning, or require a password, when saving a transaction dated on fore the closing date. More details
E	xclude estimates, sales orders and purchase orders from closing date restrictions
	Closing Date 12/31/2016 iii
PASSW	DRD
	kBooks strongly recommends setting a password to protect transactions dated on or re the closing date.
	Closing Date Password
	Confirm Password

Confirm correct closing date shown

Select OK