



2024 Zortec General Ledger Fiscal Year-End Procedures for Cities, Counties, and Utilities

Read this document in its entirety before beginning any of the procedures.

With the Zortec General Ledger system, the process of closing the old fiscal year and setting up the new fiscal year is quite simple. However, there are some actions that are required at certain times. By processing these steps in an orderly fashion, transactions can be posted to both fiscal years for an almost indefinite period. This document references the beginning fiscal year month as July and the ending month as June. If those are not the same as your site, substitute accordingly.

You must run steps 1, 2, 3, 4 and 5 of this document by the first day of the new fiscal year or you will have problems in General Ledger, Accounts Payable, Payroll and possibly other systems linked to the General Ledger system.

Prior to beginning any of the below procedures, if your site will be producing GASB63 Balance Sheet or Trial Balance reports, additional steps need to be performed for the setup of inflow and outflow account types. If you will be printing GASB63 reports, contact Customer Support for assistance with the setup.

Step 1 Verify Office Manager Parameters

Fiscal Year Definition:

From the General Ledger main menu, select option 50 **Office Manager**, then option 3 **Fiscal Year Definition**. 'I' (inquire) on the year 2024. Make sure the "Next Year" parameter is defined as 2025 and the "YTD File Suffix" parameter is defined as 24. If either of these parameters is incorrect, contact Customer Support for assistance. **DO NOT UPDATE THESE PARAMETERS.**

Sample screen print only. Contact customer support if you are unsure of the settings for your site.

Division:	<input type="text"/>	
Year:	<input type="text"/>	
Description:	<input type="text"/>	
Beginning Month/Year:	<input type="text"/>	<input type="text"/>
Ending Month/Year:	<input type="text"/>	<input type="text"/>
Last Year:	<input type="text"/>	
Next Year:	<input type="text"/>	
YTD File Suffix:	<input type="text"/>	
Budget Prep #1:	<input type="text"/>	
Budget Prep #2:	<input type="text"/>	
Budget Prep #3:	<input type="text"/>	
Budget Prep #4:	<input type="text"/>	

Account Control:

The next parameter you need to verify in the Office Manager section is option 8 **Account Control**. 'I' (inquire) on the first field (enter 1 for city/utility or 11 for county) and press <ENTER>. This will cause all codes/funds to be displayed on the screen. Go into each code/fund for year 2024.

On the first screen of the Account Control, check the setting for "Is this a GASB54 Fund?". If it is a fund that will be included in the GASB54 reporting, the parameter should be flagged as "Y". If the fund does not need to be included in GASB54 reporting the parameter should be flagged as "N". Check this parameter for each account control.

Sample screen print only. Contact customer support if you are unsure of the settings for your site.

Division:	<input type="text"/>	Year:	<input type="text"/>	Field #:	<input type="text"/>
Code:	<input type="text"/>				
Description: <input type="text"/>					
Is it ok for fund to be unbalanced?:	<input type="checkbox"/>	Sequence of detail? (A/D):	<input type="checkbox"/>		
Is this a control fund?:	<input type="checkbox"/>	Require reporting seq?:	<input type="checkbox"/>		
Skip this fund in year-end closing?:	<input type="checkbox"/>	Validate budget?:	<input type="checkbox"/>		
Allow auto creation of ledgers?:	<input type="checkbox"/>	Use due to/from in AP?:	<input type="checkbox"/>		
Print acct w/o activity on analysis?:	<input type="checkbox"/>	Verify budget balance?:	<input type="checkbox"/>		
Allow invoice entry in this fund?:	<input type="checkbox"/>	Check Stock Code:	<input type="text"/>		
Use transfer accts in inventory ctl?:	<input type="checkbox"/>	Check Prefix:	<input type="text"/>		
Budgeting method? (S/M/H/N):	<input type="text"/>	Last Check Printed:	<input type="text"/>		
Modified Budgeting Fund:	<input type="text"/>	Period FY Code:, 1-5:	<input type="text"/>		
			Is this a GASB54 Fund?	<input type="checkbox"/>	

Answer "Y" to go to the second screen of the account control. On the second screen at the bottom is the parameter "Year-End Closing". This field should be filled with X's. If it is not, 'U' (update) and fill the field with all X's. When you are finished updating one record, press F1 to advance to the next record.

Sample screen print only. Contact customer support if you are unsure of the settings for your site.

Cash General:	<input type="text"/>	-	-	-	-
Cash Restricted:	<input type="text"/>	-	-	-	-
Accounts Payable:	<input type="text"/>	-	-	-	-
Discount:	<input type="text"/>	-	-	-	-
Temporary Invoice:	<input type="text"/>	-	-	-	-
Inventory:	<input type="text"/>	-	-	-	-
Prior-Year Encum:	<input type="text"/>	-	-	-	-
Receipt Accrual:	<input type="text"/>	-	-	-	-
Work-in-Process:	<input type="text"/>	-	-	-	-
AP Xfer Due From:	<input type="text"/>	-	-	-	-
AP Xfer Cash:	<input type="text"/>	-	-	-	-
IC Xfer Debit:	<input type="text"/>	-	-	-	-
IC Xfer Credit:	<input type="text"/>	-	-	-	-
Commissions:	<input type="text"/>	-	-	-	-
Year-End Closing:	<input type="text"/>	X	X	X	X

Transaction Codes:

Verify parameter settings of transaction codes needed for GASB54 reporting. In the Office Manager section go to option 10 **Transaction Codes**.

"I"nquire on the *YE* transaction code for year 2024. (Use "U"pdate mode if the transaction code needs to be modified.) If you use purchase orders with encumbrances, the "GASB54 Transaction" field should be flagged as Y. The setting on the "GASB54 Year-End Reverse" parameter should be what is requested by your MTAS, CTAS or Audit representative. If the GASB54 yearend encumbrance spread transaction amount needs to be omitted when balances are rolled to 2025, set the "GASB54 Year-End Reverse" to Y. If the GASB54 yearend encumbrance spread transaction amount needs to be included when balances are rolled to 2025, set the "GASB54 Year-End Reverse" to N.

Code: YE Division: 1 Year: []

Name: GASB54 Encumbrances Spread
Desc: Journal Entries
Description Action: []
Transaction Group: JE
Activity Type: O
Warning/Error on Min Amt: []
Warning/Error on Max Amt: []
Suppress write to YTD: N
Suppress write to Ledger: N
Default Debit or Credit: []
Retain Description: Y
Retain Amount: N
Flat Amount: []
Minimum Amount: []
Maximum Amount: []

Omit in Verification? []
Display Chk # As Ref? Y
Period Range: 1 to 13

Action Type
[S]ame, [O]pposite, or blank
1. Begin Balance: []
2. Current: S
3. Encumbrance: []
4. Orig Budget: []
5. Budget Amend: []
6. Prep Amt1: []
7. Prep Amt2: []
8. Prep Amt3: []
9. Prep Amt4: []
10. In Process: []

GASB54 Transaction? Y
GASB54: Year-End Reverse? Y

"I"nquire on the *YF* transaction code for year 2024. (Use "U"pdate mode if the transaction code needs to be modified.) The "GASB54 Transaction" field should be flagged as Y. The setting on the "GASB54 Year-End Reverse" parameter should be what is requested by your MTAS, CTAS or Audit representative. If the GASB54 yearend fund balance spread transaction amount needs to be omitted when balances are rolled to 2025, set the "GASB54 Year-End Reverse" to Y. If the GASB54 yearend fund balance spread transaction amount needs to be included when balances are rolled to 2025, set the "GASB54 Year-End Reverse" to N.

Code: YF Division: 1 Year: []

Name: GASB54 Fund Balance Spread
Desc: Journal Entries
Description Action: []
Transaction Group: JE
Activity Type: O
Warning/Error on Min Amt: []
Warning/Error on Max Amt: []
Suppress write to YTD: N
Suppress write to Ledger: N
Default Debit or Credit: []
Retain Description: Y
Retain Amount: N
Flat Amount: []
Minimum Amount: []
Maximum Amount: []

Omit in Verification? []
Display Chk # As Ref? Y
Period Range: 1 to 13

Action Type
[S]ame, [O]pposite, or blank
1. Begin Balance: []
2. Current: S
3. Encumbrance: []
4. Orig Budget: []
5. Budget Amend: []
6. Prep Amt1: []
7. Prep Amt2: []
8. Prep Amt3: []
9. Prep Amt4: []
10. In Process: []

GASB54 Transaction? Y
GASB54: Year-End Reverse? Y

"I"nquire on the YR transaction code for year 2024. (Use "U"pdate mode if the transaction code needs to be modified.) The "GASB54 Transaction" field should be flagged as Y. The setting on the "GASB54 Year-End Reverse" parameter should be what is requested by your MTAS, CTAS or Audit representative.

