

CAMS-ii Year-End Checklist


Use this checklist as a *guideline* for performing your *End-of-Year Processes*. This includes preparing for and running the Year-End Batch Processing, preparation for processing the required IRS Forms, and closing the General Ledger.

For Details on Processing IRS Tax forms, please use the [IRS Forms Preparation Checklist](#).


Because this checklist includes the end of one year and the beginning of the next year, we use the following terms to define the different years:



- Closing Year – The ending year.
- New Year – The year following the Closing Year.




 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 noted as paths to a topic in the CAMS-ii Help.

Before You Begin the Year-End Batch Processing

Step	Description	<input checked="" type="checkbox"/>
1.	The CAMS-ii Year-End software release gets installed automatically.  The CAMS-ii system does not allow the Year-End Batch Processing to occur unless the year-end release has been installed.	
2.	Perform all over-the-counter member transactions that must be done for the Closing Year.	
3.	Perform a Quarterly Transactions Validation. (Back Office > Standard > Reports > Transactions Quarterly > Validation)	
4.	View and correct any out-of-balance member accounts associated with the quarterly transactions validation.	
5.	Perform a History Transactions Validation. (Back Office > Standard > Reports > Transactions History > Validation)	
6.	View and correct any out-of-balance member accounts associated with the history transactions validation.	
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). For example: Missing SSNs, Duplicate SSNs, and/or Invalid SSNs (less than nine numbers, all	

	<p>zeroes, all zeroes in one of the three SSN fields)</p> <p> An asterisk (*) means that there is another account using that SSN number; it is a duplicate SSN.</p> <p> Find and correct invalid SSNs and other related information. You must ensure that all corrections are made in the CAMS-ii system <i>prior to December 31st</i>. Please note that invalid SSNs submitted to the IRS may subject your credit union to IRS penalties.</p>	
8.	<p>Maintain Dividend Rates (recommend reviewing the CAMS-ii Help topic, About Dividend Rate Maintenance, on this subject).</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.) Make sure that you select the Duplicate to Estimate Table? check box.● 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.	<p>If applicable, ensure that club accounts are set up for dividend calculations. (Back Office > Standard > Parameters > Dividends Rates Maint.)</p>	
10.	<p>Check the member statement message (Back Office > Standard > Parameters > Message Narratives > Statement Regular) and update it as necessary.</p>	



<p>11.</p>	<p>Ensure that the various parameters for IRS Forms (1098, 1099, 5498, and so forth) 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 Control Code (TCC) ○ 1099 Minimum For Reporting ○ 1099Misc minimum for Reporting NEC ○ Contact Name ○ Contact Email Address ○ Contact Phone Number ● In Control-Loans Parameters (Back Office > Standard > Parameters > Control-Loans), check/change/confirm/complete the 1098 Minimum Interest text box. ● In Account Type/Rates Maintenance (Back Office > Standard > Parameters > Account Type/Rates Maintenance), ensure that all loans account types requiring 1098s are set up as requiring 1098s by selecting the 1098 Needed or 1098 E check box. 	
<p>12.</p>	<p>Create and review a Year-End job log (Back Office > Standard > Batch Processing > Create Job Log) to ensure that the Batch Processing is set up correctly for your credit union.</p> <p> Unless there are some other reports that you want to run during year-end batch processing, you rarely need to change the standard Year-End job log.</p> <p> You do not need to wait until the last minute to create the job log for the upcoming Year-End.</p> <p>To create an Upcoming Year End job log:</p> <ol style="list-style-type: none"> 1. Go to Back Office > Standard > Batch Processing. The Batch Processing Level Four menu appears. 2. On the Level Four menu, click Create Job Log. The Create Job Log screen appears. 3. From Log For drop-down list, select Upcoming Year End. 4. Click Accept. Go to the DRM to retrieve the job log. <p> It is your responsibility to check the job log to ensure that the correct reports and batch functions are running. If you have any questions, please submit them to the Support Center.</p>	
	<p>Run a Forms Estimation, if necessary.</p>	

