



2024 CTRIS

City Traffic Reporting

and Information System

Fiscal Year End Processing



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Rev. 05/07/2024

Open Accounting Year

Open Accounting Year Summary

CTRIS will now create the posting process that will open the New Accounting Year and roll Accounting Periods properly based upon the allowable open periods defined on the Clerk form. As users close out their EOM (for example May and the allowable open periods defined on Clerk form is two) the process will handle the creation of a new year if one is not present, and it will open the new accounting periods automatically for the user. **Note: If for some reason the process needs to be handled manually, please contact our Support Staff.**

Rev. 05/07/2024

Close Accounting Year

Summary

This allows you to close an accounting year in the CTRIS system.

Note: Please be sure that the Month End process has been finished.

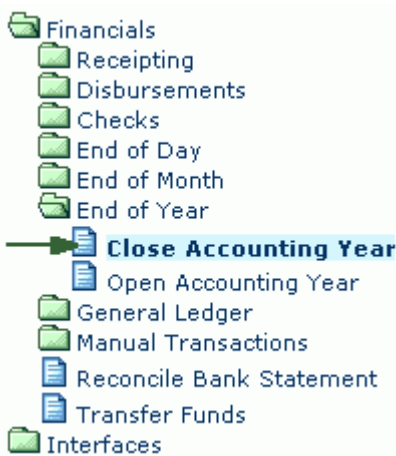
Financials

End of Year

Close Accounting Year

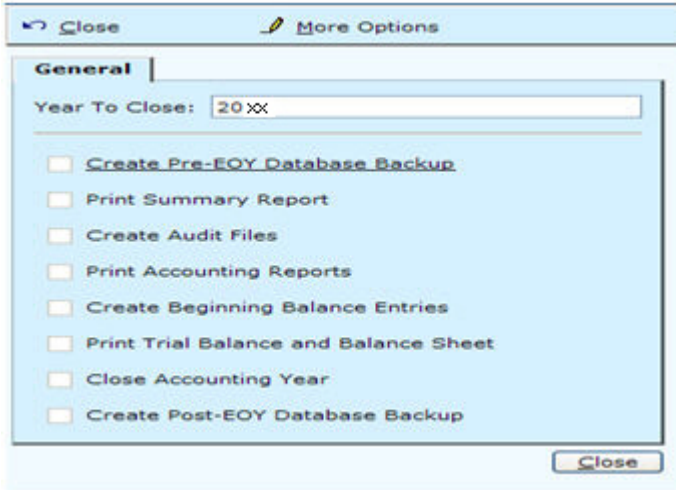
Step 1: Select Process

After opening the **Financials** folder, select **End of Year** and then **Close Accounting Year**.



Step 2: Create Pre-EOY Database Backup

Select the **Create Pre-EOY Database Backup** link to create a backup of the database before you begin the EOY process. This is for audit purposes. A message will appear "Creating CTRIS Database Backup....This may take several minutes".



* Please note that this will take several minutes: especially for a large court.