Code: YR Division: 1 Year: []

Name: GASB54 Year End Roll

Desc: []

Description Action: []

Transaction Group: JE

Activity Type: O

Warning/Error on Min Amt: []

Warning/Error on Max Amt: []

Suppress write to YTD: []

Suppress write to Ledger: []

Default Debit or Credit: []

Retain Description: []

Retain Amount: []

Flat Amount: []

Minimum Amount: []

Maximum Amount: []

GASB54 Transaction? Y

GASB54: Year-End Reverse? N

Omit in Verification? []

Display Chk # As Ref? []

Period Range: 1 to 13

Action Type
 [S]ame, [O]pposite, or blank

1. Begin Balance: []

2. Current: S

3. Encumbrance: []

4. Orig Budget: []

5. Budget Amend: []

6. Prep Amt1: []

7. Prep Amt2: []

8. Prep Amt3: []

9. Prep Amt4: []

10. In Process: []

Closing Account Definition:

The next parameter in the Office Manager section to verify is option 15 **Closing Account Definition**. This parameter is used in the closing process to define what accounts close into which fund balance or retained earnings account. Enter this option in 'I' (inquire) mode and make sure the division and year on the screen are correct. The year should be 2024. For Type, enter an 'R' for revenue. For the Account, enter your first fund number, such as '110'. **Do not enter the whole account number.**

NOTE: If you get an error message "Invalid Year Entered", call the Support Center for additional instructions.

Sample screen print only. Contact customer support if you are unsure of the settings for your site.

Division: 1 Year: []

Account Type: R

Account: 110- - - -

Closing Ledger: 110-27100- - -

Go through this option for each fund. For each closing account, verify the fund balance or retained earnings account for your revenues. If the Closing Ledger is blank or incorrect, correct as needed.

After you have gone through all your funds and verified the "R" (revenue) closing accounts, do the same for each fund for the "X" (expense) accounts. The procedure will be the same as above except the "Account Type" will be "X" for expense. If your site uses revenue and expenditure control accounts, the closing account definitions need to be set up for the appropriate control accounts instead of the revenue and expenditure accounts.

If your site uses encumbrances, there are closing account definitions for encumbrance accounts that must be defined as well. If you are unsure of what closing definitions should be defined, please contact Customer Support for assistance.

Step 2 Roll Control Files

To roll the control files to the new year, choose option 21 **Year End** from the General Ledger main menu, then option 1 **Roll Control Files**.

NOTE: If you have more than one division, run this step for each division.

Enter Year to Roll: (2024)
Enter Division: () <—Enter your division

Are you sure you wish to roll the above year? (Y) If you are ready to continue.

This creates control records for the next fiscal year using the current fiscal year parameters. After this option has finished, you will probably want to scroll the control records and change any fields that need be changed manually.

Enter Year to Roll:

Enter Division:

Next Year description:

Next Year will roll to:

Next Year YTD Suffix:

Fiscal Period:

Fiscal Year / Period

1 -	<input type="text"/>	<input type="text"/>
2 -	<input type="text"/>	<input type="text"/>
3 -	<input type="text"/>	<input type="text"/>
4 -	<input type="text"/>	<input type="text"/>
5 -	<input type="text"/>	<input type="text"/>

NOTE: The blanks might be filled in with data that relates to the most recent fiscal year.

Next Year description: (Fiscal Year 2024-2025)
Next Year will roll to: (2026)
Next Year YTD Suffix: (25)

Next Year YTD Suffix:

Be sure to change this field to 25

On the next screen, enter through each month and verify that the month/year description is correct. As needed, make changes to the Fiscal Period Month/Year Description Field only.

When this runs, it will display "Working on: names of control files" at the bottom of the screen.

NOTE: If you incorrectly update any of the fiscal period records, you can make any changes you need in the Fiscal Period Definition Section of the General Ledger Office Manager after you run this option. You must then run the option again.

Step 3 Roll Chart of Accounts

To roll the ledgers, choose option 2 **Roll Chart of Accounts** from the Year-End menu. This step sets up the chart of accounts for the new fiscal year with no budgets or balances. This option can be rolled multiple times if new accounts are added in the current year, but be aware that ledgers deleted after a roll will not be removed this way – instead they must be removed using file maintenance in the new year.

