

MONTHLY ACCOUNTING GENERAL LEDGER SETUP GUIDE

ENTITY NAME

FISCAL YEAR

REPORTING CURRENCY

CURRENT ACCOUNTING PERIOD

1. Chart of Accounts Segment Structure

Segment Name	Length (Digits)	Segment Description / Range Purpose	Validation Rules / Notes

2. Fiscal Period Setup & Cutoff Schedule

Period No.	Period Description	Start Date	End Date	GL Closing Date

3. Sub-Ledger Integration & Control Accounts

Sub-Ledger Module	GL Control Account Number	GL Control Account Description	Reconciliation Frequency
Accounts Receivable (A/R)			
Accounts Payable (A/P)			
Fixed Assets (FA)			
Inventory Control			
Payroll / Accrued Wages			
Bank / Cash Accounts			

4. Pre-Closing Setup Verification Checklist

Done	Sequential Setup Verification Task	Responsible Role	Date Completed
<input type="checkbox"/>	Verify all recurring standard journal entry templates are updated		
<input type="checkbox"/>	Confirm sub-ledger periods are aligned and locked for transactional entry		
<input type="checkbox"/>	Validate exchange rate tables for multi-currency translations (if applicable)		
<input type="checkbox"/>	Run pre-closing Trial Balance to check for segment mapping errors		
<input type="checkbox"/>	Confirm suspense/clearing accounts reflect zero balances		

Prepared By (GL Accountant)

Reviewed By (Finance Manager)

Approved By (Controller/CFO)