

## Year Ending –Year Beginning Procedures

**When**

Year End –Year Begin

**Who**

All County Treasurers

**Before you begin**

Before you begin, you need

- Access to Treasurer Application

**Procedure**

Step	Year End Rollover – to be done before the end of the calendar year.
1	Open Treasurer application open then select “Files”
2	Select --Year End Rollover--
3	Make sure everyone is out of the Treasury Application.
4	Select “OK” once everyone is out of the Treasury Application.  This will open your ensuing accounting year.
<b>Year Beginning Procedures – to be done after the beginning of the calendar year</b>	
1	Whenever all transactions (Checks, Receipts, Transfers, Interest Distributions) for the prior year are completed, the Fund and Bank balances can be carried over to the current year. If you have not done so already, please run the Year End Rollover (see above), otherwise, open the Treasurer application in the current year then select “Files”
2	Select – Year Begin Procedures--
3	Select “Fund Balances” and” Bank Balances”. This will put a check mark in the box beside the two options
4	After selecting the two options select “Process”  <b>Note:</b> The Fund Balance and Bank Balance process can be run more than once. If you run the procedure and have to make changes in the prior year, then you will need to run Steps 1 - 4 again. You will receive a message stating the process has already been run. Simply click on the OK button to continue.
5	After you receive your last bank statement and clear all your checks in the prior year, you can then bring over the outstanding checks into the current year. To do this follow steps 1 and 2 of the Year Beginning Procedures. Select “Outstanding Checks”. This will put a check mark in the box beside this option.
6	After selecting the option, click the “Process” button.  <b>Note:</b> The Outstanding Check procedure can only be run ONCE. If the process has already been run you will receive a message and will have to cancel the process.