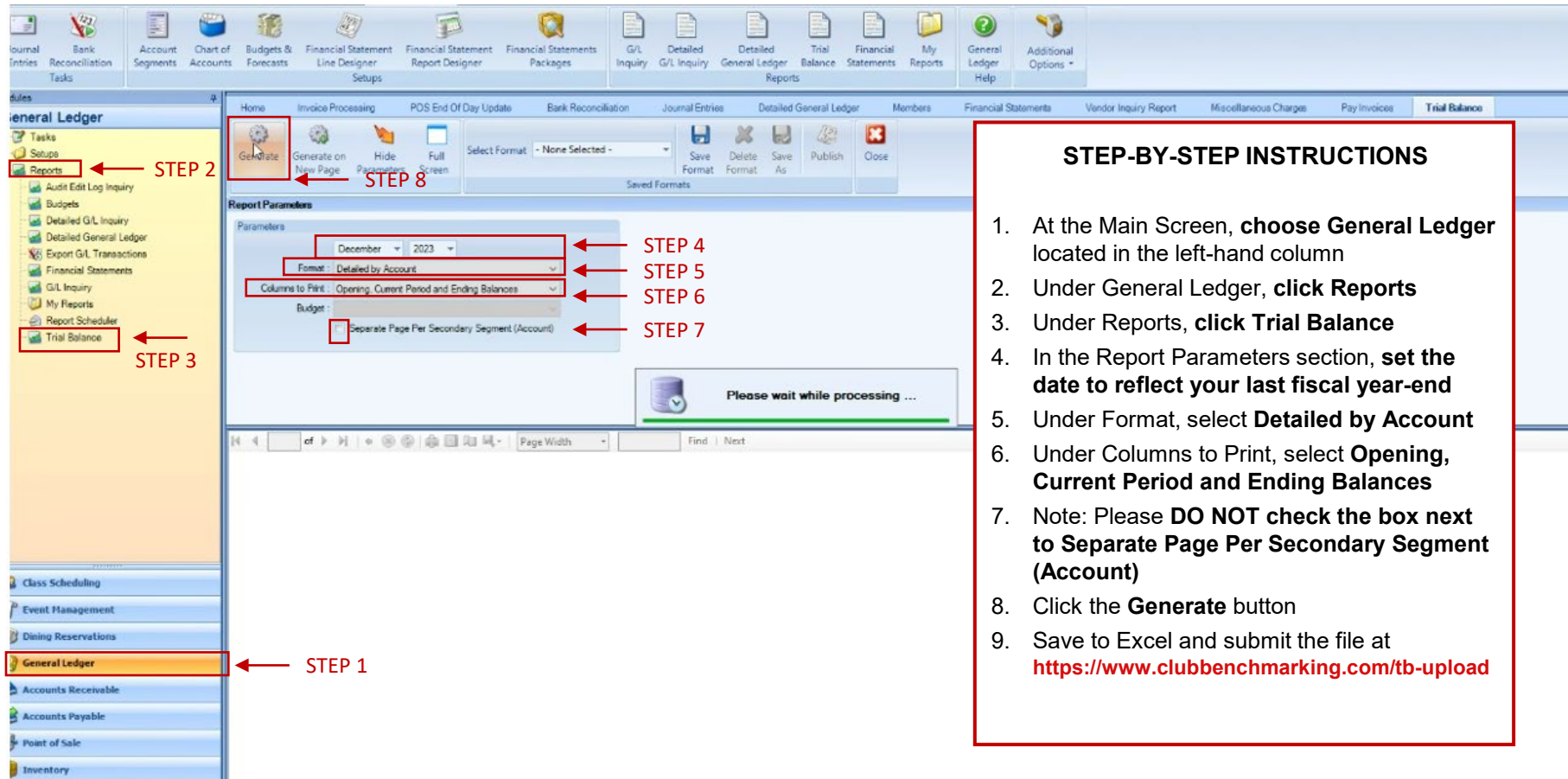


# Annual Update Instructions for Jonas Encore Customers



The screenshot shows the 'General Ledger' section of the software. The left-hand column contains a tree view with 'Reports' selected. The 'Report Parameters' section is visible, showing the following settings:

- Date: December 2023
- Format: Detailed by Account
- Columns to Print: Opening, Current Period and Ending Balances
- Budget:  Separate Page Per Secondary Segment (Account)

The 'Generate' button is highlighted in the top toolbar. A progress bar at the bottom indicates 'Please wait while processing ...'.

## STEP-BY-STEP INSTRUCTIONS

1. At the Main Screen, **choose General Ledger** located in the left-hand column
2. Under General Ledger, **click Reports**
3. Under Reports, **click Trial Balance**
4. In the Report Parameters section, **set the date to reflect your last fiscal year-end**
5. Under Format, select **Detailed by Account**
6. Under Columns to Print, select **Opening, Current Period and Ending Balances**
7. Note: Please **DO NOT** check the box next to **Separate Page Per Secondary Segment (Account)**
8. Click the **Generate** button
9. Save to Excel and submit the file at <https://www.clubbenchmarking.com/tb-upload>