



### **Authority Civil**

1. All of your batches for December must be posted.
2. Go to: **Accounting Activities/End of Month/Year Processing/End of Year Accounting Rollover**. Make sure that the **Reset Case Counters** check box is checked.
3. Press: **Process Year End**.  
This will make 2012 the **Current Year** and January the **Current Period**.
4. Please contact CMI after the year is rolled so CMI can apply an update to complete the year-end process.



**NOTE:** *If not balanced for December, CMI support will assist, if necessary. The fact that the period is closed, or the batch is posted, doesn't matter to the Authority Civil application. You can continue in to 2012.*

### **Authority Court**

#### **Traffic Criminal Case Number Counters for Court**

Changing your Case Counters is as easy as 1, 2, 3. This is really the only thing that needs done, either your first day back after the New Year or your last day in your office for 2011. It does not take long.

1. Setup Utilities, Menu, Case Type Maintenance,
2. Select Case Type from Drop down TR.
3. Change year to 12 and counter to Zero or the starting number your Court needs for each type.