The accounts will be displayed as they are rolled to the new year’s chart of accounts.

NOTE: If this step is not executed, any entries posted to the new fiscal year will cause an INVALID LEDGER NUMBER error to occur.

This creates a chart of accounts for the next fiscal year using the current fiscal year ledgers. You can run this option as many times as you want. Any new ledgers created on the current year will be rolled to the new year. You can exclude funds by setting the 'skip at year end' option in the fund parameters to 'Y'. You can also skip selected ledgers by setting 'delete at year-end' in the ledger record to 'Y'.

Enter Year to Roll:

Enter Division:

Roll FUNDS - FROM:

THRU:

Enter Year to Roll: (2024)

Enter Division: () <—Enter your division

Roll FUNDS -FROM: () <— leave blank for all

THRU: () <— leave blank for all

Are you sure you wish to roll the above year? (Y) If you are ready to continue.

Step 4 Create Transaction File

Next you will need to create the new year’s transaction file. This is done with option 3 **Create Transaction File** in the Year End menu.

*NOTE: You only have to do this once even if you have more than one division. **This option can only be run once.** If you receive an error message “Year-to-Date file with this name already exists!!”, call the Zortec Support Staff.*

New Year to Create: (2025)
Enter Division: () ←— Enter your division
New YTD file name: (GLYTD25)

This creates a new file to contain the detail transactions for the new year. The file will be named GLYTD?? with the '??' being the GLYTD suffix previously defined in the year file definition.

Running this option for one division will create the transaction file for all divisions.

New Year to Create:
Enter Division:
New YTD file name:

Step 5 Update Fiscal Year In All Applications

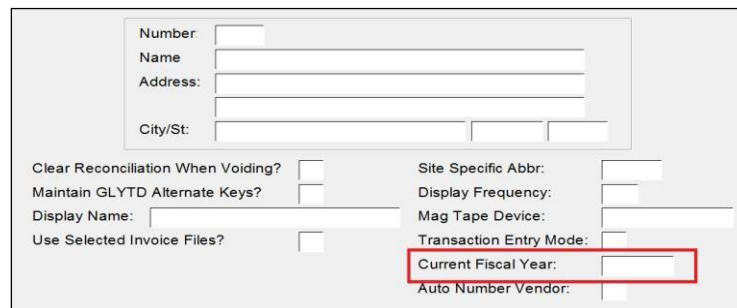
Several other software packages are tied to and create entries in General Ledger: **Property Tax, Business License, Utility Billing, Accounts Receivable, Miscellaneous Tax, Payroll, Court Docket, Miscellaneous Receipts, Work Orders, Fixed Assets, Point of Sale and Inventory Control.**

Under System Parameters in the Office Manager/ System Manager section for each application, the question "Current Fiscal Year" is usually set to the previous year. Be sure to set this parameter to 2025.

Also, Payroll has an additional parameter that must be changed. Under option 10 **Payroll Definitions** in the Office Manager section, the question "Current Fiscal Year" is usually set to the previous year. Be sure to set this parameter to 2025.

Update this parameter for every Zortec application at your site.

Sample screen print only. Contact customer support if you are unsure of the settings for your site.



The screenshot shows a software parameter configuration screen. It includes several input fields and checkboxes. The 'Current Fiscal Year' field is highlighted with a red box. The fields are:

- Number: []
- Name: []
- Address: []
- City/St: []
- Clear Reconciliation When Voiding?
- Maintain GLYTD Alternate Keys?
- Display Name: []
- Use Selected Invoice Files?
- Site Specific Abbr: []
- Display Frequency: []
- Mag Tape Device: []
- Transaction Entry Mode: []
- Current Fiscal Year: []** (highlighted)
- Auto Number Vendor: []

Step 6 Print reports

After all the normal entries have been posted for the last month of the fiscal year, print the month-end reports as desired and close the same as a normal month. You are now ready to print the annual reports for the auditors as follows:

- 1) Option 64 "**Fund Reporting**" from the main General Ledger menu
- 2) Option 1 "**Standard Reports**"
- 3) Option 3 "**Reports This Time Only**"
- 4) Enter your division, year (2024), month/year (06/2024), report date, fund (or blank for all/to select), and printer number. The screen of report options will appear.
- 5) Select the annual reports (lower right hand corner) you and/or your auditor requires. Most auditors will want at least the Audit Work Papers, Working Trial Balance and YTD Account Analysis. The YTD Account Analysis will take a considerable amount of paper and print time so schedule it accordingly.

