Account to be closed

Account with **balances per object and in total. Audit and reporting still needed**. Close in total on the bottomline.
Account type: B, C, R, S, U, V, W, X

- Create a Transfer of Funds (TF) to clear the bottomline of the account.
- Send email to Marí van Bosch & Chimoné Barends to temporarily close the account (end date). Include the Continuation account number. The account will be closed after the balances has been carried forward to the next year.

Account with **no balances per object or in total**.

- Send email to Marí van Bosch and Chimoné Barends to finally close the account. Include the Continuation account number.

Account with **balances per object but a zero bottomline**. Audit and reporting still needed.
Account type: B, C, R, S, U, V, W, X

- Send email to Marí van Bosch & Chimoné Barends to temporarily close the account (end date). Include the Continuation account number. The account will be closed after the balances has been carried forward to the next year.

Account with **balances per object and in total. No audit and reporting per object needed**.
Clear per object to close in the current year.
Account type: G, K, KC, KS, KT, T, TE, TP, TR

- Follow the steps in the manual to clear the account per object.
- Sent email to Marí van Bosch and Chimoné Barends to finally close the account. Include the Continuation account number.