

Accounting Checklist

*These items can be done as soon as your
2025 software is set up*

In 2025 Accounting

- Enter 2025 Appropriations
 - Go to File Maintenance
 - Click #15 – Add/Edit Original Appropriations
 - Update ALL appropriations for 2025
 - Don't forget to update appropriations for ALL funds (Rainy Day, etc.) if you have them
 - Go to Reports
 - Run an Appropriation Report
 - Ensure totals and individual accounts are correct

***You are now ready to start entering Vouchers and Receipts into your 2025 software, but your reports will not be accurate until you close out 2024.



(turn over)

These items must be done after you have closed out 2024

In 2024 Accounting

- Balance all Bank Accounts for December
 - PDF Check Reconciliation and Open Checks for upload to Gateway
- Print all year-end reports (set dates from 1/1/24 – 12/31/24)
 - Financial report
 - Appropriation report
 - All Fund Audit report (under SBA reports on Report screen)
 - Vendor Audit report (under SBA reports on Report screen)
 - Bank Balances Report

Open 2025 Accounting Software

- Ensure no one else has transferred open checks
 - Set dates to 1/1/2025 to 1/1/2025
 - Go to Check Reconciliation Menu
 - Click Build Open Check File
 - Click Mark Cleared Checks
 - Hit next to go to the bank you write checks from
 - Ensure you do not see last year's checks
- Transfer Open Checks
 - Go to File Maintenance
 - Click #18 – Transfer Open Checks
 - Follow prompts: It will ask you 3 times if you want to do this because you should only do it once. (see steps above if you haven't already done them)
- Transfer 2024 End-of-Year Fund and Bank Balances
 - Go to File Maintenance
 - Click #28
- Go to File Maintenance
 - Click #14 and confirm bank balances match report from last year
 - Click #7 and ensure fund balances match last year's financial report

(turn over)