



Sentec PMS - Finance

How to Close Year

1. Accounting Period

Access the Accounting Period menu:

Accounting Period

Master Data / General Configuration / Accounting Period

Inventory Period Close Income Statement Close Year Period Close Month Period + New

ID	Name	Starting Date	Month Closed	Year Closed	Inventory Closed
2,118	October 2024	2024-10-01	☐	☐	☐
2,119	September 2024	2024-09-01	☒	☐	☒
2,025	August 2024	2024-08-01	☒	☐	☒
1,842	July 2024	2024-07-01	☒	☐	☒
1,575	June 2024	2024-06-01	☒	☐	☒
1,311	May 2024	2024-05-01	☒	☐	☒
1,310	April 2024	2024-04-01	☒	☐	☒
1,236	March 2024	2024-03-01	☒	☐	☒
1,173	February 2024	2024-02-01	☒	☐	☒
1,146	January 2024	2024-01-01	☒	☐	☒
1,010	December 2023	2023-12-01	☒	☒	☒
976	November 2023	2023-11-01	☒	☒	☒
972	October 2023	2023-10-01	☒	☒	☒
906	September 2023	2023-09-01	☒	☒	☒
869	August 2023	2023-08-01	☒	☒	☒
824	July 2023	2023-07-01	☒	☒	☒
798	June 2023	2023-06-01	☒	☒	☒
643	May 2023	2023-05-01	☒	☒	☒

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1. Ensure the last annual period (December) has been completed, then click the December row.
2. Make sure inventory closing has been completed.
3. Perform Close Month as usual.
4. Perform Close Year Period once there are no remaining transactions in the previous year.

Accounting Period

Master Data / General Configuration / Accounting Period

Inventory Period Close Income Statement **Close Year Period** Re-Open Month Period

10 Close Month Period + New

ID	Name	Starting Date	Month Closed	Year Closed	Inventory Closed
2,118	October 2024	2024-10-01	✓	○	✓
2,119	September 2024	2024-09-01	✓	○	✓
2,025	August 2024	2024-08-01	✓	○	✓
1,842	July 2024	2024-07-01	✓	○	✓
1,575	June 2024	2024-06-01	✓	○	✓
1,311	May 2024	2024-05-01	✓	○	✓
1,310	April 2024	2024-04-01	✓	○	✓
1,236	March 2024	2024-03-01	✓	○	✓
1,173	February 2024	2024-02-01	✓	○	✓
1,146	January 2024	2024-01-01	✓	○	✓
1,010	December 2023	2023-12-01	✓	✓	✓
976	November 2023	2023-11-01	✓	✓	✓
972	October 2023	2023-10-01	✓	✓	✓
906	September 2023	2023-09-01	✓	✓	✓
869	August 2023	2023-08-01	✓	✓	✓
824	July 2023	2023-07-01	✓	✓	✓
798	June 2023	2023-06-01	✓	✓	✓
643	May 2023	2023-05-01	✓	✓	✓

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- Click Close Income Statement to generate a general journal. A dialog box will appear:

Close Income Statement

Document No

5

Description

6

Year

2024

7

8

9

Close

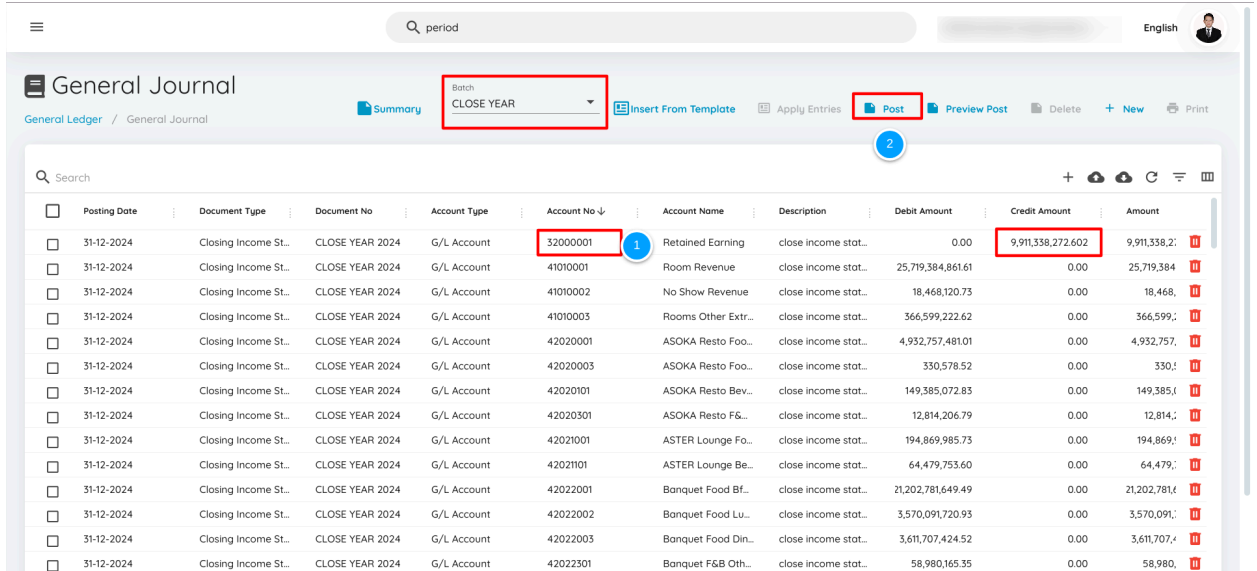
Preview

Close Income Statement

- Enter the Document No as it should appear in the General Ledger.
- Enter the Description as it should appear in the General Ledger.
- Click Close to cancel the transaction.
- Click Preview to view the journal that will be generated.
- Click Close Income Statement to import the journal.