WARNING: If you will need an Outstanding Invoice Report, Open Purchase Report (from Accounts Payable), Leave Liability Report (from Payroll), or an A/R Detail Report (from Utility Billing), you must run on or before June 30.

At this point, you can elect to close the old year and post any audit adjustments to the new year or leave the old year open until after the auditor has finished. There are other options available to suit your particular needs. The remainder of this document will assume you are done with all normal transactions for the 2024 fiscal year. If you will be running the GASB54 options those transactions will be in the adjustment accounting period (13/2024.) Printing reports will be discussed again after GASB54 processes. If you want to deviate from this procedure, call the Support Center for details.

Step 7 Perform complete system backup

Many sites choose to backup their General Ledger files to tape at this point to keep a year end backup. If you have not dedicated a tape(s) for General Ledger year end backup, you should seriously consider it. We recommend that you do a "Daily Backup" and store the tape(s) off site or in a fireproof vault for future reference. This should be done on an extra set of tapes, not your regular daily set. This backup can be kept in storage as long as necessary. On the backup will be copies of all your General Ledger files as well as other applications.

Step 8 Roll Balances

If you will be running the GASB54 options this is a temporary roll. Print reports to confirm funds are in balance before rolling balances.

This step will roll the ending balances of all ledger records whose ledger types have been defined forward to the next year (asset, liability, restricted, equity, etc.). All other ledger types will be closed into the proper control account as defined in the Closing Account definition. This option can be run multiple times and each roll will update the beginning balances on the New Year. To roll the balances, select option 21 **Year-End** from the main General Ledger menu, then option 4 **Roll Balances**. This step should be completed for each division for all funds.

Enter Year to Roll: (2024)
Enter Division: () <— Enter your division
Create Transactions: (N) If you believe you need to use this feature, contact customer support.
Roll FUNDS -FROM: () <— leave blank for all
THRU: () <— leave blank for all

Are you sure you wish to roll the above year? Y

This option rolls the ending balances of all ledger records whose ledger types have been defined to roll forward to the next year Assets, Liabilites, Restricted, etc.. All other ledger types will be closed into the proper control account as defined in the Closing Account definition.	
Enter Year to Roll:	<input type="text"/>
Enter Division:	<input type="text"/>
Create Transaction?	<input type="checkbox"/>
Roll FUNDS - FROM:	<input type="text"/>
THRU:	<input type="text"/>
Packet Name:	<input type="text"/>
Packet Reference:	<input type="text"/>
Accounting Period:	<input type="text"/>
Packet Date:	<input type="text"/>

Step 9 Roll Budgets

This step rolls your proposed budget into the actual budget for the new year. If you did not key in your 2025 proposed budget into one of the four prep fields in 2024, you do not need to run this step. If you did, select option 5 **Roll Budget** from the Year-End menu. The following is an example of how the questions should be answered. The ledger numbers will be displayed as the accounts are processed.

Enter Year to Roll: (2024)
Enter Division: () <—enter your division
Budget Field to Roll: () <—enter the prep field that you keyed your 2023 proposed budget into
(1, 2, 3, or 4)
Roll FUNDS -FROM: () <— leave blank for all
THRU: () <— leave blank for all

NOTE: These options will only appear if your parameters are set to write transactions

Packet Name: ()
Packet Reference: ()
Accounting Period: (/)
Packet Date: ()

This option rolls the projected budget, from one of the four budget prep work fields into the actual budget for the new year. You can run this option as many times as you desire. If a ledger is not set-up in the new year, one will be created.

Enter Year to Roll:
Enter Division:
Budget Field to Roll:
Roll FUNDS - FROM:
THRU:

Packet Name:
Packet Reference:
Accounting Period: /
Packet Date:

Step 10 Update Fiscal Year in User Defaults

In General Ledger under option 41, **User Defaults**, the setting “Default Year” is usually set to the previous year. “U”pdate your user default and change the “Default Year” parameter to 2025.

Step 11 GASB54 Encumbrance Year End Roll

This option should be run when you are certain all transactions for the 2024 fiscal year have been entered and processed. It is very likely that you will be well into the new fiscal year when you are ready to run this option. It should only be run once.

This option is used if you need to create a packet of outstanding purchase order encumbrances to spread for GASB54 reporting. If you do not enter purchase orders in the system, do not encumber purchase orders or will not be printing the GASB54 Balance Sheet you can skip this step.

