

# GENERAL LEDGER FISCAL PERIOD CLOSE WORKSHEET

Company Name:

Fiscal Period  
Ended:

Prepared By:

Date Prepared:

Approved By:

Date Approved:

## 1. PRE-CLOSING TRIAL BALANCE VERIFICATION

ACCOUNT NO.	ACCOUNT TITLE	DEBIT BALANCE	CREDIT BALANCE
<b>Total Pre-Closing Trial Balance:</b>			

## 2. CLOSING JOURNAL ENTRIES

DATE	ACCOUNT NO.	ACCOUNT TITLE & EXPLANATION	POST. REF.	DEBIT	CREDIT
		<i>Entry 1: Close Revenue Accounts to Income Summary</i>			
		Income Summary			
		<i>Entry 2: Close Expense Accounts to Income Summary</i>			
		Income Summary			

DATE	ACCOUNT NO.	ACCOUNT TITLE & EXPLANATION	POST. REF.	DEBIT	CREDIT
		<i>Entry 3: Close Income Summary to Retained Earnings / Capital</i>			
		<i>Entry 4: Close Dividends / Drawings to Retained Earnings / Capital</i>			

### 3. POST-CLOSING TRIAL BALANCE VERIFICATION

ACCOUNT NO.	ACCOUNT TITLE	DEBIT BALANCE	CREDIT BALANCE
<b>Total Post-Closing Trial Balance:</b>			

### 4. FISCAL PERIOD CLOSE CHECKLIST

DONE	PROCEDURE / TASK	PERFORMED BY	DATE COMPLETED
<input type="checkbox"/>	All standard adjusting journal entries have been posted to the General Ledger.		
<input type="checkbox"/>	Pre-closing trial balance matches sub-ledger balances (A/R, A/P, Inventory).		
<input type="checkbox"/>	Closing journal entries recorded and posted to General Ledger.		
<input type="checkbox"/>	Income Summary account balance has been reduced to zero.		
<input type="checkbox"/>	Post-closing trial balance generated and verified (all temporary accounts must show zero balance).		
<input type="checkbox"/>	Fiscal period status updated to "Closed" in the accounting system.		

Prepared  
By:

Reviewed  
By:

Authorized  
By:

Date:

Date:

Date: