

## Year End Closing Entries

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The 14<sup>th</sup> period holds the system-generated year-end closing entries for each account. YE closing entries are stored in a separate file then all other transactions for accounts. This allows for us to run a report for an 'Annual' figure and have the 12 month total shown (plus 13<sup>th</sup> period if used). If these 14<sup>th</sup> period transactions were not separated, the 'Annual' total for every Rev/Exp type account would be zero. It is not a selectable period in the reporting from-to period range. There is no entry or import to the YE file. These are generated only when physically running the Year End Reset.

Balance sheet accounts do not reset each year but simply roll forward.

Every revenue and expense account gets closed out to start a new year, if the fund setup is checked to clear revenue/expense. The balance that exists at the end of the fiscal year gets reversed out of the individual account and the net of all of the accounts gets posted to each fund's closing account.

Ex: At the end of 2019, there is a total of \$1,267.03 of expenses (debit) in the below staff apparel account. The YE close creates a credit amount to reset the account to zero for 2020. At the end of 2020, the YE close credits the \$299.22 balance to start 2021.

Month/Year	Date	Deposit Date	Comments	Amount	Src
12/2019	12/01/2019		Balance	856.63	
12/2019	11/05/2019		11/20 Court Products	202.49	AP
12/2019	12/02/2019		Windjackets	179.70	AP
12/2019	12/02/2019		Windjackets	179.70	AP
12/2019	12/02/2019		Custom Artwork	25.00	AP
12/2019	12/02/2019		Shipping	26.00	AP
12/2019	12/31/2019		Void EFT	-202.49	AP
12/2019			AP Total Accounts Payable	410.40	AP
12/2019			12/2019 Total	410.40	
2019			Year-End Balance	1,267.03	
2019			Year-End Close	-1,267.03	YE
1/2020	1/01/2020		Balance	0.00	
1/2020	1/17/2020		1/19 Court Products	158.14	AP
1/2020	1/31/2020		1/31 Court Products	80.19	AP
1/2020			AP Total Accounts Payable	238.33	AP
1/2020			1/2020 Total	238.33	
9/2020	9/01/2020		Balance	238.33	
9/2020	9/10/2020		10/2 Court Products	60.89	AP
9/2020			9/2020 Total	60.89	
2020			Year-End Balance	299.22	
2020			Year-End Close	-299.22	YE
3/2021	3/01/2021		Balance	0.00	

The category setup controls what minor accounts are debits and credits. Typically, Revenue accounts will carry a credit balance all year and expense accounts carry a debit balance. The 14<sup>th</sup> period will reverse each type accordingly.

Code	Description	Type
0	Contributions	Revenue
1	Revenue	Revenue
2	Expenses-2xxx	Expense
3	Expense 3xxx	Expense
4	Expense 4xxx	Expense
5	Expense 5xxx	Expense
6	Assets	Asset
7	Liabilities	Liability
8	Fund Balance	Equity
9	Closing Fund Balance	Equity

The GL account listed on the Fund setup is the account that the rev/exp will close into for each fund.

Code	Description	Closing Account	Clear Rev/Exp
01	Operating Fund	01-01-001-8000-00000	<input checked="" type="checkbox"/>
09	BK	09-01-001-8000-00000	<input checked="" type="checkbox"/>
40	Restricted Fund	40-01-001-8000-00000	<input checked="" type="checkbox"/>
70	Endowment Fund	70-01-001-8000-00000	<input checked="" type="checkbox"/>

On any account, you can find a YE batch number by un-checking the Sum year-end entries checkbox.

Account: 01-01-001-8000-00000    Current Year Surplus (Deficit)    View: Object

Period: 01/2021 January to: 99/9999 End    Display

Date: to: 12/31/9998     Sum year-end closing entries and depreciation

Month/Year	Date	Deposit Date	Comments	Amount	Src	Batch#	Deposit Reference	Atch
1/2021	1/01/2021		Beginning Balance	-8,217,252.23				<input type="checkbox"/>
14/2021	2/14/2022		Year-End Close	813,381.74	YE	206466		<input type="checkbox"/>

The batch contains ALL accounts. The net of all accounts' debits and credits (per fund) gets posted to the fund close account. NOTE - There can be multiple close batches. If entry is made back to a closed year, the YE process is performed for each batch that gets posted.