This option will create a packet that can be updated to spread to the appropriate restricted, committed, assigned, unassigned, etc. balance sheet account. The packet will need to be verified and processed. To run this option select option 21 **Year-End** from the General Ledger main menu, then option 9 **GASB54 Encumbrance Year End Roll**.

Enter Year to Roll: (2024)
Enter Division: () <---Enter your division
Roll FUNDS - FROM: () <---Leave blank for all
THRU: () <---Leave blank for all

Packet Name: () Enter 6-character packet name.
Packet Reference: () Enter packet reference
Accounting Period: (13/2024) Will default to 13/2024, but can be changed.
13/2024 is the accounting period used for adjustment.
Packet Date: () Enter a valid transaction date for the period being used.

Are you sure you wish to roll the above year? Y

GASB54 - Year-End Encumbrance Roll

Enter Year to Roll:	<input type="text"/>
Enter Division:	<input type="text" value="1"/>
Roll FUNDS - FROM:	<input type="text"/>
THRU:	<input type="text"/>
Packet Name:	<input type="text"/>
Packet Reference:	<input type="text"/>
Accounting Period:	<input type="text"/>
Packet Date:	<input type="text"/>

Only funds where the "Is this a GASB54 Fund" parameter (in Office Manager/Account Control) is set to Y will be included in the packet. When this packet is created, two balance sheet accounts are updated. They are the accounts on the Account/Fund Control named "Prior Year Encumb" (which will be debited) and "Exp to Prior Encumb" (which will be credited.) Before processing the packet, if necessary, update the packet to distribute amounts to the appropriate restricted, committed, assigned, unassigned, etc. balance sheet accounts.

Encumbrances on the expenditure accounts are not zeroed out. The transaction type for these entries will be "YE."

Step 12 GASB54 Year End Roll

This option should be run when you are certain all transactions for the 2024 fiscal year have been entered and processed. It is very likely that you will be well into the new fiscal year when you are ready to run this option. It should only be run once.

This option is used if you need to create a packet to roll revenue and expenditures in the current fiscal year for GASB54 reporting. If you will not be printing the GASB54 Balance Sheet you can skip this step.

This option will create a packet that can be updated to spread to the appropriate restricted, committed, assigned, unassigned, etc. balance sheet account. The packet will need to be verified and processed. To run this option select option 21 **Year-End** from the main General Ledger menu, then option 8 **GASB54 Year End Roll**.

Enter Year to Roll: (2024)
Enter Division: () <---Enter your division
Roll FUNDS - FROM: () <---Leave blank for all
THRU: () <---Leave blank for all

Packet Name: () Enter 6-character packet name.
Packet Reference: () Enter packet reference
Accounting Period: (13/2024) Will default to 13/2024, but can be changed.
13/2024 is the accounting period used for adjustment.
Packet Date: () Enter a valid transaction date for the period being used.

Are you sure you wish to roll the above year? Y

GASB54 - Year-End Roll

Enter Year to Roll:	<input type="text"/>
Enter Division:	<input type="text" value="1"/>
Roll FUNDS - FROM:	<input type="text"/>
THRU:	<input type="text"/>
Packet Name:	<input type="text"/>
Packet Reference:	<input type="text"/>
Accounting Period:	<input type="text"/>
Packet Date:	<input type="text"/>

Only funds where the "Is this a GASB54 Fund" parameter (in Office Manager/Account Control) is set to Y will be included in the packet. When this packet is created, all Revenue and Expenditure accounts will have a zero balance and the difference is rolled into the Fund Balance account for the current fiscal year, as opposed to rolling the balances forward. Before processing the packet, if necessary, update the packet to distribute amounts to the appropriate restricted, committed, assigned, unassigned, etc. balance sheet accounts.

The transaction type for these entries will be "YF."

Step 13 Roll Balances (for the final time for 2024 fiscal year)

After all transactions have been entered and processed, including the options for GASB54, the Roll Balance option needs to be run for a final time for 2024. Refer to the previous Step 8 instructions for Rolling Balances.

Step 14 Print GASB54 Balance Sheet reports

After ALL entries (normal entries as well as GASB54 and audit adjustment entries) have been posted to the audit adjustment accounting period, print the GASB54 Balance Sheet Report.