2. General Journal

After the import process is completed in the Accounting Period menu and Close Income Statement is executed, the journal will be created in the General Journal menu under Batch Close Year (or similar).



General Journal

Batch: CLOSE YEAR

Post

Posting Date	Document Type	Document No	Account Type	Account No	Account Name	Description	Debit Amount	Credit Amount	Amount
31-12-2024	Closing Income St...	CLOSE YEAR 2024	G/L Account	32000001	Retained Earning	close income stat...	0.00	9,911,338.272.602	9,911,338.272.602
31-12-2024	Closing Income St...	CLOSE YEAR 2024	G/L Account	41010001	Room Revenue	close income stat...	25,719,384.861.61	0.00	25,719,384.861.61
31-12-2024	Closing Income St...	CLOSE YEAR 2024	G/L Account	41010002	No Show Revenue	close income stat...	18,468,120.73	0.00	18,468,120.73
31-12-2024	Closing Income St...	CLOSE YEAR 2024	G/L Account	41010003	Rooms Other Extr...	close income stat...	366,599,222.62	0.00	366,599,222.62
31-12-2024	Closing Income St...	CLOSE YEAR 2024	G/L Account	42020001	ASOKA Resto Foo...	close income stat...	4,932,757,481.01	0.00	4,932,757,481.01
31-12-2024	Closing Income St...	CLOSE YEAR 2024	G/L Account	42020003	ASOKA Resto Foo...	close income stat...	330,578.52	0.00	330,578.52
31-12-2024	Closing Income St...	CLOSE YEAR 2024	G/L Account	42020101	ASOKA Resto Bev...	close income stat...	149,385,072.83	0.00	149,385,072.83
31-12-2024	Closing Income St...	CLOSE YEAR 2024	G/L Account	42020301	ASOKA Resto F&...	close income stat...	12,814,206.79	0.00	12,814,206.79
31-12-2024	Closing Income St...	CLOSE YEAR 2024	G/L Account	42021001	ASTER Lounge Fo...	close income stat...	194,869,985.73	0.00	194,869,985.73
31-12-2024	Closing Income St...	CLOSE YEAR 2024	G/L Account	42021101	ASTER Lounge Be...	close income stat...	64,479,753.60	0.00	64,479,753.60
31-12-2024	Closing Income St...	CLOSE YEAR 2024	G/L Account	42022001	Banquet Food Bf...	close income stat...	21,202,781,649.49	0.00	21,202,781,649.49
31-12-2024	Closing Income St...	CLOSE YEAR 2024	G/L Account	42022002	Banquet Food Lu...	close income stat...	3,570,091,720.93	0.00	3,570,091,720.93
31-12-2024	Closing Income St...	CLOSE YEAR 2024	G/L Account	42022003	Banquet Food Din...	close income stat...	3,611,707,424.52	0.00	3,611,707,424.52
31-12-2024	Closing Income St...	CLOSE YEAR 2024	G/L Account	42022301	Banquet F&B Oth...	close income stat...	58,980,165.35	0.00	58,980,165.35

1. Before posting the journal, please review the target retained earnings account.
2. Click Post once the journal is confirmed to be correct.

3. General Ledger Setup

The retained earnings account can be configured as follows:

The screenshot shows the 'General Ledger Setup' interface in the Sentec PMS. The left sidebar contains a navigation menu with the following items: 'Entries', 'Master Data' (highlighted with a red box and a blue circle with the number 1), 'General Posting Group', 'VAT Posting Group', 'Posting Setup' (highlighted with a red box), 'General Posting S...', 'Inventory Posting...', 'User Posting Setup', 'Purchase Payable...', 'Sales Receivable ...', 'General Ledger S...' (highlighted with a red box and a blue circle with the number 2), 'Inventory Reconc...', and 'Inventory Setup'. The main area displays the 'General Ledger Setup' form with the following fields: 'Currency' (IDR), 'Retained Earning Account' (Retained Earning), and 'Close Income Statement Journal Batch' (GJ-CLOSE INCOME STATEMENT). A 'Show Trial Balance Summary As Group' checkbox is also present. A 'Save Changes' button is located at the bottom right of the form.

1. Go to Master Data - Posting Setup - General Ledger Setup.
2. Change the Chart of Account if the hotel uses a retained earnings account per year.