


Year-End Checklist

This is a checklist to guide you through many of the required steps for performing your *End-of-Year Processes*. This includes preparing for and running the Year-End Batch Processing, processing the required IRS Forms, and closing the General Ledger.


 [Click here for a printable PDF version of the checklist.](#)




 **Perform each of these tasks in the order presented.**

 Notations in parentheses such as (G/L > System Tasks > Accounting Period) are paths to the information / functions in CAMS-ii unless they are designated as paths to a topic in CAMS-ii Help.

Before You Begin the Year-End Batch Processing



 **Perform these tasks BEFORE you begin Year-End Batch Processing:**

Number	Task	Finished ?
1.	<p>Ensure that the CAMS-ii year-end software release has been installed. The CAMS-ii system does not allow Year-End Batch Processing to occur unless the year-end release has been installed.</p> <p> To check whether you have received the year-end release, read the release notice in the CAMS-ii Help at Release Notices > Current Release. If the current release is the year-end release, the current release notice will state that under the time stamp on the first page.</p>	
2.	Perform all over-the-counter member transactions that must be done for the current year.	
3.	Perform a Quarterly Transactions Validation. (Back Office > Standard > Reports > Transactions – Quarterly > Validation)	
4.	<p>View and correct any out-of-balance member accounts associated with the quarterly transactions validation.</p> <p>Go to the CAMS-ii Help (CAMS-ii FAQs > Teller/Member FAQs > Member Accounts Out of Balance) for help with correcting out-of-balance situations.</p>	
5.	Perform a History Transactions Validation. (Back Office > Standard > Reports > Transactions – History > Validation)	
6.	<p>View and Correct any out-of-balance accounts associated with the history transactions validation.</p> <p>Go to the CAMS-ii Help (CAMS-ii FAQs > Teller/Member FAQs > Member Accounts Out of Balance) for help with correcting out-of-balance situations.</p>	

7.	Perform a Social Security Number (SSN) validation to ensure that all members/non-members have a SSN associated with them. (Back Office > Standard > Reports > SSN Validation)	
8.	<p>Maintain Dividend Rates (recommend reviewing the CAMS-ii Help information on this topic)</p> <ul style="list-style-type: none"> Review/Change dividend rates as applicable for all dividend rate tables. (Back Office > Standard > Parameters > Dividends Rates Maint.) Process and review dividend estimation reports. Confirm calculations. (Back Office > Standard > Reports > Dividend Estimation) Finalize/Confirm dividend rates as applicable for all dividend rate tables. (Back Office > Standard > Parameters > Dividends Rates Maint.) 	
9.	Ensure that club accounts are setup for dividend calculations, as applicable. (Back Office > Standard > Parameters > Dividends Rates Maint.)	
10.	<p>Check the member statement message. (Back Office > Standard > Parameters > Message Narratives > Statement–Regular)</p> <p> If you create separate member statements for draft accounts, also check the draft statement message. (Back Office > Standard > Parameters > Message Narratives > Statement–Draft)</p>	
11.	<p>Ensure that the various parameters for IRS Forms 1098, 1099, 5498, etc. are correct:</p> <ul style="list-style-type: none"> In Control - Master Parameters (Back Office > Standard > Parameters > Control – Master). Check/change/confirm/complete the IRS Tax Info Data section: <ul style="list-style-type: none"> + Credit Union Federal ID# + IRS Transmitter Code (TCC) + 1099 Minimum For Reporting + Contact Name + Contact Email Address + Contact Phone Number In Control – Loans Parameters (Back Office > Standard > Parameters > Control –Loans) check/change/confirm the: <ul style="list-style-type: none"> + Minimum dollar reporting amounts for 1098 In Account Type/Rates Maintenance (Back Office > Standard > Parameters > Account Type Maintenance): <ul style="list-style-type: none"> + Ensure that all loans account types requiring 1098s are set up as requiring 1098s by selecting the 1098 Needed check box. 	
12.	<p>For credit unions using Linux: Before performing year-end batch processing, recommend that you move the History Backup created during the November end-of-month processing to removable backup media (CD-RW or DVD-RW). Use backup media labeled “History” labeling it “Prior to year-end batch processing.”</p> <p> Go to the CAMS-ii Help (CAMS-ii How-To's > CAMS Functions >Backups > About Backups) for more information on backups for CAMS-ii servers running Linux.</p> <p> If you have questions concerning backups for the year-end, please contact CBS Support via the Issue Tracking System as soon as possible.</p>	

Scheduling the Year-End Batch Processing

The Year-End Batch Processing is simply another period-end processing similar to a month-end or a quarter-end batch processing. The Year-End Batch Processing is an extension of the tasks that you would normally perform during a quarter-end batch processing.