Select option 64-**Fund Reporting** from the main General Ledger menu

Select option 1 **Standard Reports**

Select option 3 **Reports This Time Only**

Enter your division, year (2024), month/year 13/2024, report date and printer number.

The screen of all Standard Reports will appear.

Select the GASB54 Balance Sheet Report.

The GASB54 Balance Sheet will only print for funds whose "Is this a GASB54 Fund" parameter on the Account Control is set to Y.

Optional Step A – Payroll Leave

If you keep up with leave on the fiscal year you need to run the processes to clear leave, roll leave, and run the leave liability process, if necessary. These are time sensitive items that should be run after the last payroll in June and before the first payroll in July. If you need instructions on how to accrue leave liabilities, please visit our support documentation page located at <https://www.lgc-tn.com>.

Optional Step B – Create Auditor File

If your auditor needs a data file that can be dumped either to diskette or to another location, choose 6 **Create Auditor File** on the Year End Menu. After this program is run, the file(s) will be located in the user's home directory. There will be one file named **GLAUDI**. If you specify Y to the question "Dump County YTD File" you will have the **GLAUDI** file as well a **GLYTDTRX** file that contains transaction detail. This option can be run multiple times without side effects.

Enter Year to Create:	<input type="text"/>
Enter Division:	<input type="text"/>
Show Decimals?	<input type="checkbox"/> Y <input type="checkbox"/> [Y/N]
Create as Text file?	<input type="checkbox"/> N <input type="checkbox"/> [Y/N]
Dump County YTD file?	<input type="checkbox"/> [Y/N]

Optional Step C – Accrue Account Payable

You might want to accrue your accounts payable if you are on a cash basis. If you need instructions on how to accrue accounts payable, visit our support documentation page located at <https://www.lgc-tn.com>.

Check List

Task	Software Module	Suggested Date	Actual Date Completed
Set Closing Account Definitions <i>(This must be done before rolling control files)</i>	General Ledger	First day of the last month of the fiscal year end	*
Verify Office Manager Parameters <i>(This must be done before rolling control files)</i>	General Ledger	First day of the last month of the fiscal year end	*
Roll Control Files	General Ledger	First day of the last month of the fiscal year	*
Roll Chart of Accounts <i>(Set flags to delete unwanted account numbers BEFORE this procedure)</i>	General Ledger	First day of the last month of the fiscal year end	*
Create Transaction File	General Ledger	The middle of the last month of the old fiscal year	*
Enter Budgets	General Ledger	The middle of the last month for the old fiscal year	*
Print/Verify Status of Open Purchase Orders <i>(Need a report of outstanding purchase orders as of last day of fiscal year for auditor)</i>	Accounts Payable	On or before the last day of the old fiscal year	*
Compare Open Purchase Orders in AP with GL Encumbrance Ledgers	General Ledger and Accounts Payable	On the last day of the old fiscal year	*
Roll Balances <i>(Print reports to confirm funds are in balance before and after rolling)</i>	General Ledger	The first day of the new fiscal year	*
Accrue Leave Liability	Payroll	The first day of the new fiscal year <i>(If you track leave by Fiscal Year)</i>	*
Roll Excess Leave	Payroll	The first day of the new fiscal year <i>(If you track leave by Fiscal Year)</i>	*
Clear Y-T-D	Payroll	The first day of the new fiscal year <i>(If you track leave by Fiscal Year)</i>	*
Enter Salary Adjustments	Payroll	The first day of the new fiscal year	*
Print Annual Report	Utility Billing	The first day of the new fiscal year	*
Set Current Fiscal Year in Office Manager / System Parameters	All	The first day of the new fiscal year	*
Roll Budgets <i>(After budget is adopted)</i>	General Ledger	Any time after the last day of the old fiscal year	*
Print Annual Reports <i>(To balance and verify correctness before closing and again after closing for auditor)</i>	General Ledger	Any time after the last day of the old fiscal year	*
Create Auditor Files <i>(After ledgers are closed for fiscal year)</i>	General Ledger	Any time after the last day of the old fiscal year	*
Perform Backup for Archiving	System Admin	Any time after the last day of the old fiscal year	*

NOTE: Tasks that DO NOT apply to your site should be skipped.

This completes the General Ledger fiscal year end process. Most of these steps can be rerun if you encounter problems or want to make changes to the prior year after it has been closed, then roll the changes to the new year. However, you may want to contact the Customer Support Center (1-800-439-4504) before deviating from these procedures.