AccountMate SQL Month/Period-End Closing

Detailed Checklist

□ 1. Soft-post the subsidiary modules (AR, AP, BR, IC, MI, PR, RA) to GL by choosing Housekeeping > Transfer Data to GL in each module.

□ 2. Print the GL reports Reports > Balance Sheet and Reports > Income Statement.

□ 3. Print the reports for verifying the Balance Sheet. We recommend the following as a minimum, and suggest you put them in a "Print Batch" for ease of printing:

BR > Bank Reconciliation Report - to verify Cash GL Account

AR > Aging Report - to verify Receivables GL Account

AR > Open Credit Report - add to Aging Report to verify Receivables or separate GL Account

IC > Warehouse Quantity Listing - to verify Inventory On-hand GL Account(s)

AP > Past-Due Aging Report - to verify Payables GL Account

PO > Accrued Received Goods Report - to verify Accrued Received Goods GL Account

□ 4. Compare the reports of step #3 to the Balance Sheet of step #2 and create a GL Batch to make correcting entries as needed. Review the Income Statement for consistency. If there are unexplained discrepancies, you have the opportunity to investigate and make corrections to the source transactions at this point.

□ 5. Post the Batch of step #4, reprint the Balance Sheet, and verify the module detail reports now confirm the GL Accounts.

□ 6. Hard-post each of the modules in step #1 by selecting Housekeeping > Period-End Closing, ensuring the purge dates are blank.

□ 7. Verify that no additional transactions have been entered in the subsidiary modules by previewing the Balance Sheet and making the final comparison to the module detail reports.

□ 8. Set the Default Period for GL Reporting in GL > Housekeeping > GL Module Setup on the General tab to reflect the new period/month.

□ 9. Restrict prior and future periods, leaving only a one or two month "posting window" open, via GL > Housekeeping > Posting Period Restrictions.

Need less detail?
Flip this card over for the at-a-glance version.

AccountMate SQL Month/Period-End Closing

At-A-Glance Checklist

□ 1. Transfer data to GL in AR, AP, BR, IC, MI, PR, RA.

□ 2. Print Balance Sheet and Income Statement.

□ 3. Print the detail reports:
    BR > Bank Reconciliation Report
    AR > Aging Report
    AR > Open Credit Report
    IC > Warehouse Quantity Listing
    AP > Past-Due Aging Report
    PO > Accrued Received Goods Report

□ 4. Verify above reports with Balance Sheet.

□ 5. Make correcting GL Batch and post.

□ 6. Choose Period-end closing for each module (under Housekeeping). ***Make sure purge dates are blank!***

□ 7. Print Balance Sheet and Income Statement. Verify to detail reports.

□ 8. Set the Default Period for GL Reporting under Housekeeping.

□ 9. Set posting period restrictions in GL (under Housekeeping).

Need more detail?
Flip this card over for the detailed version.