

■ Run Court Month End and Year End Closing

Pre-Closing Instructions

Summary

STEP 1: RECEIPTING MONTH END SHOULD BE COMPLETED BEFORE BEGINNING THE GENERAL LEDGER FISCAL YEAR END CLOSE. RECEIPTING MONTH END IS FOUND IN CASE MANAGEMENT UNDER G/L, OPTION 'E. MONTH END'. THIS PROCESS HAS 4 STEPS TO BE COMPLETED:

1. PRINT MONTH END REPORTS
2. RCPT HISTORY & TRANS EDIT RPT
3. PURGE MONTHLY RCPT, TRANS, DKT CNT
4. BALANCE DOCKET TRIAL BAL FILE

Do NOT COMPLETE THE REGULAR GENERAL LEDGER MONTH END PROCEDURE THAT HAS ONLY 4 STEPS. THE FISCAL YEAR END CLOSE THAT YOU WILL COMPLETE HAS 12 STEPS. PLEASE FOLLOW THE REMAINING STEPS TO COMPLETE THE GENERAL LEDGER FISCAL YEAR END CLOSE.

Before you start the fiscal year close, read the following material to make sure you're ready to begin.

Step 2: Check supplies

Before starting the close, be sure that you have plenty of supplies (paper, extra magnetic tapes or diskettes and printer ribbons). Also, if you are printing receipts and/or checks, this would be a good time to inventory quantities on hand and place an order if needed.

Step 3: Close P.O. File

From the main menu, select 'LGDPC Use' or 'Other' and 'Run Program Stand Alone'. When it asks you for the program name, enter: PRS973 and press <enter>. At the prompt for the PO File Flag, enter '1' and answer 'yes' to "Is This Screen Correct?". Press ESC when you are prompted by "Enter Program Name:".

Step 4: Make a backup of files

Before continuing, do a 'DAILY' backup of your files. Label the diskette or magnetic tape as "Year-End Backup 2007-2008, Do Not Destroy". Place this backup in a safe place.

Step 5: Close files

You are now ready to close the month and year in the Accounting System. Refer to the Year End Closing Instructions.

■ Run Court Year End Closing

Year End Closing Instructions

Summary

Make sure you have read the section titled 'Pre-Closing Instructions' carefully.

NOTE: Do NOT DO THE REGULAR GENERAL LEDGER MONTH-END PROCEDURE. PLEASE CLEAR OUT BALANCES IN AS MANY ACCOUNTS AS POSSIBLE BEFORE BEGINNING. THIS CAN BE ACCOMPLISHED BY WRITING OUT ALL CHECKS.

Step 1: Starting the Close

FlexGen Users: Select 'General Ledger' from the Case Management Menu and then 'GL Month End' and 'Fiscal Yr End'.

The system will display the closing options. Perform them in order, except where indicated. This is not your normal Month End screen. The system knows that it is the end of the fiscal year. If you *do* see your normal Month End screen, call LGDPC before proceeding.

Fiscal
Year-End
Closing

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12:92 ***** BEU: 10.00.00 ***** L.G.D.P.C. ***** 06/05/00 ***** ID: ACC931
C-FAST Accounting System
Fiscal Year-End Closing

From This Point On, The System Will Take You Thru Each
Step Of The Fiscal Year End Closing. You May Stop At Any
Step And Start Again At A Later Time.

          Status
1. ***** COMPLETED
2. ***** COMPLETED
3. Run Edit Against Control Accounts *****
4. ***** COMPLETED
5. Run Monthly G/L Reports *****
6. Year End Fee Report *****
7. Close The Revenue & Expenditure Accounts *****
8. Y-T-D Audit Summaries *****
9. Print Year-End Journals *****
10. Print Year-End Account Analysis *****
11. Create Audit Biskette *****
12. Create New Y-T-D & M-T-D Files *****
99. Exit From This Menu *****

          Option? _
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Process these options in the order they appear, following the instructions given and displayed on the screen.

You may split the close options between different days, but you will need to complete each option before exiting the system. ***You also need to make sure that no one else attempts to process any packets until the close is completed.***

*** If you have not read the Pre-Closing Instructions, stop and do so at this time. If you do not have this, call LGDPC to get another copy.

■ Run Year End Closing for Courts

Step 2: Starting the Close *(continued)*

Make a Journal Entry for any amounts left in 29910.

Make a packet containing a JE to adjust account number **29910** to a zero balance with the offsetting entry to account number **29900**. Date these entries for **June**. It is imperative to clear this account before closing the year end. Process the packet as usual.

Before choosing Option 1: *Print a Balance Sheet.*
Make sure your account balances are correct.

Option 1. (This step is not used)

Option 2. (This step is not used)

Option 3. Run Edit Against Control Accounts

As each of the three steps in this option completes, a report will be printed to show if all of the control accounts are in balance or if errors were encountered during the edit. If you receive a report with errors, call LGDPC. This option will take some time to run depending on the size of your year-to-date file.

Option 4. (This step is not used)

Option 5. Run Monthly G/L Reports

Option 6. Year End Fee Report

This will print a Revenue, Disbursement and Balance Report

Option 7. Close The Revenue & Expenditure Accounts

This option will remove all figures from the Statement of Revenue and Expenditure Reports.

Option 8. Y-T-D Audit Summaries

This option prints a one page report. (This will take quite a while to run.)

Option 9. Print Year-End Journals

This option prints year-to-date transactions by type for all journal entries, budget entries, and control entries. You may wish to print these reports on 2-part paper so you will have one copy for the auditors and one to keep.

Option 10. Print Year-End Account Analysis

This option prints all of the year-to-date activity by account number. This report is usually printed on 1-part paper. It is extremely long and will print for quite a while. You will want to start this report in the morning hours.

■ *Run Year End Closing for Courts*

Step 2: Starting the Close *(continued)*

Option 11. Create Audit Diskette

This option creates an audit file. You will *not* need a diskette for this step. If the audit division requests a diskette, you can make one later. If you get a 'login' prompt when the machine is turned on, answer 'No' to the question, "Are you using a DOS machine?". If you get a 'C:' prompt, you can answer 'Yes'. To the next question, answer 'DD' or 'HD' since you are not using a diskette.

Option 12. Create New Y-T-D & M-T-D Files

This option moves all the ending fiscal year balances to the beginning balances for the new fiscal year.

Option 99. Exit From This Menu

This option will exit you to the main menu.

Step 3: Print a Trial Balance

Be sure that the beginning fiscal year balances are the same as the ending balances on June 30th. Also, YTD debits and YTD credits should be zero.

Step 4: Check MTD Transactions

From the Scroll/Reporting menu, choose 'B - MTD Transactions'. Either Print or Scroll this report. If the close completed successfully, then no transactions will appear.

Step 5: Check YTD Transactions

From the Scroll/Reporting menu, choose 'C - YTD Transactions'. Either Print or Scroll this report. If the close completed successfully, then no transactions will appear.

Step 6: Make backup of files

After finishing the close, do a 'DAILY' backup of your files. Label the tape "Beginning Fiscal Year 2008 - Do Not Destroy". Place this backup in a safe place.