

Clarity General Ledger Year-end Procedure Guide – 2022

Table of Contents

Welcome back!	1
Download the General ledger Year-End Steps Checklist.....	1
Printing the Checklist.	2
Need more help?	3
Perform Program Maintenance.....	4
Install Program Updates	4
Fiscal Year End Close.....	5
Step 1: Complete Month-End Checklist.....	5
Step 2: Create Allocations for period 14/YY	6
Step 3: Run Checkout for period 14/YY.....	6
Step 4: Backup the General ledger database (optional).....	6
Step 5: Close Year-End	7
Step 6: Run Checkout for period 00/YY of the new year.....	7
Step 7: Change Current Period to New Year	8
Congratulations!.....	8
Post Audit.....	9
Step 1: Enter audit entries into Journal Amounts	9
Step 2: Create reversing audit entries	9
Step 3: Run Create Allocations for period 14/YY	10
Step 4: Run Checkout for period 14/YY.....	10
Step 5: Close period 14/YY	10
Congratulations!	11

Caselle Clarity General Ledger Year-End Checklist – 2022

Welcome back!

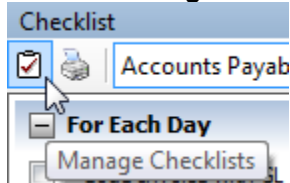
Please download the latest Year-end Checklist from our website. Follow the steps below. The General Ledger Year-end Checklist is a list of tasks that need to be completed at the end of the year. These tasks will help you switch from cash to accrual and prepare you for audit. The checklist can be downloaded using the instructions in the following section.

Download the General ledger Year-End Steps Checklist

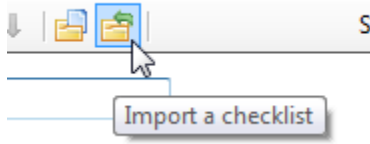
Note: If you downloaded the General Ledger Year-End Steps Checklist last year, you may skip this section.

To download the 2022 General Ledger Year-End Steps Checklist, follow these steps:

1. [Click here](#) to visit our year-end website.
2. On the right side of the screen, there is a section title **Steps Checklist**. Right-click on **General Ledger**.
3. Select **Save target as...**
4. Save the file to a location on your computer or network.
5. If the **Download complete** screen appears, click **Close**.
6. Open the **Clarity** program.
7. Move your mouse's arrow to the **Checklist** on the right side of the screen so that it slides out.
8. Click the **Manage Checklists** button (clipboard with a checkmark).



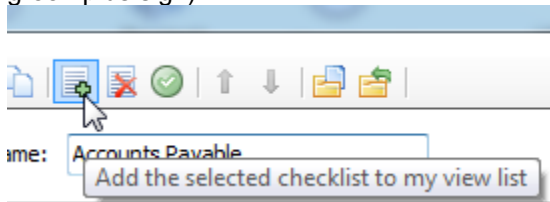
9. Click the **Import a Checklist** button (yellow folder with an arrow going into the folder).



10. Navigate to the "GL Checklist.xml" file saved in step 4 above. Click **Open**.
11. Click on the new checklist that was imported on the left of the screen. You may have to scroll to the bottom.

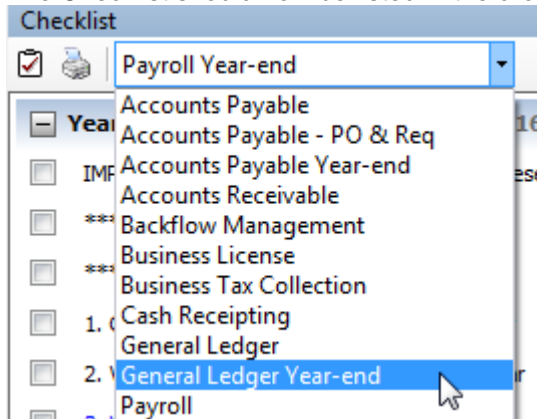
***Note:** If there was a year-end checklist that was imported in years past, the new checklist may be named with a number after it (e.g. **General Ledger Year-end 1**)

12. Click on the **Add the selected checklist to my view** list button (lines on a white paper with a green plus sign).



13. Click **OK**.

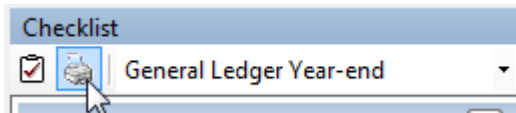
The Checklist should now be listed in the drop-down.



