

## YEAR END CHECK LIST 2022

<b>FISCAL YEAR - School Districts 09/01/2021 - 08/31/2022</b>	<b>Period</b>	<b>Date Completed</b>	<b>Completed By</b>
Setup GL for Next Year		8/5/2022	RI
Generate Account Titles		8/5/2022	Reti
Copy Periodic Documents			Reti
Copy Tyler Cashiering Templates		8/15/2022	Reti
Commit Shaw SD Budget (Amy)			Amy
Post LTD Payments (December)			
Post LTD Payments (June)			
YE Treasurer's Cash Closeout	13		Rhonda
Generate Closing Entries	15		
Set Beginning Balances (several times)			Natasha
Generate Opening Entries (once after budget committed)	0		
Check for outstanding JEs (Amy, Rhonda)			

<b>CALENDAR YEAR - County and Junior Districts 01/01/2022 - 12/31/2022</b>	<b>Period</b>	<b>Date Completed</b>	<b>Completed By</b>
Set up GL for New Year		12/29/2022	RI
Generate Account Titles for new year		12/29/2022	RI
Set up Contracts for new year			
Change Year in Tyler Cashiering	First business day	1/3/2023	NKW
Commit County Budget		1/3/2023	MF & HL
Copy Periodic Documents		12/29/2022	RI
Closing Purchase Orders		1/12/2023	RI
- Change PO Next Number		1/12/2023	RI
Set Beginning Balances (several times)		1/23/2023	RI
Create New Year in AR		1/23/2023	RI
YE Treasurer's Cash Closeout	13TH		RP
Post LTD Payments (December)		done	RI
Record Septic/Housing Activity	13TH	1/12/2023	RI
Close out Grant Fringe	13TH	done	LC
Record Bank Activity: DOL, COBRA	13TH	1/12/2023	RI
Generate Closing Entries	15TH	3/20/2023	RI
Opening Entries - ONLY RUN ONCE			
Change default year in Eden		1/23/2023	RI
Year end- defaults user account & payment year			

<<Tre:

- Fiscal Class Periods - change default year to current year once the 13th month bills have been paid and period closed.
- Close out Treasurer's cash BEFORE rolling over periodic documents (???)
- ALL entry/activities must be completed & all Pos must be closed before you can do closing entries
- Everytime you make entries into the prior year, you have to do closing entries & reset beginning balances again
- Talk with Grant Administrator about closing projects
- Talk with Treasurer's Office about updating project codes on their Cashiering Templates