



Sentec PMS

User Manual

2. Transaction

2.10. General Ledger

2.10.H. Interface Journal from Finance - Closing Year

Change History

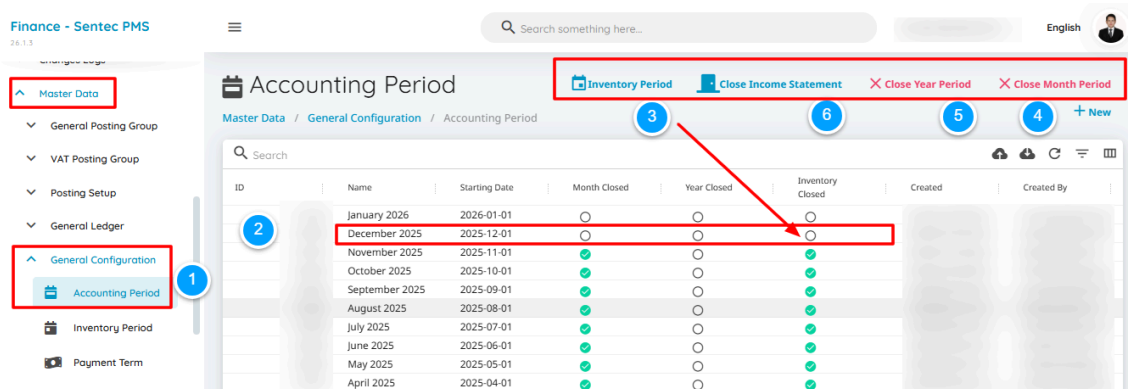
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Revision History				
Version	Issue Date	Details of Revision	Prepared By	Reviewed By
1.0	Jan 8, 2026	Initials	Erry C.	Prasetyo A.

2.10.H. Interface Journal from Finance - Closing Year

Journal Close Year, or year-end closing journal, is a journal entry performed to transfer the balances of profit and loss accounts to the retained earnings account. The retained earnings holding account can be configured in menu [4.1.C.6. General Ledger Setup](#). Below are the steps to perform the year-end closing journal:

1. Access the menu **Master Data - General Configuration - Accounting Period**.



2. Check the last period of the year to be closed (December of the previous year), then click on the row.
3. Check the Inventory Close indicator and ensure it is already closed before performing the month period close.
4. **Click Close Month Period** to close the December period.
5. Click Close Year Period to close the previous year period.
6. Click Close Income Statement to create the year-end closing journal, and the following dialog box will appear:

Close Income Statement

Document No

CLOSE YEAR 2025

Description

Close Income Statement 2025

Year

2025

Close

Preview

Close Income Statement

7. Enter the Document No with a maximum of 20 characters and without special characters. This Document No will be filled in the Document No column in the General Journal table.
8. Enter an appropriate Description with a maximum of 50 characters. This will be filled in the Description column in the General Journal table.
9. Ensure the Year is set to the year to be closed.
10. (Optional) Click Close to cancel the journal transfer.
11. (Optional) Click Preview to view the generated journal.
12. Click Close Income Statement to execute the journal transfer.
13. Exit the **Accounting Period** menu and navigate to **General Ledger** → **General Journal**.

The screenshot displays the 'General Journal' page. The sidebar on the left contains a menu with 'General Journal' highlighted (13). The top bar includes a search field and a 'Batch' dropdown set to 'CLOSE YEAR' (14). The main table lists journal entries with columns for Posting Date, Document Type, Document No, Account Type, Account No (15), Account Name, Description, Debit Amount, and Credit Amount (17). The first row shows a closing entry for Retained Earnings with a credit amount of 648,476,206.232 (16). The 'Post' button is visible in the top right (18).

14. Select the Close Year batch. Please refer to [4.1.E.10. General Journal Batch](#) to ensure that the batch corresponds to the **CLOSE STATEMENT** type.
15. Click the Account No column to sort the data in ascending order (the downward arrow indicator will appear).
16. Verify the retained earnings holding account to ensure it matches the bookkeeping of the business unit. If the account is not correct, please update it in [4.1.C.6. General Ledger Setup](#).
17. Check the credit balance of the retained earnings account to ensure it matches the net profit balance for one year (year to date).
18. Click Post to record the year-end closing journal.
19. **TIPS:** Please repeat the process from the first step if there are additional journals created after the year-end closing journal has been posted. **The system will recalculate**

any remaining profit and loss accounts and generate additional year-end closing journals as needed.