	<ol style="list-style-type: none"> 1. Go to Back Office > Standard > IRS Tax Processes. 2. From the Tax Forms drop-down list, select the form for which you want an estimate. 3. From the Tax Process drop-down list, select Forms Estimator. 4. Click Accept. The message, Your Report Request Has Been Successfully Submitted, appears. 5. Go to the Document Retrieval Manager to access the IRS Forms Estimator Report, PROOF LIST-- 1099s, 1098s. 	
14.	<p>For credit unions using the CAMS-ii Employee Payroll Interface: Consult the instructions that accompanied your yearly PayWindow upgrade notice.</p>	

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.

 Ensure that you have completed all of the items listed in the *Before You Begin the Year-End Batch Processing* section before **December 30**.

Description	☑
<p>The CAMS-ii Year-End Batch Processing is set up <i>to automatically process on December 31st at approximately 10:00 pm local time.</i></p> <p> You do not have to do anything to start batch processing.</p> <p><i>As soon as you return to the credit union in the New Year, 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.</i></p> <p> We recommend that you go to your credit union on January 1 to check for any problems. IT IS YOUR RESPONSIBILITY TO ENSURE THAT ALL OF THE YEAR-END PROCESSES COMPLETED CORRECTLY.</p>	

Preparing IRA and HSA Contribution Limits and End Dates

After you have completed Year-End Processing, you must review and adjust (as needed) Control-IRA and Control-Health Savings parameters settings.

 Do not adjust the Control-IRA parameters and the Control-Health Savings parameters for Maximum Yearly Contributions for the **new year until after Year-End Batch Processing has completed.**



Step	Description	<input checked="" type="checkbox"/>
1.	In Control-IRAs Parameters (Back Office > Standard > Parameters > Control-IRAs) ensure that the set the Control- IRAs setting, Cutoff Day for Previous Year Contributions , is set to the correct IRA contribution date for the closing year.	
2.	Check the Control-Health Savings Cutoff Day for Previous Year Contributions parameter (Back Office > Standard > Parameters > Control-Health Savings).	
3.	Check the Control-IRA parameters and the Control-Health Savings parameters Maximum Yearly Contributions for the new year .	

Closing the General Ledger

 Close the General Ledger for the Closing Year by the end of January of the New Year.

 Perform the following tasks in the *New Year* once you are ready to close the General Ledger for the *Closing Year*.

Step	Description	<input checked="" type="checkbox"/>
1.	Process and view (printing is optional) a General Ledger Trial Balance for the Closing Year and ensure that the General Ledger is in balance: the total debits and credits must equal. (G/L > Reports > Trial Balance)	

2.	Process and print a set of pre-closing financial statements for the Closing Year. Ensure that the financial statements are in balance. (G/L > Reports > Profit/Loss and Balance)	
3.	If the pre-closing financial statements are not in balance, take corrective action before you continue with the following items.	
4.	<p>Close the accounting period using Automatic G/L Closing (G/L > System Tasks > Periodic Closing) <i>before the end of January of the New Year.</i></p> <p> The G/L Automatic Closing produces General Journal Entries dated December 31 of the Closing Year, but these entries are not automatically posted to the Year-to-Date Posted transactions file. This allows you to correct any General Journal entries produced by the G/L Automatic Closing before they are permanently posted. Once you are satisfied that the closing information is correct, you must post the General Journals to complete the G/L Automatic Closing.</p>	
5.	Post the General Journal transactions created by Automatic G/L Closing. (GL > Posting > General Journals)	
6.	Process and print a set of post-closing financial statements for the Closing Year. Ensure that the financial statements are in balance. (G/L > Reports > Profit/Loss and Balance)	
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 New Year. (G/L > System Tasks > Accounting Period)</p> <p> Until you advance your accounting period to January of the <i>New Year</i>, the DAILY TRANSACTION RECAP (For G/L) reports as out of balance. However, the Accounting Year drop-down in G/L Inquiry does not report as the current year until you close the year using Periodic Closing.</p>	