

EXHIBIT VI-2
YEAR END CLOSING CHECKLIST

Department Name _____ Organization Code _____

Part I

Check the appropriate column. Your agency must correct all "NO" answers before YEC will be initiated. Discuss these items with the HOTLINE or the CALSTARS Analyst assigned to your agency if needed.

<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>G01 Trial Balance</u>
—	—	—	1. Cost Allocation Clearing (GL 6297) is zero in all funds.
—	—	—	2. System Clearing (GL 9998) is zero in all funds.
—	—	—	3. Payroll Clearing (GL 6201) is zero in all funds.
—	—	—	4. Claims-in-Process (GL 3021) is zero in all funds.
 <u>B04 Appropriation Status</u>			
—	—	—	5. The Clearing Account contains NO Reimbursement or Revenue postings. True?
—	—	—	6. The Net Cost Allocation and SCO PFA Posted amounts are equal and show opposite signs for reverting appropriations.
—	—	—	7. The Reserves, Accrued, and Cash (unremitted and in-transit) fields are zero for reverting appropriations.
—	—	—	8. All fields are zero on "CM" fiscal period reports for reverting appropriations. (Any balances stop the closing process.)
 <u>Document File Reports</u>			
—	—	—	9. All reverting appropriation Accounts Receivable were reclassified to Accounts Receivable—Other (GL 1319).
—	—	—	10. All document report (e.g. D06) General Ledger Account balances agree with G01 Report General Ledger Account balances.
—	—	—	11. The S01 Report Subsidiary File balances agree with Document File Report (D09 or D10) general ledger account balances (except for GL 1730, 3400, 3500 which do not have document file support).
 <u>Appropriation Symbol Table</u>			
—	—	—	12. Reversion indicators are set for all FFY's appropriately (0, 1, 2, or 9).
—	—	—	13. The D18 Report (PY) was reviewed and the agency desires to have all encumbrances for continuing appropriations shown on the report rolled to the new FFY. (Reversion Indicator must be changed to 0 if agency desires to maintain encumbrances in prior FY.)

EXHIBIT VI-2 (Continued)
YEAR-END CLOSING CHECKLIST

<u>Yes</u>	<u>No</u>	<u>N/A</u>	<u>General Review</u>
—	—	—	14. No prior year (FM 13) entries, (excluding revisions submitted to SCO when forms 571 E & F are completed and recorded in CALSTARS) after year-end statements are sent or transmitted to SCO.
—	—	—	15. The Error Suspense File was reviewed and no prior year (FM 13) entries exist.
—	—	—	16. All prior year (FM13) reports were ordered and received.
—	—	—	17. The Y01, Listing of Accruals to be Reversed in the New Year, was ordered, received, and reviewed.
—	—	—	18. Upper management has confirmed adjustments to PY financial statements are not necessary.
—	—	—	19. Prior month reports have not been ordered. (YEC transactions post to prior month.)

Reviewed by: _____ Date: _____

Part II

After review of the preceding checklist and correction of all "NO" answers, perform the following steps to initiate and complete the YEC/YEO process.

YEC

- E-mail CALSTARS Hotline at HOTLINE@DOF.CA.GOV to set YEC.
- Set Run YEC Indicator in OC Table to **C**.

NOTE: Year-End Close (YEC) transactions are always posted to the Prior Month (PM). YEC transactions will impact agencies' PM CALSTARS reports. If PM reports have already been ordered, wait until the beginning of the next calendar month to begin the YEC process.

- Order G01 (PY) Report, (Period Option **Y**) after YEC completed (OC YEC Indicator = **D**).
- Review and verify all nominal accounts, GLs 8000–9000 series are closed.
- Retain the G01 Report to verify the beginning balances after YEO.

YEO

- Set Run YEC Indicator in OC table to **E**.
- NOTE:** If Prior Month CA/FS has already run, set PM Open Indicator to **N** or **T**.

- Order G01 (CM), Report (Period Option **Y**).

- Verify all real accounts, GLs 1000–4000 series and GL 6150/6155 beginning balances agree with ending balances on G01 (PY) Report ordered after YEC.

NOTE: GL 6150 Encumbrances will agree. The other GL 6XXX series may not agree.

- Verify all applicable accruals and adjusting entries have been reversed.

Retain this checklist on file.