



## Soft Closes

Software Development  
RIMSS Business Systems Technology

Company Confidential

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In order to lock the GL so that documents and entries cannot be posted without the proper permission you can run a soft close. Only those with the permission to make entries into a soft close are allowed to do so. Soft closes can be added and removed, unlike a hard close which is permanent. Average costing adjustments will still occur in soft closed months.

RIMSS.WinNetStar v8.0.0.421 Enterprise:The Enterprise Company:RIMSS TRUCKS (2) Location:WILLIAMSTON (3) LogMeIn - Remote Session

File View Company Customer Notes Receivable CRM Suppliers Employees Payroll Banking Fixed Assets Inventory Service Wholegoods Lease Rental Reports Web Links Windows Help

**New**  
Find  
Beginning Balances  
Company Preferences  
Switch Company/Location Ctrl+Z  
Location Profile  
Location Support Lists  
Company Support Lists  
Enterprise Support Lists  
Sales Tax

1025 Employee  
1035 Journal Entry Ctrl+J  
**1040 Accounting Close**  
1045 Allocation Template  
1050 Budget

Performing a Soft Close will limit the ability of users to enter or edit transactions prior to the Soft Close date. Only those users with the appropriate authority will be allowed to enter or edit transactions prior to the established date.

Soft Close Date Range:  
Through 1/30/2017

Hard Close  
Performing a Hard Close will limit the ability of users to enter or edit transactions prior to the Hard Close date for all users. You should be comfortable that your account balances are correct as of this date.

Period Close Type From Through Closed Date Closed By  
83 Hard 11/1/2016 11/30/2016

**Fiscal Periods**

Period	Close Type	Period From Date	Period To Date	Close Date	Closed By
83	Hard	11/1/2016	11/30/2016		
84	Hard	12/1/2016	12/31/2016		
85	Hard	1/1/2017	1/31/2017		
86	Hard	2/1/2017	2/28/2017		
87	Hard	3/1/2017	3/31/2017		
88	Hard	4/1/2017	4/30/2017		
89	Hard	5/1/2017	5/31/2017		
90	Hard	6/1/2017	6/30/2017		
91	Hard	7/1/2017	7/31/2017		
92	Hard	8/1/2017	8/31/2017		
93	Hard	9/1/2017	9/30/2017		
94	Hard	10/1/2017	10/31/2017		
95	Hard	11/1/2017	11/30/2017		
96	Hard	12/1/2017	12/31/2017		
97	Hard	1/1/2018	1/31/2018		
98	Hard	2/1/2018	2/28/2018		
99	Hard	3/1/2018	3/31/2018		

To run a soft close go to  
Company → New → Accounting Close

**Soft Close**  
Performing a Soft Close will limit the ability of users to enter or edit transactions prior to the Soft Close date. Only those users with the appropriate authority will be allowed to enter or edit transactions prior to the established date.

Soft Close Date Range:  
Through 5/2017 Save Soft Close

Monday, February 6, 2017

February 2017

SU	MO	TU	WE	TH	FR	SA
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	1	2	3	4
5	6	7	8	9	10	11

Through Closed Date Closed By  
10/16 11/30/2016 Hard Close

**Fiscal Periods**

Period	Close Type	Period From Date	Period To Date	Close Date	Closed By
83	Hard	11/1/2016	11/30/2016		
84	Hard	12/1/2016	12/31/2016		
85	Hard	1/1/2017	1/31/2017		
86	Hard	2/1/2017	2/28/2017		
87	Hard	3/1/2017	3/31/2017		
88	Hard	4/1/2017	4/30/2017		
89	Hard	5/1/2017	5/31/2017		
90	Hard	6/1/2017	6/30/2017		
91	Hard	7/1/2017	7/31/2017		
92	Hard	8/1/2017	8/31/2017		
93	Hard	9/1/2017	9/30/2017		
94	Hard	10/1/2017	10/31/2017		
95	Hard	11/1/2017	11/30/2017		
96	Hard	12/1/2017	12/31/2017		
97	Hard	1/1/2018	1/31/2018		
98	Hard	2/1/2018	2/28/2018		
99	Hard	3/1/2018	3/31/2018		

Select the "Through" date you wish to apply to this soft close

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RIMSS WinNetStar Accounting Close

### Soft Close

Performing a Soft Close will limit the ability of users to enter or edit transactions prior to the Soft Close date. Only those users with the appropriate authority will be allowed to enter or edit transactions prior to the established date.

