

## **Accounting Year-End Process:**

### **1. Follow the Suggested Accounting Month-End Guidelines to close out the final month of the year.**

- Suggested Accounting Month End Guidelines for Franchise Dealers
- Suggested Accounting Month End Guidelines for Independent Dealers
- **2.Close out the Year-** If this is your first year closing the year, verify the Year End setups are in place. **CLOSE OUT YEAR-ZERO SALES-EXPENSE ACCTS**

. If these are already in place than you can skip to closing the year.

- **ACCOUNTING PROGRAM 14 - CLOSING THE YEAR**
- Note- If you do not complete this process, it will cause the upcoming year's financial statement to be out of balance by the amount that would be moved to retained earnings.
- If you are a fiscal dealer, since you won't be closing your year in January, please call Auto/Mate so we can run a syncing process to refresh your January Statement.

### **3. 13th Month Statement Process (If Needed)**

- **13TH MONTH PROCESSING USER GUIDE**

### **4. Prepare for Upcoming Year's Financial Statement Changes**

- Our Financial Statements go thru a validation process with each OEM to make sure everything meets their requirements.
  - The statements will be available in Auto/Mate once all testing has been completed.
- Look out for announcements on the Home Page of upcoming Financial Statement Changes and Availability
- When updating relates be sure that the correct relate year is selected before making the change.
- Add new GLs that will be used for the upcoming year.