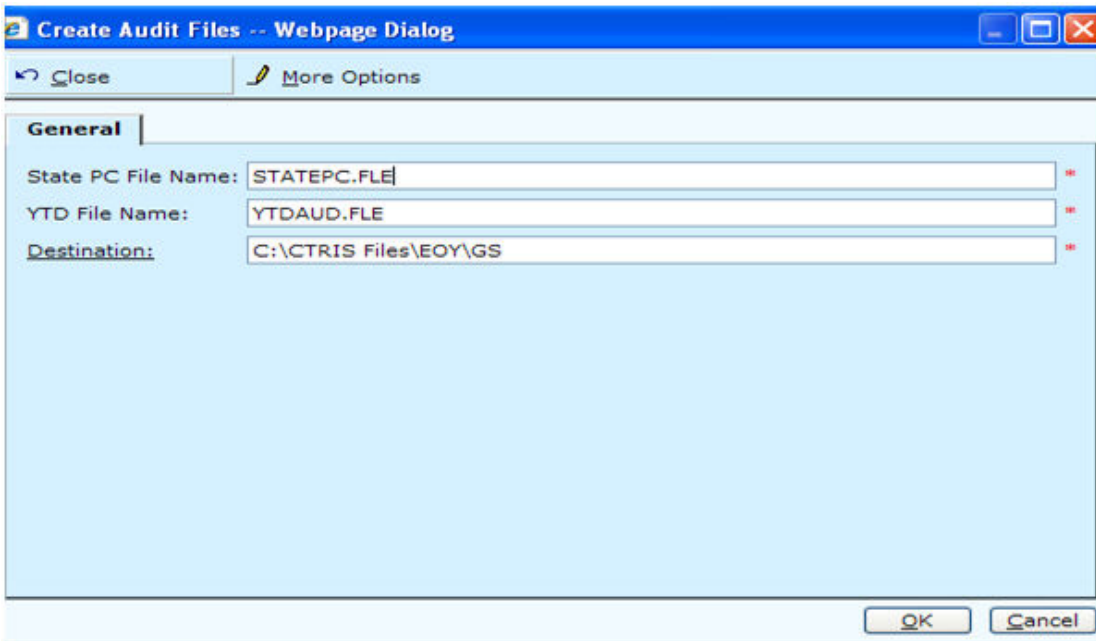
The popup will disappear when the backup has finished.

Step 3: Print Summary Report

Select **Print Summary Report**. The summary report will appear and is available for printing, saving to file, etc.

Step 4: Create Audit File

Select the **Create Audit Files** step. You will be prompted with the screen below. A destination should default. Click **OK** to create the audit files. Click **Cancel** to exit this screen and return to the EOY menu. **If it does not, please contact support for assistance.**



Step 5: Print Accounting Reports

Select the **Print Accounting Reports** step. Click **OK** to pull the reports up in a word document. From the word document the reports can be printed or saved to a file or both. Click **Cancel** to exit the screen and return to the EOY menu.

General

End Of Year report(s) to print

- Report
- Annual Financial Report
- Year To Date Account Analysis Report

Step 6: Create Beginning Balance Entries

Select this option to create the beginning balances for the next fiscal year. Enter the **date** to create beginning balances. Click **OK** to create the balances. Click **Cancel** to exit this screen and return to the EOY menu. **Note: This step can only be run once during the EOY process.**

Close More Options

General

Date: 7/1/20XX *

Description: Beginning balance for year - 20XX *

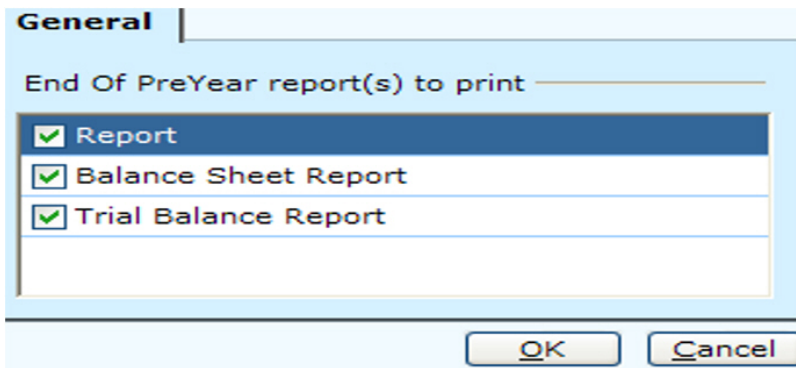
Transaction Type: Beginning Balance *

Notes

OK Cancel

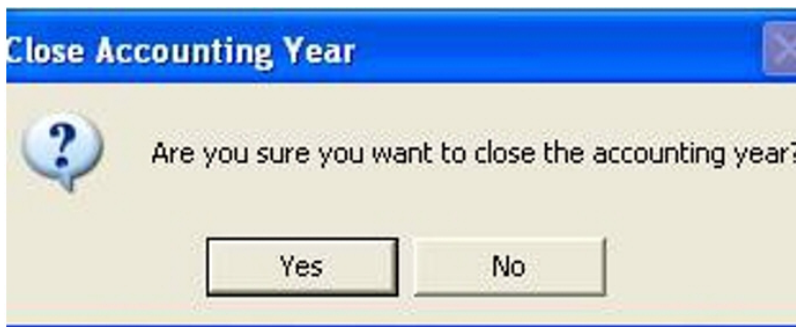
Step 7: Print Trial Balance and Balance Sheet