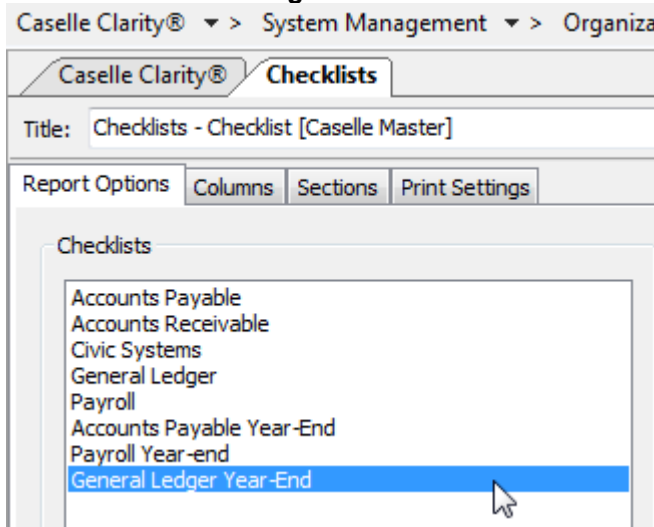
Printing the Checklist.

To print the General Ledger Year-End Checklist, follow these steps:

1. Login to Clarity.
2. Move your arrow over **Checklist** on the right.
3. Click the **Printer** button.



4. Select the **General Ledger Year-End** checklist from the list.



5. Click the **Printer** button on the toolbar.

Need more help?

If you need more help, please contact **Civic Customer Service** at **(888) 241-1517**. Our hours are 7:00 A.M. to 5:00 P.M., M-F, CST.

[Let's get started...](#)

Perform Program Maintenance

Install Program Updates

Make sure that the latest Clarity release has been downloaded and installed before you complete the year end procedures.

You should be running release **4.2.147.3002** or later. If you're not sure what release you are running, login to Clarity and look in the upper left corner. If the release number is lower than **4.2.147.3002**, you should download this version before proceeding.

Fiscal Year End Close

Follow these steps to close out your fiscal year in the General Ledger module prior to your audit. These steps will require you to print and review various reports and prepare General Ledger for the coming year. The year-end tasks compute the beginning balances for the new year and should be run during the first month after the fiscal year end. Even though these steps close the previous fiscal year, you still have the ability to make entries into the previous fiscal year as long as GL periods are still open. **You are able to work in two (2) fiscal years at once.**

When working with General Ledger, you can use period 13/YY as a closing period. Using period 13 allows you to enter transactions that affect the year that just ended without altering the last General Ledger period.

Important! Period 13/YY can be used in Accounts Payable as well. For example, if you have Accounts Payable invoices that were entered after year-end, you could post them back to period 13. In addition, if you need to enter year-end adjustments in the General Ledger, you can enter them in period 13.

Step 1: Complete Month-End Checklist

You should complete your month-end checklist prior to completing the steps that follow.

Section	Task	Completed	Date
Enter Transactions	Enter Manual Checks in CD Journal	<input type="checkbox"/>	12/31/2022
	Enter Manual Receipts, Deposits, Transfers in CRJE	<input type="checkbox"/>	12/31/2022
	Enter additional (non-checking) entries - JE	<input type="checkbox"/>	12/31/2022
	Enter returned checks and other bank rec entries	<input type="checkbox"/>	12/31/2022
Reconcile	Verify updating of subsystems by proofing journals	<input type="checkbox"/>	12/31/2022
	Reconcile Bank Accounts	<input type="checkbox"/>	12/31/2022
	Print Bank Reconciliation	<input type="checkbox"/>	12/31/2022
	Verify Account balances	<input type="checkbox"/>	12/31/2022
	Create Allocations	<input type="checkbox"/>	12/31/2022
	Run Checkout	<input type="checkbox"/>	12/31/2022
Reports	Print Financial Statements	<input type="checkbox"/>	12/31/2022
	Print Journals	<input type="checkbox"/>	12/31/2022
	Print Detail Ledger	<input type="checkbox"/>	12/31/2022

Step 2: Create Allocations for period 14/YY

Run allocations for period 14/YY to make sure that all cash has been allocated.

1. Open **Clarity General Ledger > Journals > Create Allocations**.
2. Change the **Period** field to 14/YY.
3. Click **GO** (CTRL+G).
4. Click **OK** and/or **Yes** through any prompts that appear.
5. Click **Yes** to close Create Allocations.

Step 3: Run Checkout for period 14/YY

Run Checkout to help you discover any errors that need to be corrected before you continue.

1. Open **Clarity General Ledger > Organization > Checkout**.
2. Change the **Check through period** field to 14/YY.
3. Click **GO** (CTRL+G).
4. Review the report for any errors or out-of-balance issues. Correct any errors and run Checkout again for period 14/YY.

Step 4: Backup the General ledger database (optional)

Before proceeding, perform a backup of the current year general ledger files.

***Note: If Regular backups are being done, you can skip this step. If you are unable to complete this step following the directions below, contact your System Administrator or IT department.**

1. Open **Clarity System Management > System Tools > Backup Databases**.
2. Select a **Server**.
3. Select **GL0** from the **Database** menu.

