

Fiscal Year End Summary Checklist

Accounts Receivable

- Run AGE – Accounts Receivable Aging – in detail - prior to running the GMC for the month
- Write off Bad Debt - See Fiscal Year End – Detail, or the Bad Debt How To, for full instructions
- Optional – run ASR – Sales Analysis by Dollar – enter the dates for your Fiscal Year. Once printed, rerun for the first day of the new year to clear Current Invoice and YTD Invoice total from AMT change mode.

Accounts Payable

- Run VAA – Accounts Payable Aging – in detail - prior to running the GMC for the month.
- Optional – run VAN – Vendor Analysis - enter the dates for your Fiscal Year. Once printed, rerun for the first day of the new year to clear Current Invoice and YTD Invoice total from VMT change mode.

General Ledger

After completing the steps in Accounts Receivable and Accounts Payable, you will be ready to close the year in General Ledger.

- GMC – Month End Close
- GFR – Current Month Financial Reports

While You Wait for Your Accountant's Year End Figures:

You can continue posting your daily activity into future GL periods before doing the year end close in General Ledger.

Optional: If you haven't already done so, set up the following Prior Year Reports to be archived:

- PTB - Trial Balance
- PPF - Financial Reports
- PIC, PBC, & PCC - Comparative Income Statement, Balance Sheet, and Supporting Schedules
- GPU - Period Update

When You Get Your Accountant's Year End Figures:

- GJE – Journal Entries – Enter your accountant's adjustments for the end of the year
- GJU – Current Report and Update – to check your entries and update.
- GFR – Current Month Financial Reports
- Optional: GTR - Trial Balance - in Detail, for G/L Period 01 through G/L Period 12
- Optional: Run Prior Year Financials (PTB, PPF, PIC, PBC and PCC)
- GPU – Period Update (for period 12) – The system will automatically close the year. No one should be working in STRUCTURE when this is running! This Update will take longer than other period updates, and you will receive a report.

Other Applications

Job Cost - Optional

- JMF – Summary Reports – enter the dates for the cost and billing you want moved into COST PRIOR YEAR and BILLED PRIOR YEAR. Run one of the reports from JMF that includes Total Cost and Total Billing to check the information.
- JPY – Move Costs to Prior Year Column - will move total cost and billing amounts (based on the JMF report above) into the Cost Prior Year column and Billed Prior Year on your Job Cost Reports. Your Work in Process reports use this information for various columns and calculations, including "COST INCUR THIS YR." Happy New Year!

Inventory - Optional

(NOT for users with 'Roll Inventory'. Call C/F Data Support for detailed instructions.)

- IMC – Clear Month to Date Totals - Clears the totals from the Units MTD column of the Material Usage Report (IUR)
- IYC – Clear Year to Date Totals - Clears the totals from the Units YTD column of the Material Usage Report (IUR)
- IIU – Inventory History Clear - This is usually run as part of the instructions for doing a physical count for inventory