Select the **Print Trial Balance and Balance Sheet** step. Click **OK** to view the reports in word for viewing/printing/saving to a file. Click **Cancel** to exit this screen and return to the EOY menu.



Step 8: Close Accounting Year

Click the **Close Accounting Year** step to officially close the accounting year once you are ready. Click 'Yes' to close the accounting year. Click 'No' to return to the EOY menu. **This step can only be run once.**



Step 9: Create Post-EOY Database Backup

Click the **Create Post-EOY Database Backup** to create a copy of the database after EOY is finished. (A pop up message will appear **“Creating CTRIS Database Backup....This may take several minutes.”**) The pop up will disappear as soon as the backup finishes. **This is for audit purposes.**

Rev. 05/07/2024

Contacting LGC Support

You may contact LGC Support by phone or by submitting a support request on our website:

800-737-1826

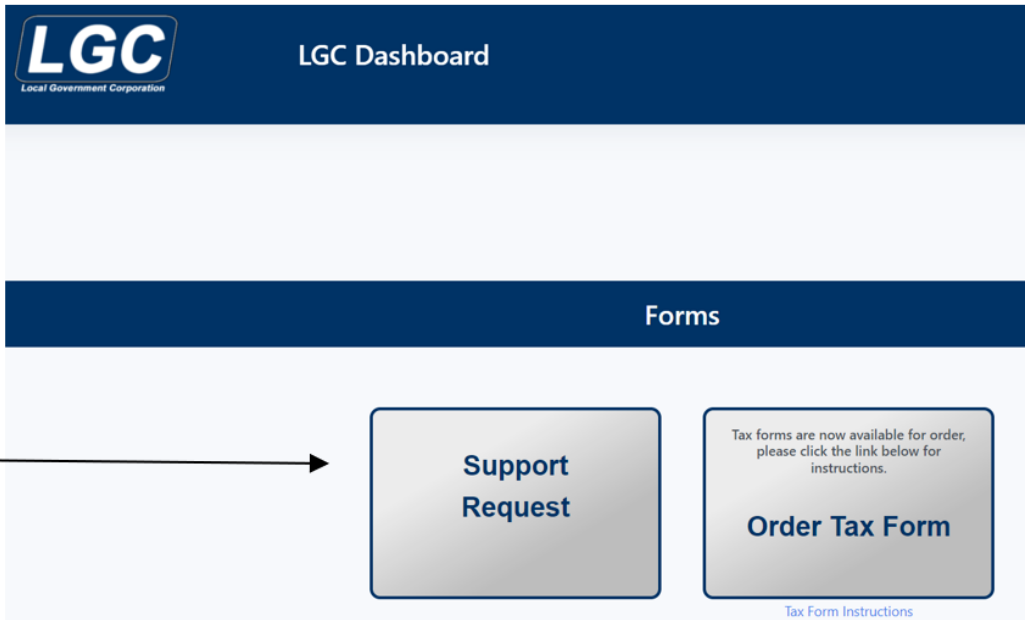
7:00 a.m. - 5:00 p.m.

Central Standard Time

Online request from our LGC website for assistance:

<https://www.lgc-tn.com>

Login to our website and under the LGC Dashboard on the left side of the screen, select "Support Request" .



The [LGC](https://www.lgc-tn.com) website contains additional information about our products, training and support services. You may also submit online support requests from our website or use the Live Chat option.

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