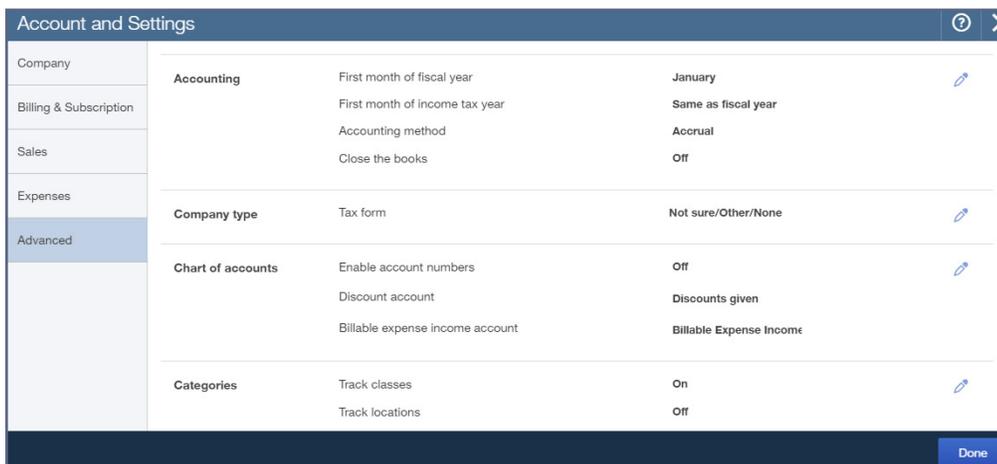


HOW TO SET A CLOSING DATE AND PASSWORD

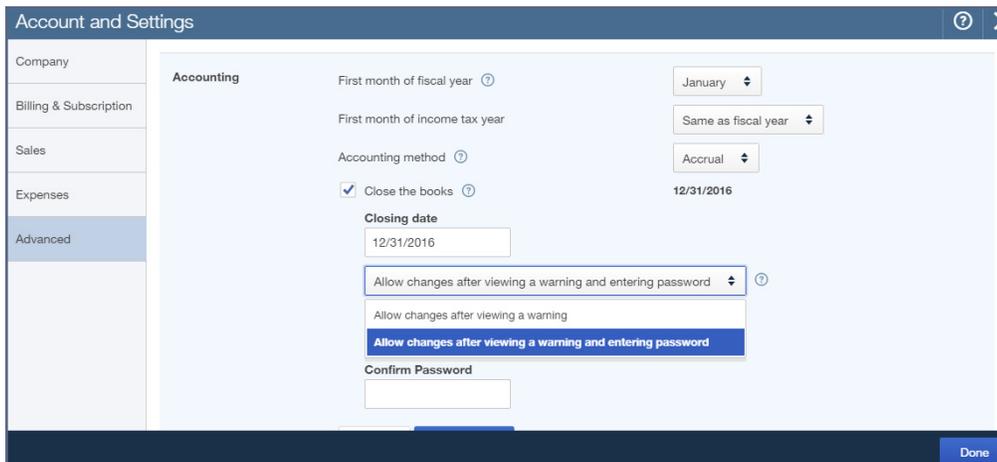
The Closing Date in QuickBooks essentially “locks” QuickBooks on a certain date to avoid anyone modifying transactions (adding, editing, deleting) dated before that day. This is an important step to close prior accounting periods. If anyone wants/needs to modify a transaction prior to the closing date, they must know the closing date password (if you’ve set one).

1. Click the  icon and select **Account and Settings**.
2. Click the **Advanced** tab on the list to them left.



Company	Accounting	First month of fiscal year	January
Billing & Subscription		First month of income tax year	Same as fiscal year
Sales		Accounting method	Accrual
Expenses		Close the books	Off
Advanced	Company type	Tax form	Not sure/Other/None
	Chart of accounts	Enable account numbers	Off
		Discount account	Discounts given
		Billable expense income account	Billable Expense Income
	Categories	Track classes	On
		Track locations	Off

3. Click in the **Accounting** section.
4. Check the box next to **Close the books**.
5. Enter the **Closing date**.
6. Click the drop-down arrow and select the appropriate option.



Company	Accounting	First month of fiscal year	January
Billing & Subscription		First month of income tax year	Same as fiscal year
Sales		Accounting method	Accrual
Expenses		<input checked="" type="checkbox"/> Close the books	12/31/2016
Advanced		Closing date	12/31/2016
			Allow changes after viewing a warning and entering password
			Allow changes after viewing a warning
			Allow changes after viewing a warning and entering password
		Confirm Password	

7. Enter the password in the Password and Confirm Password fields. (Optional)

The screenshot shows the 'Account and Settings' window with the 'Accounting' tab selected. The settings are as follows:

- First month of fiscal year: January
- First month of income tax year: Same as fiscal year
- Accounting method: Accrual
- Close the books: (12/31/2016)
- Closing date: 12/31/2016
- Allow changes after viewing a warning and entering password:
- Password: [Redacted]
- Confirm Password: [Redacted]

Buttons: Cancel, Save, Done

8. Click **Save** and **Done**.