

Check list●

Year-end closing AbaNinja

How do I prepare the year-end closing in AbaNinja?

Once a year, a company has to close its annual accounts and close the financial year in AbaNinja.

1. Requirements

- The financial year cannot be closed before **February 1st** of the following year.
- No further entries may be made to the transfer accounts **1090** and **1099**.
- There should be no open invoices under **Finances > Invoices**.
- All relevant **customer and supplier invoices** have been entered and have status **Sent**.
- All relevant **incoming payments** and **outgoing payments** have been entered in the accounts.

2. VAT settlement

- All four VAT quarters under **Accounting > VAT > VAT settlement** must be closed.

3. Balance sheet and Income statement

- Under **Accounting > Report > Balance sheet** the **Unrealised profit** must match the **income statement**. If this is not the case, you must identify the cause in your accounting and correct it accordingly.

4. Close financial year

- The financial year can be closed under **Settings > Accounting > Financial year** for the desired financial year. To do this, select the action **Close financial year** via the three dots (°°°).

5. Balance pre-entry

- For the assets and liabilities accounts, the closing balance from the previous year is **automatically carried forward** into the new financial year.
- If there is a difference, then the amounts must be adjusted/corrected manually. In the case of liabilities, the amounts may **not** be entered with a minus (sign).
- On the liabilities side, **account 2979 Profit or Loss for the Year** shows the profit/loss recorded at the close of the financial year.
The identical amount must be entered **manually** in **account 2970 Profit carried forward or Loss carried forward**.
- As soon as the balance pre-entry shows **no difference** and the profit or loss carried forward has been correctly transferred, the balance pre-entry can be saved and work can continue with the new financial year.