Deltek

Deltek WorkBook

Year-End Frequently Asked Questions

December 1, 2021

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Overview

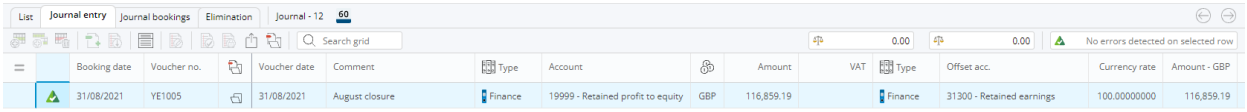
This guide looks to answer some frequently asked questions regarding the closing of the year in WorkBook. Please see the *Deltek WorkBook Year-End Guide* for instructions on how to close the year.

Year-End Processes

What does a year-end closure do?

When WorkBook makes a closure, the combined sum of all operating accounts, except the net profit account, are summarized and debited/credited on the net profit account and offset on an equity/net capital account.

It does this with a single journal entry on an automatic journal.



What accounting periods are required to be open?

Only the one your closure is in, so the last month within the period/year you're closing.

What columns need to be checked in accounting periods?

Only **Finance Posting** needs to be allowed for the closure itself, but you may need to enable others during the first stages of finalizing the last posting before the closures, for example, **project postings** need to be enabled to do these.

How often can year-end closures be made?

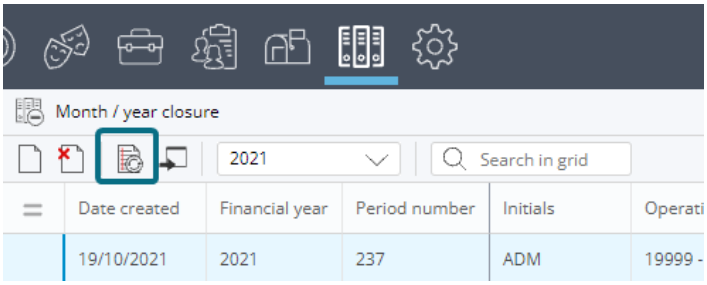
As often as needed. The closure cannot only be used to close the year, but also the individual months as you go through the year. So a typical year might have anywhere between 2 to 13 closures in total, one for each month/the year, and then an additional one for the final adjustments made by auditors.

The year closed with a wrong amount. What should I do?

First, you need to find out if the amount is wrong, or if your expectations are wrong. To do so, we have to analyze how WorkBook comes to the amount it did.

The most frequent cause of issues is that a balance account has been mistakenly created as an operating account. Now the balance of that account is wrongly included in the year closure, because WorkBook does not know it's supposed to be a balance account. That account will need to be remade as a balance account. For the purpose of this demonstration, we'll just refer to it as "the account". To resolve this, follow the steps below:

1. Reverse the closure. To do this, go back to the **Month / year closure** page and find the **Reverse Closure** button at the top. This either cancels the closure, or creates a reversal of it.



2. Go back to chart of accounts and find the account.
3. Rename the account to “account old” or similar. Do the same with the account number.
4. Create a new account with the name of the original account; remember to select the right account type.
5. Using a manual journal in **Journals**, transfer the balance from the old account to the new account.
6. Block the old account.
7. You can now make a new closure.

Now in this case, WorkBook had gotten the wrong result due to a setup mistake. But it’s also possible to set up in a way that you mislead yourself so that the amount gathered by WorkBook was not what you expected, but is correct.

This can happen if you are basing your expectations on a sum account that doesn’t include enough of the P/L, or perhaps because it includes too much. You will always have the correct expectations if you have a sum account that includes the entire P/L, except the net profit account itself. This account is of course not included in the closure, but if you have it within a summary, you might have the wrong expectations.

The solution to that is to simply move the account that is causing the wrong total, or to change the sum account so it includes all the accounts it needs to.

What should I do if the amount is still wrong?

In that case, the problem may be a previous year that was not closed properly, perhaps for the same reason. You’ll have to check previous years to locate the imbalance. The best way to do this is with your chart of accounts.

1. Set the date filter to cover one fiscal year.
2. Check your control account (a “sum from” account that encompasses the entire trial balance); the balance should be 0.
3. Repeat for every year, moving backwards in year, until you find one with a balance other than 0.
4. This year will need a new closure to correct the imbalance. You will need to open the accounting period to do this.
5. Repeat 1–4 until the balance is correct for every closed year.

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