Soft Close Date Range:

Through

### Hard Close

Performing a Hard Close will eliminate the ability to enter or edit transactions prior to the Hard Close date. Only those users with the appropriate authority will be allowed to enter or edit transactions prior to the established date.

Period Close Type From Through

83 Hard 11/1/2016 11/30/2016

### Fiscal Periods

Period	Close Type	Period From Date	Period To Date	Close Date	Closed By
83	Hard	11/1/2016	11/30/2016		
84	Hard	12/1/2016	12/31/2016		
85	Hard	1/1/2017	1/31/2017		

RIMSS WinNetStar v8.0.0.421 Enterprise: The Enterprise Company: RIMSS TRUCKS (2) Location: WILLIAMSTON (3)

File View Company Customer Notes Receivable CRM Suppliers Employees Payroll Banking Fixed Assets Inventory Service Wholegoods Lease Rental Reports Web Links Windows Help

Click the "Save Soft Close" button.

RIMSS WinNetStar Accounting Close

### Soft Close

Performing a Soft Close will limit the ability of users to enter or edit transactions prior to the Soft Close date. Only those users with the appropriate authority will be allowed to enter or edit transactions prior to the established date.

Soft Close Date Range:

Through

### Hard Close

Performing a Hard Close will eliminate the ability to enter or edit transactions prior to the Hard Close date for all users. You should be comfortable with the date range.

Period Close Type From Through Closed Date Closed By


83 Hard 11/1/2016 11/30/2016

### Fiscal Periods

Period	Close Type	Period From Date	Period To Date	Close Date	Closed By
83	Hard	11/1/2016	11/30/2016		
84	Hard	12/1/2016	12/31/2016		
85	Hard	1/1/2017	1/31/2017		
86	Hard	2/1/2017	2/28/2017		
87	Hard	3/1/2017	3/31/2017		
88	Hard	4/1/2017	4/30/2017		
89	Hard	5/1/2017	5/31/2017		
90	Hard	6/1/2017	6/30/2017		
91	Hard	7/1/2017	7/31/2017		
92	Hard	8/1/2017	8/31/2017		
93	Hard	9/1/2017	9/30/2017		
94	Hard	10/1/2017	10/31/2017		

You will receive a message asking if this close is what you are intending to do. Click Yes if everything is correct, click No to begin again.

**Soft Close Date Warning**

 You are about to execute a Soft Close for the date range:  
11/1/2016 - 1/31/2017

Are you sure you want to restrict the ability to create and edit transactions for the specified date range?

Performing a Soft Close will limit the ability of users to enter or edit transactions prior to the Soft Close date. Only those users with the appropriate authority will be allowed to enter or edit transactions prior to the established date.

Soft Close Date Range:

Through

2/5/2017

Save Soft Close

Delete Soft Close

#### Hard Close

Performing a Hard Close will eliminate the ability to enter or edit transactions prior to the Hard Close date for

Period	Close Type	From	Through	Closed Date	Closed By
83	Hard	11/1/2016	11/30/2016		

#### Fiscal Periods

Period	Close Type	Period From Date	Period To Date	Closed Date	Closed By
83	Hard	11/1/2016	11/30/2016		
0	Soft	11/1/2016	1/31/2017	2/6/2017	travis
84	Hard	12/1/2016	12/31/2016		
85	Hard	1/1/2017	1/31/2017		
86	Hard	2/1/2017	2/28/2017		

The soft closed period will show in the “Fiscal Periods” section, highlighted in red.

Soft Close Date Range:

Through

2/5/2017

Save Soft Close

Delete Soft Close

#### Hard Close

Performing a Hard Close will eliminate the ability to enter or edit transactions prior to the Hard Close date for

Period	Close Type	From	Through	Closed Date
0	Soft	11/1/2016	1/31/2017	2/6/2017

#### Fiscal Periods

Period	Close Type	Period From Date	Period To Date	Closed Date	Closed By
83	Hard	11/1/2016	11/30/2016		
0	Soft	11/1/2016	1/31/2017	2/6/2017	travis
84	Hard	12/1/2016	12/31/2016		
85	Hard	1/1/2017	1/31/2017		
86	Hard	2/1/2017	2/28/2017		

If you need to delete the soft close, highlight the period below then click the Delete Soft Close button. There are no further prompts after clicking this button.