



MEMORANDUM

To: Pastors, Administrators, Business Managers, and Bookkeepers

From: Patrick Warner
Parish Accounting Manager

Date: July 16, 2010

RE: Fiscal Year-End Close in Logos

A Few Reminders Before Closing the Fiscal Year

When you make journal entries dated 6/30/2010, Logos will ask "Should this transaction be posted to the 13th period?". You will answer **No** to the question. The 13th period is used to record audit corrections for entries that occurred in a **prior** fiscal year. Please contact Patrick Warner or Edward Rosser for more details.

Before closing, make sure there is a **zero balance in account 1070, Cash - Deposits in Transit**. Clear any balance in the account before closing the fiscal year. This account must be zero before closing.

If the parish has a loan, be sure to reconcile the loan balance on the balance sheet to the loan balance on the June 30, 2010, Deposit and Loan statement from the Archdiocese.

Please reconcile all non-checking/savings account balances on the balance sheet. Contact Patrick Warner if:

- You have remitted all the 2nd collections but, still have 2nd collection balances on the balance sheet.
- You have any tax withholding accounts (federal, FICA, state) with unreconciled balances.
- You have any other balances in the assets or liabilities (ex. petty cash, payroll deductions, mass stipends, prepaid tuition, etc) that you can not reconcile or identify.

Did you purchase any assets during the year and recorded them as capital expenses? If so, you may need to make a journal entry debiting the proper asset account and crediting the capital expense.

Pension Allocation for 2009-2010 Fiscal Year

Before closing the year, accrue the employee pension benefits for the 2009-2010 fiscal year. You must accrue the pension expense in the current year because the Archdiocese will bill you after the beginning of the 2010-2011 fiscal year. To calculate the expense, multiply the gross pay of only those employees eligible for pension by six percent (6%).

To accrue these expenses you must make a GJ journal entry, dated 06/30/2010, (in the 12th period) in General Ledger. You will debit, +, the various retirement accounts and credit (-) Accrued Lay Retirement account.

Example:

5060-003	Benefits - Retirement (Religious Ed.)	\$1,000.00
5060-007	Benefits - Retirement (Admin & General)	\$2,000.00
2070	Accrued Lay Retirement	\$-3,000.00 (Note: Enter as a Negative Amt)

When you pay the bill to the Archdiocese, on the invoice screen in Accounts Payable, use account number 2070 in the G/L account field. This will remove the liability from the balance sheet.

Instructions for Closing the Fiscal Year in Logos

To close the fiscal year in Logos you must first close the month of June.

To close the month of **June** set the system date in Logos to a date in the month of **July**



On the Menu Bar, go to **Reports** and select **Custom Reports** at the bottom of the screen.



On the **Custom Report** screen, select **Month-end Closing**
Do not change the Starting or Ending Periods. Leave them set to "1"

Archdiocese of Atlanta (Parish): 1
Archdiocese of Atlanta
Reports and Utilities
01/20/2010

Last Period Closed: March, 2010

Reporting - Select your option:
 Print Month-end Reports
 Month-end Closing

Utilities - Select your option:
 Create your chart of accounts
Sub_Dept Project
 Clone a new Sub/Project Account
 Add a New Account
 Change an Existing Account
 Activate/Deactivate Accounts

Select Period:
Starting Period: 1
Ending Period: 1

Location Information:
Entity Number: R680
Entity Name: Our Lady of the Ledger
Location: Atlanta, GA
Prepared By: _____

The information listed above comes from the Organization Tab in Preferences. If any of the information is incomplete, please open preference and make the necessary modifications. Your report cannot be submitted to the Archdiocese without complete information

Cancel **Next** Process

In the **Closing Period** field the date should be **06/01/2010**
Continue by clicking on "Next"

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Submit Reports to Archdiocese

