Accounting Year-End Process:

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

- AM Acct - Suggested Accounting Month End Guidelines for Franchise Dealers
- AM Acct - 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. AM Acct - Year End Close Setup. If these are already in place than you can skip to closing the year.

- AM Acct - 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)

- AM Acct - 13th Month Processing
- AM Acct - 13th Month Setup
- AM Acct - 13th Month Security
- AM Acct - 13th Month Transaction Posting
- AM Acct - 13th Month Adjust/Reverse Transaction
- AM Acct - Common 13th Month Questions

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.
- See Financial Statement Articles for more information on Common Financial Statement Questions
  - AM Acct - Accounting Program 26 - Financial Statement Overview