

Starting Over in Accounting (V6-8.5)

Although there is no way to erase all Fund Accounting information in PowerChurch Plus, some churches will occasionally choose to "start over" in Fund Accounting. One method to do this involves closing two accounting years and deleting data in Accounts Payable and Payroll.

The instructions below outline how to close two accounting years in the Fund Accounting module. Remember to make a complete backup of your Accounting data before continuing:

1. Click on **Accounting** then **Accounts Payable**. Choose the option to **Delete old vendor or payments data**. Select **Payments**. Next, change the date ranges to delete the desired data in Accounts Payable. This will delete any prior transactions in Accounts Payable.
2. Click on Accounting then Accounts Receivable. Choose the option to **Delete old customer or payments data**. Select Invoices. Next, change the date ranges to delete the desired data in Accounts Receivable. This will delete any prior transactions in Accounts Receivable.
3. Click on Accounting then Payroll. Choose the option to **Delete old data**. Change the date ranges to delete the desired data in Payroll. This will delete any prior transactions in Payroll.
4. Now you will need to close all Accounting months through month 12. To do this, click on Accounting, then Fund Accounting and select Close End of Period. When the current month is month 13, you can then close the year. You can find out which month you are in by clicking on Accounting and looking at the last item on the menu. This is where the current accounting period is displayed. For example: 01XX (XX = current month)
5. Repeat Step 4 to close one more accounting year. This will close two accounting years.
6. Click on File, then Preferences, and select Accounting Setup. Enter the current fiscal year.
7. To verify that you have updated the account year correctly, click on the Accounting menu to verify the accounting year and month.

You have now successfully closed two accounting years and deleted all information in Accounts Payable, Accounts Receivable, and Payroll. You should now verify the beginning balances for your Asset, Liability, and Fund Balance accounts before entering any accounting data. To verify these balances, you may want to generate a Trial Balance report from the Reports - Fund Accounting menu. To update any beginning balance figures, use the **Maintain Chart of Accounts** screen under the Fund Accounting menu.

