

Step 4 - Close it

Before you do this, double check with experts, other people, etc. There is no exact deadline, so please make sure you do it right rather than quickly. Note: when you do it, DO NOT X THE BOX as shown below.

The screenshot shows the VISMA e-conomic software interface. A dialog box titled 'Afslut regnskabsår' (Close fiscal year) is open, asking 'Vil du afslutte regnskabsåret '2021'?' (Do you want to close the fiscal year '2021'?). There is a checkbox for 'Nulstil status (anbefales ikke)' (Reset status (not recommended)). The background shows a table of fiscal years from 2017 to 2021/2022, with columns for year, start date, end date, and status. The 2021 row is highlighted.

Regnskabsår	Start	End	Status
2021/2022	01.01.21	30.06.21	239
2020	01.01.20	31.12.20	1.036 Afsluttet
2019	01.01.19	31.12.19	1.168 Afsluttet
2018	01.01.18	31.12.18	880 Afsluttet
2017	01.01.17	31.12.17	768 Afsluttet

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