Acumatica Year-End Checklist

The steps below are a checklist of the operations that you will need to perform at year-end.

Please note that you will need to refer to your company’s year-end checklist for a complete list of your company’s year-end accounting and business processes.

|  |  |  |  |
| --- | --- | --- | --- |
| **Step** | **Description** | **Completed** |  |
| **1.** | Generate Periods for new fiscal year. |  |  |
| **2.** | Carry out the operations on your company’s year-end checklist (i.e. process all AP, AR, Payroll, GL, Fixed Assets, Taxes, W-2, Timesheet postings, Currency revaluation,and Inventory transactions and adjustments). |  |  |
| a. | Accounts Payable |  |  |
| b. | 1099’s |  |  |
| c. | Accounts Receivable |  |  |
| d. | Timesheet Postings |  |  |
| e. | Fixed Assets |  |  |
| f. | Payroll |  |  |
| g. | W-2 |  |  |
| h. | Tax Adjustments |  |  |
| i. | Inventory Adjustments |  |  |
| j. | General Ledger Accruals |  |  |
| k. | Currency Revaluation |  |  |
| **3.** | Close Period in Subledgers (AP, AR, Cash Management, Fixed Assets, Taxes, and Inventory).  |  |  |
| a. | Accounts Payable |  |  |
| b. | Accounts Receivable |  |  |
| c. | Cash Management |  |  |
| d. | Fixed Assets |  |  |
| e. | Taxes |  |  |
| f. | Inventory |  |  |
| **4.** | Close Period in General Ledger |  |  |
| **5.** | Create a Snapshot of the database. |  |  |
|  |  |  |  |