FTP Site Address: aoaftp.archdiat.com/monthly/

User Name: logos

Password: _____

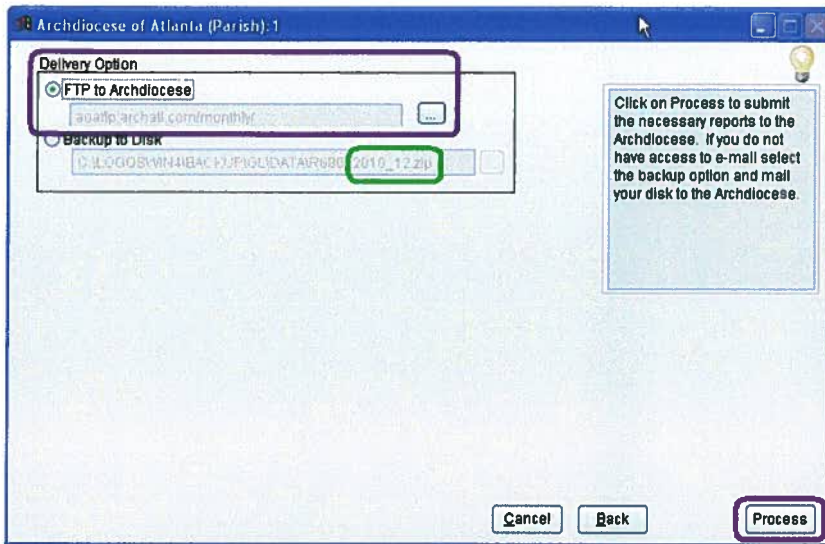
The data being submitted is sent to the Archdiocesan FTP Site. This is a secured site and requires a user name and password. Use the same user name and password that is used when Accessing your Archdiocesan E-mail and Parish Manual.

Test Click on Test to test the connection to FTP server.

Closing Period: 06/01/2010

Cancel Back **Next** Process

On the next screen click "Process" to send the June closing file to the Archdiocese



If you would like to confirm that the Archdiocese received your June closing you may send an email to Edward Rosser, erosser@archat1.com and ask for confirmation.

It is very important that the Archdiocese receive your June closing in a timely manner. The Archdiocese uses the June closing to compile the year-end reports for all the churches and schools.

Close Fiscal Year 2010

Change the system date to June 30, 2010

Set Date

June				2010		
Sun	Mon	Tue	Wed	Thr	Fri	Sat
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	1	2	3
4	5	6	7	8	9	10

OK 7/1/2010 Cancel

Click on the Utility **Close Current Year**

GENERAL LEDGER

- Post Recurring
- Transaction Entry
- Deposit Assistant
- Bank Reconciliation

COMMON REPORTS

- View Accounts
- Trial Bal
- Income/Exp
- Balance Sheet
- Check Reg

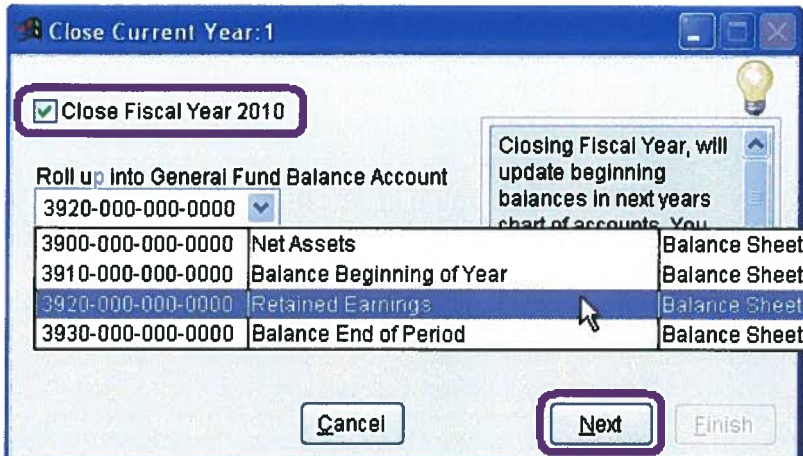
UTILITIES

- Next Yr's Accounts
- Budget Entry Form
- Close a Period
- Close Current Year** (circled in red)
- Batch List

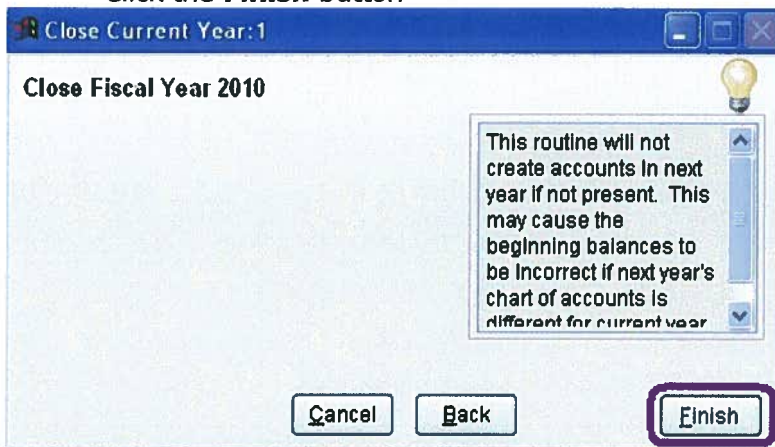
Click the checkbox **Close Fiscal Year 2010**

Change the **Roll up into General Fund Balance Account** from 3900-000-000-0000 (Net Assets) to **3920-000-000-0000** (Retained Earnings Current Year)

