

# Acumatica Year-End Checklist

The steps below are a checklist of the operations that you will need to perform at year-end. For further details click the “Acumatica Year-End Close” pdf located at the bottom of the page to direct you to the year-end guide, which will provide you with more detailed instructions.

*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.	

Download the Acumatica Year-End Close Guide:

