

# ***BOE Fiscal Year-End Closing***

## **General Overview**

- Clean up and correct current fiscal year data
- Ensure all current year accounting activity has been processed
- Make entries in preparation for next fiscal year
- Close the PO File (if applicable)
- Make Pre-Closing Backup
- Close the month of June
- Make Mid-Closing Backup
- Close the fiscal year
- Make Post-Closing Backup

## **Clean up and correct current fiscal year data**

- Things to look for:
  - Over expenditures that need budget amendments
  - Adjustments to payables & receivables from prior fiscal year
  - Miscellaneous posting errors that need correcting
- Potential “Red Flags”
  - Liability accounts with debit balances (balance sheet report)
  - Asset accounts with credit balances (balance sheet report)
  - Expenditure accounts greater than 100% of budget (expenditure report)
  - Liability accounts with left over pennies (balance sheet report)

## **Ensure all current year accounting activity has been processed**

- Make any entries needed to Reserve Accounts (set up new reserves if necessary)
- Reprint reports to verify correcting entries
- Clean up PO file (if applicable)

## **Purchasing - Fiscal Year End**

- Update Year To Date Totals - Clears and updates the fiscal year to date totals on the vendor activity screen
- Close PO File (if applicable)

## **Reminders**

- Make sure your modem and/or LGC remote support capability is working
- No one should be processing ANY work while you are closing June or Year End
- Make sure you have needed supplies, printer ribbons, 2-part paper, etc.
- Check your accounting date
- “Pre Year-End Backup” (daily)
- “Mid Year-End Backup” (daily)
- “Post Year-End Backup” (system)
- Copy Files to Work Directory
- Load Year End Update from LGC

## **Beginning the closing process**

- Make “Pre Year-End Closing Backup” (daily)
- Close month of June – same as you would any other month

## **Month End Closing**

- Close June same as you would any other month end close
- Make sure you have made all needed entries for the fiscal year before closing June

## **Year End Closing Process**

- After closing June
  - Make “Mid Year-End Closing Backup” (Daily)
  - Copy Files to Work Directory (this step is required)
- Run the following 10 steps in order to close the fiscal year
  1. Transaction Balance Exception Report
  2. Build Closing Fund Balance Accounts
  3. Summary Report And Journals (stop here and send a daily backup to LGC if we are printing your year end reports)
  4. Accounting Reports
  5. Build Audit Diskette And Control Records
  6. Create Closing/Reversing Entries (this is the “Point of No Return” without restoring a backup)
  7. Closing Balance Sheet
  8. Calculate Beginning Balances
  9. Trial Balance Report & Balance Sheet (compare to your June 30 Trial Balance to make sure balances rolled properly)
  10. Update Transaction Posted File

## **After Year-End Closing**

- Make “Post Year-End Backup” (system)
- Business as usual – all checks/accounting entries must be dated July 1 or later