Batch#: 206466    Display    View: All

Sum cash

Month/Year	Date	Comments	Account#	Account Description	Amount	Src
14/2021	2/14/2022	Year-End Close	01-01-001-2813-00000	Office Rental	-10,170.00	YE
14/2021	2/14/2022	Year-End Close	01-01-001-2915-00000	Leased Equipment	-516.50	YE
14/2021	2/14/2022	Year-End Close	01-01-001-3135-00000	Digital Marketing	-2,000.00	YE
14/2021	2/14/2022	Year-End Close	01-01-001-3510-00000	Payment of Dues	-71,505.00	YE
14/2021	2/14/2022	Year-End Close	01-01-001-3530-00000	YMCA Shared Services	-7,500.00	YE
14/2021	2/14/2022	Year-End Close	01-01-001-4000-00000	Depreciation	-18,885.72	YE
14/2021	2/14/2022	Year-End Close	01-01-001-8000-00000	Current Year Surplus (Deficit)	813,381.74	YE
14/2021	2/14/2022	Year-End Close	01-05-000-2121-00000	Program Youth	-13,264.00	YE
14/2021	2/14/2022	Year-End Close	01-10-001-0110-00000	Annual Campaign	400.00	YE

Financials and Net totals: (Note - Reports below are NOT true sign)

- Running a report with all accounts lists the total for all categories. Each Fund nets to zero. The amount shown for the Equity would be the **posted** amount for years that have been closed.

AccountingSupport1 As of Year-End	2021 Actual
Asset	19,769,380.04
Liability	1,526,759.33
Equity	16,633,812.20
Revenue	5,225,601.07
Expense	3,616,792.56
<b>01 Operating - Unrestricted</b>	
Asset	6,510,304.06
Liability	-1,698,064.52
Equity	4,862,900.58
Revenue	3,370,536.11
Expense	25,068.11
<b>02 Operating - Temp Restricted</b>	
Asset	27,894,763.76
Liability	321,244.76
Equity	27,530,675.00
Revenue	42,844.00
<b>03 Operating - Perm Restricted</b>	

Customize Financial Statement [View Help](#)

Display  Cancel  Import  Export

Reports > Financial Statements > DNS - Income Statements - Monthly

Report: Trial Balance by Fund

Select: General Rows Columns

Period: 13/2021 Year-End

Status: All

Balance Sheet  
 Revenue/Expense

AndOr ( ) Column Comparison

- Running a report for Rev/Exp accounts lists the total for only those categories, and a net profit/loss total exists for each fund. NOTE - The amounts for the below categories match the report of all accounts.

AccountingSupport1 As of Year-End	2021 Actual
Revenue	5,225,601.07
Expense	3,616,792.56
<b>01 Operating - Unrestricted</b>	<b>1,608,808.51</b>
Revenue	3,370,536.11
Expense	25,068.11
<b>02 Operating - Temp Restricted</b>	<b>3,345,468.00</b>
Revenue	42,844.00
<b>03 Operating - Perm Restricted</b>	<b>42,844.00</b>
	<b>4,997,120.51</b>

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Reports > Financial Statements > DNS - Income Statements - Monthly

Report: Trial Balance by Fund

Select: General Rows Columns

Period: 13/2021 Year-End

Status: All

Balance Sheet  
 Revenue/Expense

AndOr ( ) Column Comparison

- Running a report for Balance sheet accounts lists the total for only those categories. Each Fund nets to zero. The amount shown for the Equity would be the **calculated** amount that starts with the posted balance and adds in the current year net profit/loss (sum of the revenue and expense accounts as of the report period).

AccountingSupport1 As of Year-End	2021 Actual
Asset	19,769,380.04
Liability	1,526,759.33
Equity	18,242,620.71
<b>01 Operating - Unrestricted</b>	
Asset	6,510,304.06
Liability	-1,698,064.52
Equity	8,208,368.58
<b>02 Operating - Temp Restricted</b>	
Asset	27,894,763.76
Liability	321,244.76
Equity	27,573,519.00
<b>03 Operating - Perm Restricted</b>	

Customize Financial Statement [View Help](#)

Display  Cancel  Import  Export

Reports > Financial Statements > DNS - Income Statements - Monthly

Report: Trial Balance by Fund

Select: General Rows Columns

Period: 13/2021 Year-End

Status: All

Balance Sheet  
 Revenue/Expense

AndOr ( ) Column Comparison

In this example the fund 01 equity of the full report is 16,633,812.20. For the balance sheet only, the fund 01 equity is 18,242,620.71. (16,633,812.20 + 1,608,808.51)