

To Close the Year on the Shelby System

1. When your June work is complete, run a comparative trial balance report and verify all balances.
2. Run any other reports that you may need (Balance Sheet, Budgeted Financial Statement, etc).
3. When you are sure that all balances are correct, backup your Shelby software.
4. On the Shelby Dashboard screen, select “Shelby Menu”.
5. On the Shelby software main menu screen, select “Closing Procedures” (in the general section).
6. Make sure that you have the correct company selected and then select “General Ledger Fiscal Year Closing”.
7. A new screen will open titled “General Ledger Year End Closing”. Make sure that the fiscal year to close is 7/1/2017. Also, make sure to put a checkmark in the “Copy Chart of Accounts” box and select the “Print sequence by account number” option.
8. Click on the “OK” button
9. If you have not yet set up a new year in Shelby, you will be prompted to do so. If you have a new year set up, you will be asked if you wish to merge your chart of accounts with the prior year, select “Yes to All”.
10. You will then be asked if you want to copy the budgets for these accounts too. Select Yes if you wish to copy the budget amounts from the old year into your new year.
11. You will be asked if you want to mark this year as Closed so that no other entries may be posted. Select “Yes”.
12. The year end procedure will run and produce a report that includes the yearly account totals for each account. You may want to print this report for your records.
13. At this point, your year has been closed and beginning balances have been brought into the new year for each of your asset, liability, and net asset accounts.
14. Run a copy of the combined Budgeted Financial Statement and balance sheet (see enclosed instructions).
15. Make a new backup of your Shelby data and name the file ShelbydbXXX.bak (replace the XXX with your parish id number) and copy the file to a blank CD or flash drive. (**Important Note:** If you have changed the supervisor password to something other than the default “**sswin**” I will need to have a copy of the new password along with the CD or flash drive.)
16. Send a copy of the combined Budgeted Financial Statement, Balance Sheet, Parish Church Financial report (signed and dated), and the backup CD to the Finance Office by August 1st. (Remember that the Parish Statistical Information is to be completed online this year. Please make sure you have completed this by August 1, 2018 as well.)