

GENERAL LEDGER FISCAL YEAR END CHECKLIST Page 1 of 3

Check List		Detail	Application
<input type="checkbox"/>	Begin the Month End Process for the last month of the fiscal year	When you begin this process it will change the date on line 1 of the GL-EC and check for any un-updated journals.	GL-ME-ST
<input type="checkbox"/>	Print Journals and Update	Note: Even though the GL-JP is listed on the month end menu, you must print and update all journals for the current fiscal year before running the GL-ST.	GL-ME-JP
<input type="checkbox"/>	Create Auto Journal Entries	This will create, print and update automated periodic journals. Note: Only if your organization has purchased and utilizes this option, is it necessary to run it.	GL-ME-CJ
<input type="checkbox"/>	Encumbrance Detail Report	This will report all encumbered amounts from Accounts Payable and Purchase Order with the option to freeze the numbers in-time for later reporting. Note: Only if your organization has purchased and utilizes this option, is it necessary to run it.	GL-ME-ED

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Check List	Detail	Application	
<input type="checkbox"/>	Fund Balance Journal	This will create, print and update a journal that will balance dollar amounts between funds Note: Only if your organization has purchased and utilizes this option, is it necessary to run it.	GL-ME-FB
<input type="checkbox"/>	Trial Balance (Account Balance) Balance Sheet & Income Statement Revenue & Expenditure Report Print Income Statements Financial Report Generator Reports	These reports are optional and are not required to complete the month end or year-end processes. They can be run at any time utilizing any reporting date range.	GL-ME-TB GL-ME-BS & GL-ME-TE GL-ME-IS & GL-ME-IQ GL-ME-IA GL-ME-FS
<input type="checkbox"/>	Complete Month-End Processing	This process should be completed before continuing on to the year-end process.	GL-ME-RS

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Check List	Detail	Application
<input type="checkbox"/>	<p>Fiscal Year-End Processing</p> <p>This process will move the ending balances from the closing fiscal year to become the beginning balances of the new fiscal year. Verify the Year Ending date is correct and Clearance Years are in the range you want.</p> <p>Note: Once the data is cleared, it cannot be retrieved, so the prior years data should be backed up BEFORE beginning this process. Proceed with the process and read the warning information box that is displayed.</p> <p>When the process is complete a paperless copy of the balance forward journal is created and the journal is updated and the year-end process is complete.</p> <p>Note: MOM users with versions prior to 2007 may not see the warning information. Contact CWS for an update.</p>	<p>GL-ME-YE</p>