



## AccountMate SQL Month/Period-End Closing Checklist

- 1. View the GL Transfer report in the subsidiary module to verify the integrity of the data.
- 2. Soft-post the subsidiary modules' AR, AP, BR, IC, MI, PR & RA data to GL by choosing Housekeeping→ Transfer Data to GL in each module.
- 3. Print the GL Balance Sheet and Income Statement reports.
- 4. Print 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
- 5. Compare the reports of step #5 to the Balance Sheet of step #4 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.
- 6. Post the Batch of step #6, reprint the Balance Sheet and verify the module detail reports now confirm the GL Accounts.
- 7. Immediately prior to launching the Period-End closing, perform a backup of the data.
- 8. For each of the modules soft-posted in step #3, select Housekeeping→ Period-End Closing to hard-post them to GL.
- 9. Set the Default Period for GL Reporting in GL Housekeeping→ GL Module Setup on the General tab to reflect the new period/month.
- 10. Restrict prior and future periods, leaving only a one or two month "posting window" open, via the GL Housekeeping→ Posting Period Restrictions menu option.