

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 displays the VISMA e-conomic software interface. A modal dialog box titled "Afslut regnskabsår" (Close fiscal year) is centered on the screen. The dialog contains the question "Vil du afslutte regnskabsåret '2021'?" (Do you want to close the fiscal year '2021?') and a checkbox labeled "Nulstil status (anbefales ikke)" (Reset status (not recommended)). A blue "Afslut" (Close) button is at the bottom right of the dialog. The background interface shows the "Regnskabsår" (Fiscal year) section with a table of fiscal years. The table has columns for the year, start date, end date, and status. The status for 2021/2022 is "0", while previous years are "Afsluttet" (Closed). The table also includes icons for adding, deleting, and printing rows.

| Regnskabsår | Start | End | Status |
|-------------|----------|----------|-----------------|
| 2021/2022 | 01.01.21 | 30.06.21 | 0 |
| 2021 | 01.01.20 | 31.12.20 | 1.036 Afsluttet |
| 2020 | 01.01.19 | 31.12.19 | 1.168 Afsluttet |
| 2019 | 01.01.18 | 31.12.18 | 880 Afsluttet |
| 2018 | 01.01.17 | 31.12.17 | 768 Afsluttet |

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