




Adagio Ledger

Year-End Closing Checklist

- 1. Complete period-end procedures in all other *Adagio* modules. Retrieve all sub-ledger batches that should be included in the fiscal year being closed.  Retrieve
- 2. Post all outstanding batches.  Post
- 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.) [*Maintenance / Maintain Archived Batches*]
- 4. Print reports, financial statements, and the Trial Balance. [*Reports / Trial Balance*]
- 5. Make sure that a valid Retained Earnings account number is entered in the Default Retained Earnings Account field. [*Edit / Company Profile*].
- 6. If you use departments, make sure that a valid Retained Earnings account is specified for each department. The same Retained Earnings account may be used for any number of departments. [*Edit / Departments*].
- 7. Check the integrity of your General Ledger data. [*File / Data Integrity Check*] Make a backup copy. [*File / Backup / Ledger Data*]
- 8. Run the Close Year function [*Maintenance / Close Year*]. 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 click on “Proceed”  Post
- 9. Print the batch that is created by Close Year, then post the batch.
- 10. Print the Trial Balance to check changes posted to the Income Statement and Retained Earnings accounts by Close Year. Print any other reports you need.
- 11. Print and clear all posting journals. [*Post / Print Posting Journal*]
- 12. Print and clear the Batch Status report. [*Reports / Batch Status*]
- 13. Check the integrity of your General Ledger data, then make a backup copy.
- 14. Run the Change Fiscal Year function. [*Maintenance / Change Fiscal Year*]
- 15. Check the Fiscal Period Calendar. [*Edit / Company Profile / Fiscal Period Calendar / Edit FP*] Enter the new report dates and make any changes you need to the fiscal period dates.