Number	Task	Finished?
1.	Ensure that you have completed all of the items listed in the <i>Before You Begin the Year-End Batch Processing</i> section.	.
2.	Go to Batch Calendar (Back Office > Standard > Batch Calendar) and verify that the 12/31 Date has the Period Type set to Year End , and the End of Day Start time is set to no later than 22:00 .	
3.	<i>For credit unions that do not run batch processing on a seven-day schedule</i> , go to Batch Calendar (Back Office > Standard > Batch Calendar) and review the settings for non-batch processing days for the next calendar year.	
4.	Check the Batch Parameters (Back Office > Standard > Batch Processing > Batch Parameters) to ensure that all of the IRS forms (1098, 1099, 5498, etc.) are set to process as they apply to your credit union.	
5.	If you are going to create the IRS Form 1099-Misc for Payees/Vendors for 2008, make manual entries to the Payees/Vendors Maintenance screen. [Review the <i>Adding a Payee/Vendor</i> topic (CAMS-ii How-To's > General Ledger >General Ledger Maintenance) in the CAMS-ii Help for more information on this.]	
6.	Create and review a job log (Back Office > Standard > Batch Processing > Create Job Log) to ensure that you have set up the Batch Processing correctly.	
7.	<p>Ensure that the year-end batch processing completed from start to finish BEFORE THE NEXT BATCH PROCESSING session occurs.</p> <p>View and/or print the various reports from the Document Retrieval Manager -- dividend calculations and postings, account recap totals, General Ledger summary totals, and so forth to ensure that there aren't any errors, out-of-balance situations, and so forth.</p> <p> THIS IS THE TIME TO DISCOVER IF THERE ARE ANY PROBLEMS. DO NOT WAIT UNTIL ANOTHER BATCH PROCESSING CYCLE HAS RUN BEFORE REVIEWING! IT IS YOUR RESPONSIBILITY TO ENSURE THAT ALL OF THE YEAR-END PROCESSES FUNCTIONED CORRECTLY.</p>	
8	<p>For CAMS-ii servers running Linux, to retrieve the End-of-Year backup file from the hard drive on the CAMS-ii server, go to the Standalone and Batch Backups menu in CAMS to move the backup files.</p> <p> Consult the CAMS-ii Help (CAMS-ii How-To's > CAMS Functions >Backups > About Backups) for more information on backups for CAMS-ii servers running Linux.</p> <p>For CAMS-ii servers running Microsoft Windows, go to the CAMS Systems Options Menu for to move the backup files to removable media.</p>	

Closing the General Ledger

You are *not required* to complete the year-end processing in the CAMS-ii General Ledger System *before* starting any member activity for the new calendar year. We strongly recommend, however, that you close the General Ledger during January or February of the new calendar year.

Number	Task	Finished ?
1.	Process and print a set of pre-closing financial statements for the previous calendar year/the accounting period that you are closing. Ensure that the financial statements are in balance. (G/L > Reports > Profit/Loss and Balance)	
2.	If the pre-closing financial statements are not in balance, take corrective action before you continue with the following items.	
3.	<p>General Ledger Closing Entries: all closing entries should be dated December 31st of the year that is being closed.</p> <p>Income: Using the Total Income from the in-balance pre-closing financial statements for the period (quarterly, semi-annual, or annual) that you are about to close, make manual General Journal transaction entries to: <u>Debit</u> – Income Closing Account (typically account # 1000-000) <u>Credit</u> – Undivided Earnings (typically account # 9400-000)</p> <p>Expenses: Using the Total Expenses from the in-balance pre-closing financial statements for the period (quarterly, semi-annual, or annual) that you are about to close, make manual General Journal transaction entries to: <u>Debit</u> – Undivided Earnings (typically account # 9400-000) <u>Credit</u> – Expense Closing Account (typically account # 2000-000)</p> <p>(Optional) Transfer to Reserves: If the Credit Union shows a net profit/gain for the period that you have closed, at the discretion of, and according to, the credit union's policies, you can transfer a percentage of this net profit/gain to your RESERVES account, using the percentage applicable for the credit union. Make manual General Journal transaction entries to: <u>Debit</u> – Undivided Earnings (typically account # 9400-000) <u>Credit</u> – Reserves Account (typically account # 9310-000)</p> <p>Post YTD Transactions: Once you have completed the closing General Journal transaction entries, post these transactions to the Year-to-Date Transactions file. (G/L > Posting > Post General Journals)</p>	
4.	Ensure that the Accounting Period is set to December of the year that is being closed. (G/L > System Tasks > Accounting Period)	
5.	Process and view (printing is optional) a General Ledger Trial Balance and ensure that the General Ledger is in balance: the total debits and credit must equal. (G/L > Reports > Trial Balance)	

6.	<p>Process and print a set of post-closing financial statements for the previous calendar year/the accounting period that you are closing. Ensure that the financial statements are in balance. (G/L > Reports > Profit/Loss and Balance)</p>	
7.	<p>Perform the Year-End Clear Balance Brought Forward. (G/L > System Tasks > Yearly Clear and BBF)</p> <p>This process:</p> <ul style="list-style-type: none"> • Creates a previous year transactions file. • Creates a new year-to-date transactions file. • Creates a <i>Balance Brought Forward</i> transaction in the year-to-date transaction file for each balance sheet account. • Zeroes/Clears each income/expense account. • Advances the calendar year for each of the accounting periods. 	
8.	<p>Verify that the Accounting Periods have been changed to the current year. (G/L > System Tasks > Accounting Period)</p>	