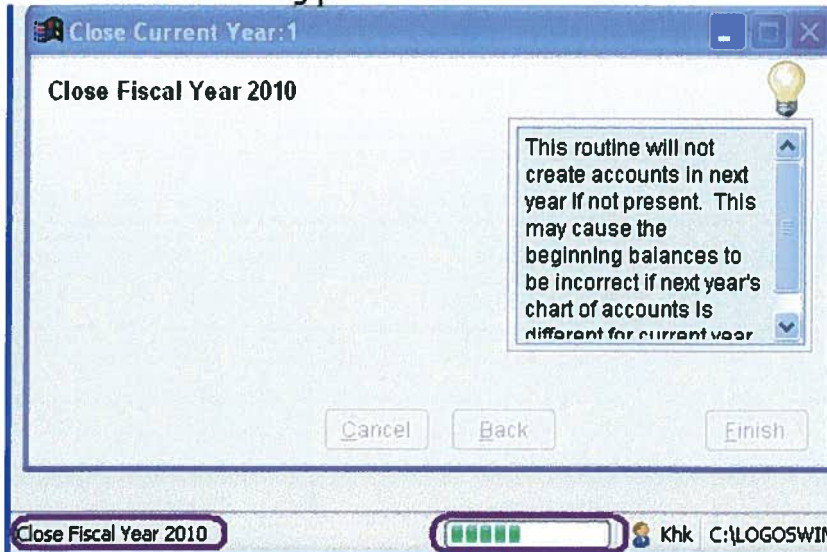
Click the **Next** button



Click the **Finish** button

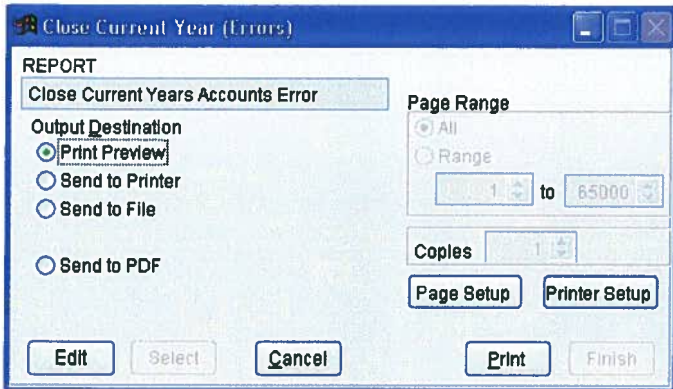


You will see the closing process bar



If you have inactivated any balance sheet accounts for Fiscal 2011 you will get an Error Report (see below). 6

Please review the results of the report.



Results of Error Report (notice the error description was "Account is not Active in 2011").

**Close Current Year (Error)
Christ Redeemer Catholic Church
2010 Year End Close Discrepancy Report**

GL Account #	Beginning Balance	Type	Description
1052-000-000-0000	\$0.00	A	Account is not Active in 2011
2970-000-000-0000	\$-3,000.00	A	Account is not Active in 2011
2971-000-000-0000	\$-2,000.00	A	Account is not Active in 2011

Your fiscal year has been closed but the above report indicates accounts that have changed or been deleted in the new fiscal year. If the accounts have a balance indicated this may cause an out of balance condition in the new year. If the account is a type LT, LF or F a zero balance does not guarantee there is not a balance for the new fiscal year. Run a balance sheet report for period thirteen (recommended is the Consolidated Balance Sheet, Standard w/GL Account #'s) in fiscal year being closed; if fund balance is not zero the accounts in the new fiscal year will need to be added or activated.

To verify that your close is complete and your new year is in balance:

- 1) Run a balance sheet report for period thirteen in the fiscal year you are closing, (recommended is the Consolidated Balance Sheet, Standard w/GL Account #'s)
- 2) Run a trial balance summary for the new fiscal year.
- 3) Compare the numbers from the balance sheet to the trial balance summary; they should match exactly.

Identify/Compare the numbers from the balance sheet

Close the report and then click Finish.

If there are missing accounts with balances then you'll need to go into the chart of accounts for 2010/2011 and change those accounts to **Active**

Identify the GL Accounts that are missing and then reactivate them by going to:

Report > Custom Reports > Change an Existing Account

Check the box **Display Inactive Accounts** in the lower left corner

Locate the missing GL# and then put a check in the **Active** box.

Click **Done** to save

Once the accounts are corrected you may proceed with closing the year by starting again with "Close Current Year"

If you have any questions, please contact Edward Rosser, ecrossed@archatl.com or Patrick Warner pwarner@archatl.com