4. Enter the destination drive and directory as the **Destination Folder**.

The screenshot shows a dialog box titled 'Backup Databases' from Caselle Clarity. The breadcrumb path is 'Caselle Clarity® > System Management > System Tools > Backup Databases'. The dialog has a tab labeled 'Backup Databases'. It contains three main input fields: 'Server' with a dropdown menu showing 'CIVSQL03', 'Database' with a dropdown menu showing 'GL0_YearEnd', and 'Destination folder' with a text box containing 'S:\SQLData\Backup\'. To the right of the 'Destination folder' field is a 'Browse...' button.

5. Click **GO** (CTRL+G).
6. When the Finished dialog box displays, click **Yes**.

Step 5: Close Year-End

This step will close your current fiscal year, check for closing accounts in all funds, add one year of future dates, and calculate and create beginning balances for all balance sheet accounts.

Please Note: Even though this step closes the previous fiscal year, you still have the ability to make entries into the previous fiscal year as long as GL periods are still open. You are able to work in two (2) fiscal years at once.

1. Open **Clarity General Ledger > Organization > Close Year-end**.
2. Click **GO** (CTRL+G).

Step 6: Run Checkout for period 00/YY of the new year

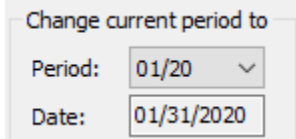
Run Checkout to help you discover any errors that need to be corrected before you continue.

1. Open **Clarity General Ledger > Organization > Checkout**.
2. Change the **Check through period** field to 0/YY of the new fiscal year.
3. Click **GO** (CTRL+G).
4. Review the report for any errors or out-of-balance issues. Correct any errors and run Checkout again for period 0/YY.

Step 7: Change Current Period to New Year

Setting your Current Period to the new year will allow the default period to be the new year in the General Ledger and in other modules. You can still work in your prior year.

1. Open **Clarity General Ledger > Organization > Miscellaneous > Change Current Period**.
2. Select the Current Month in the New Year from the Change Current Period to drop down. This may not be January if you operate on a fiscal instead of calendar year.



Change current period to

Period: 01/20 ▾

Date: 01/31/2020

3. Click **GO** (CTRL+G).

Congratulations!

At this point, your pre-audit year-end checklist tasks are complete. You should now stop and wait for your auditor to perform an audit of your organization's finances. When complete, you can proceed to your post-audit checklist tasks.

Post Audit

These steps will walk you through post audit procedures.

Step 1: Enter audit entries into Journal Amounts

Enter the audit entries that you received from your auditors in period 14/YY.

1. Open **Clarity General Ledger > Journals > Create Reversing Entries**
2. Select the **Audit** journal code from the **Journal** drop-down field.
3. Select 14/YY from the **Period** drop-down field.
4. Enter audit entries.

For those entries that need to be reversed in the next fiscal year, you could use a different journal code (e.g. **RE** journal code). By doing so, you will have the ability to use the system to automatically reverse these entries in the new fiscal year. See second section of [Step 2](#) below.

Step 2: Create reversing audit entries

Reverse any audit entries entered in the previous step in the current fiscal year.

1. Open **Clarity General Ledger > Journals > Create Reversing Entries**.
2. Select the **RE** journal code from the **Journal** drop-down field.
3. Select 1/YY from the **Period** drop-down field.
4. Enter reversing entries.

Alternatively, you can use the reverse journal entries routine to automatically reverse your audit entries entered in the previous step under the **RE** journal code. Follow these steps:

1. Open **Clarity General Ledger > Journals > Copy Journal Entries**.
2. Under the **Copy from source**, select the **14/YY** period and the **RE** journal code.
3. Under the **Copy to destination**, select the **1/YY** period of the new fiscal year and the **RE** journal code.
4. Click the **GO** (CTRL+G) on the toolbar to automatically reverse the audit entries.

Step 3: Run Create Allocations for period 14/YY

Run Checkout to help you discover any errors that need to be corrected before you continue.

1. Open **Clarity General Ledger > Journals > Create Allocations**.
2. Change the **Period** field to **14/YY**.
3. Click **GO** (CTRL+G).

Step 4: Run Checkout for period 14/YY

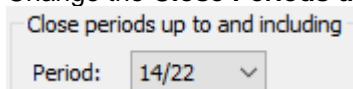
Run Checkout to help you discover any errors that need to be corrected before you continue.

4. Open **Clarity General Ledger > Organization > Checkout**.
5. Change the **Check through period** field to **14/YY**.
6. Click **GO** (CTRL+G).
7. Review the report for any errors or out-of-balance issues. Correct any errors and run Checkout again for period 14/YY.

Step 5: Close period 14/YY

Close all prior year periods to prevent further changes from being made. You can still print reports and view prior year detail.

1. Open **Clarity General Ledger > Organization > Miscellaneous > Close Period**.
2. Change the **Close Periods up to and Including** to **14/YY**.



Close periods up to and including

Period: 14/22

8. Click **GO** (CTRL+G).

Congratulations!

Congratulations!

You have completed the General Ledger Year-end Closing!