

General Ledger Year-End Closing Checklist

- 1. Complete period-end procedures in all other ACCPAC Plus modules. Retrieve all subledger batches to General Ledger.
- 2. Post all outstanding batches that should be included in the closing GL.
- 3. Archive any batches that you want to post in the new fiscal year, then delete the original batches. (Do not delete the archived copies.)
- 4. Print reports, financial statements, and the General Ledger Listing.
- 5. Make sure that a valid Retained Earnings account number is entered in the Default Retained Earnings Account field in the Edit Company Profile function.
- 6. If you use departments, make sure that a valid Retained Earnings account is specified for each department in the Add/Modify/Delete Departments function.
- 7. Check the integrity of your General Ledger data, then make a backup copy.
- 8. Run the Close Year function (from the Periodic Processing menu). If you use departments, close one department at a time, or specify a range of departments to close. Assign a source code and closing date, then close the ledger.
- 9. Print the batch that is created by Close Year, then post the batch.
- 10. Print the Trial Balance and G/L Listing to check changes posted to the type 'I' and 'R' accounts by Close Year. Print any other reports you need.
- 11. Print and clear all posting journals.
- 12. Print and clear the Batch Status report.
- 13. Check the integrity of your General Ledger data, then make a backup copy.
- 14. Run the Change Fiscal Year function (from the Periodic Processing menu).
- 15. Print the Trial Balance to verify that there are opening balances only in type 'B' and 'R' accounts. Print the G/L Listing to verify that all net changes are cleared. Print any other reports you need.
- 16. Using the Edit Company Profile function, check the Fiscal Period Calendar. Enter the new report dates and make any changes you need to the fiscal period dates.