datel.

Opening & Closing Books
Sage Intacct Help Sheet

1. Overview

You may wish to close or open your books to manage what users are posting into periods, or to make a posting into a prior period.

Depending on your system configuration, users can be prevented or warned against posting into future or prior periods once the book has been closed to a certain date.

This Help Sheet is designed to guide you through the process and to identify the current period for each ledger using a Dashboard.

1.1. Close Books

To close your books, navigate to General Ledger > Books > Close.

Close Books

Close company books from
01/11/2022

Entity/entity group ❓
All--All ⌄

To the end of period * ❓
Month Ended November 2022 ⌄

▪ **Close company books from**
Should be the beginning date of your current accounting period for the selected entity

▪ **Entity/entity group**
Select the individual entity that you wish to close the books for, or if your entities are grouped, select the group. To close all entities at once, select *All*, a default group.

▪ **To the end of period**
Select the reporting period you would like to close your books up to the end of. In this example, we are closing November

Closing your books from the general ledger will also close **all** subledger periods up to that date.

Once you have selected your closing period, click **Close Books.**

PLEASE NOTE: If you are using the Fixed Assets module, you may receive a warning reminding you to ensure you have submitted all depreciation schedule entries up to the end of the period selected.

If you have already submitted them as advised, click OK. Otherwise, click Cancel and revisit after having made the relevant postings.

1.2. Open Books

To reopen an accounting period, navigate to General Ledger > Books > Open

- **Open company books from**
  Should be beginning date of your current accounting period for the selected entity

- **Entity/entity group**
  Select the individual entity that you wish to open the books for, or if your entities are grouped, select the group.

  To close all entities at once, select All. If All is chosen, note that you will only be able to choose a period as recent as the entity that is in the relative earliest accounting period

- **To the beginning of period**
  Select the reporting period you would like to open your books up to the start of. In this example, we are re-opening the November period that was closed in the previous example

- **Subledgers**
  Each subledger can be closed and opened individually in its respective menu. Though closing your period in the general ledger will close all subledgers simultaneously, you may elect if you wish to reopen them here.

1.3. Creating a Period Summary Dashboard

To create a dashboard to display the current open period for each entity/ledger navigate to Dashboards, All and click on Dashboards.

PLEASE NOTE: If Dashboards is not available on the menu please speak to your Intacct administrator to grant access to it.

All

Dashboards   >   ⊕ Dashboards

Click on Add.

Give the Dashboard a Title and Description (these can be the same).

≔ **Dashboard properties**

Appearance   Filters   Permissions

Title *

Period Summaries

Description

Period Summaries

Columns

2

Flexible-width column

All

Color

Gray

Group ❓

Nothing selected

☐ Default

Click on the Permissions tab. By default, the new dashboard will be denied to all users and groups.

	Access rights	Group or user
1	Deny	Group/Everyone

You can either set individual access for users, or change the default Deny to Allow. You cannot remove the access created by default.

To set permissions for specific users change Group to User and select the relevant user from the list and click on Add. Repeat for any other users that require permissions.

Click on Save.

In the list of Dashboards find the new dashboards and click on View Components.

Click on the +.

Period Summaries	+

Leave the Component type as General.

Click on the drop down in Component and select Closed Thru Summary. If you wish you can change the Component title.

If the dashboard is to only be used at Entity level leave the Height as 150 and Summary view selected.

The dashboard will display Varies by Entity when viewed at Top Level.

Closed thru summary	
Application	**Closed through**
General Ledger	Varies by Entity
Accounts Payable	Varies by Entity
Accounts Receivable	Varies by Entity

When viewed at entity level the position of each ledger will be shown.

Closed thru summary	
Application	**Closed through**
General Ledger	31/05/2023
Accounts Payable	31/05/2023
Accounts Receivable	31/05/2023

If the dashboard is to only be used at Top Level increase the Height to the maximum 999 and select Entity view.

This will show the position for every entity at Top Level and provide a scroll bar to move down the page.

Entity	Application	Closed through
∨ Closed thru summary		
100	General Ledger	No close performed
100	Accounts Payable	No close performed
100	Accounts Receivable	No close performed

To edit the component, click on View components and then click the cog icon to amend the properties.

∨ Closed thru summary	⚙