

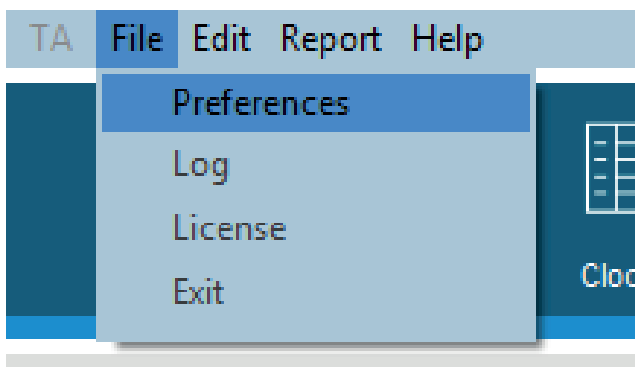
## TA+ : Closing the year

By default, in January, the overtime and the vacation balances are reset in the report, allowing the user to start fresh every new year. If you want to report these values from one year to the next, you need to perform a closing of the year.

Since this action **cannot** be undone, it is wise to take some caution.

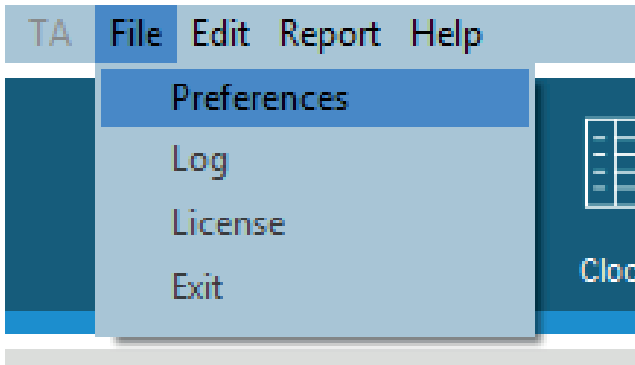
First: check that all data from last year is coherent. Make all necessary amendments.

Second: make a backup of your database. If you are using the standard location of the database, you can create a back-up directly from the Preferences screen (File -> Preferences).

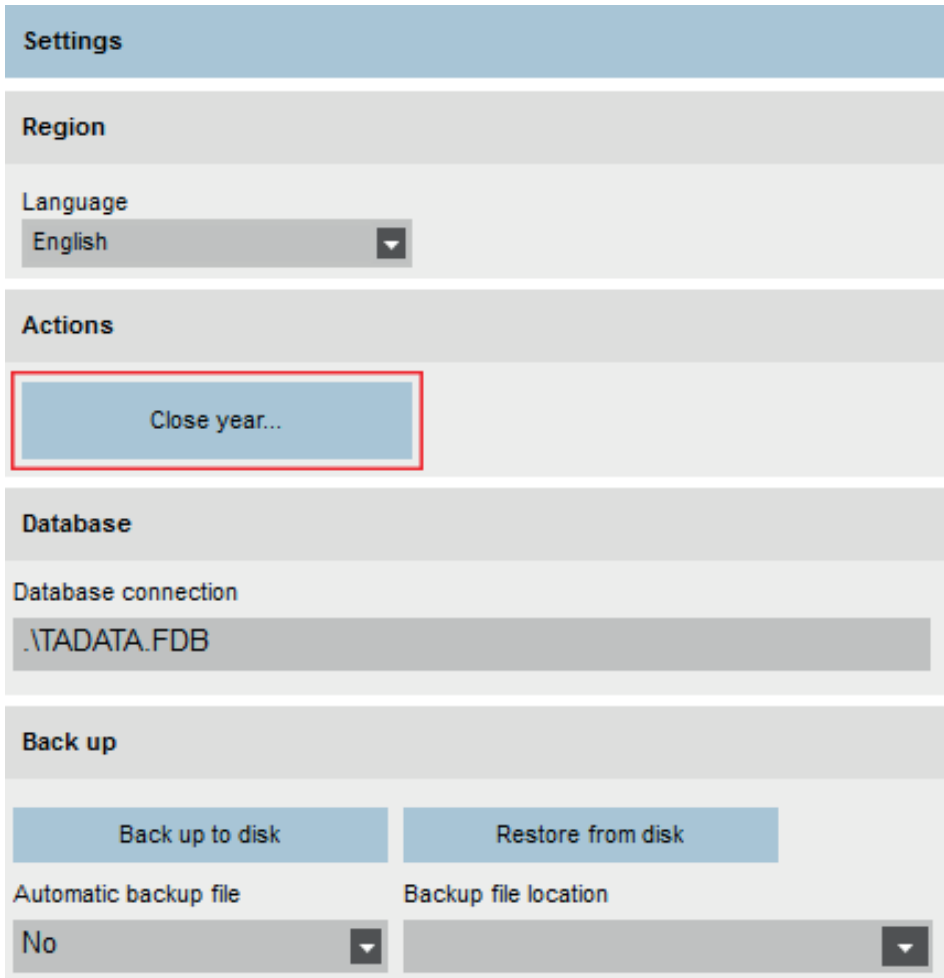


If you host your database on a server, please refer to the Firebird Server backup instructions.





To close the year, go to the Preference screen (File -> Preferences), and click on the Close year button.



The software will generate a report of the modifications.