

# NETSUITE PERIOD & YEAR END CLOSE



December 14, 2021

# Today's Speakers

---

## Jack White and Max Emond

### NetSuite Consultant

Jack and Max are senior associates at RSM. They have nearly 7 years of NetSuite experience, working on a broad variety of clients. Jack and Max primarily focus on the life science and technology industries. They have supported large multi-subsidiary and international clients as well as small pre-revenue organizations.



# Agenda

---

- **Part 1**
  - Accounting Period Setup
  - NetSuite Period Close
  - Period Close Best Practices
  - Additional Features and Settings
- **Part 2**
  - Live Demo
  - Questions and Answers

# Accounting Period Setup

---

- Setup > Accounting > Manage Accounting Periods
- Period Creation
  - Setup Full Year
    - Period Formats: Calendar Months, 4 Weeks, 4-4-5 weeks
    - Adjusting Period
  - New Year, Quarter, or Base Period Only
- Allow Non G/L Changes
  - Per Period, By Editing After Periods Are Closed
  - Per Role, by Adding Allow Non G/L Changes Permission (Setup)



# NetSuite Period Close: Basics

---

- Period Status: Unlocked vs. Locked vs. Closed
  - **Unlocked:** Any user can post transactions
  - **Locked:** Only users with Override Period Restrictions permission (setup) can edit or create transactions
  - **Closed:** No users, including Administrators, can post or make changes to transactions
- Close all Prior Periods
  - All prior periods must be closed in order to close current period
  - All prior periods do not have to be closed in order to lock the current period

# NetSuite Period Close: Basics

---

- Reopening a Period
  - Periods previously closed can be reopened if adjustments are needed
  - Reopening a period will also open any subsequent periods
- Audit Trail
  - System notes are tracked on each task of the period close checklist
  - A justification is required to reopen a closed period and is tracked within the system notes
- Saved Search Audit Trail/System Notes

# NetSuite Period Close: AP & AR

---

- AR
  - Review AR Aging
  - Customer Record Management
- AP
  - Review AP Aging
  - Vendor Record Management
  - 1099 Processing
    - Tax ID's
    - GL Account Setup
    - 1099 Saved Search
- Lock All
  - Non AP or AR transactions
    - Journal Entries
    - Item Fulfillments



# NetSuite Period Close: Checklist

- Depending on the features enabled in each account, the following tasks may be available
  - Resolve Date/Period Mismatch
  - Review Negative Inventory
  - Review Inventory Cost Accounting
  - Review Inventory Activity
  - Revalue Open Foreign Currency Balances
  - Calculate Consolidated Exchange Rates
  - Eliminate Intercompany Transactions
  - GL Audit Numbering

GO TO TASK	TASK
➡	Lock A/R
➡	Lock A/P
➡	Lock All
🔒	Resolve Date/Period Mismatches
🔒	Review Negative Inventory
🔒	Review Inventory Cost Accounting
🔒	Review Inventory Activity
🔒	Revalue Open Foreign Currency Balances
🔒	Calculate Consolidated Exchange Rates
🔒	Eliminate Intercompany Transactions
🔒	Close

# Period Close Best Practices

---

- Complete Tasks Before Using Checklist
  - There are a few tasks in Period Close Checklist that can be completed independent of the checklist:
    - Review Negative Inventory
    - Revalue Open Foreign Currency Balances
    - Manual Elimination of Intercompany Activity
    - Make sure that all your entries for the period are posted. Ensure that no entries for the period are waiting for approval.

## Automatic Close

---

- You are not required to perform a formal year-end closing. NetSuite automatically closes year-end after you close all of the periods in your year.
- NetSuite does not post the balance to retained earnings because doing so would zero the past income statements and prevent them from being viewed.
- On your balance sheet, the retained earnings account and the net income account together make up your cumulative retained earnings balance at any point in time.
  - Net income from the current fiscal year-to-date is displayed in the net income account.

## Additional Features & Settings

---

- Multiple Calendars in OneWorld
- Multi-book Enablement Features
- GL Audit Numbering
- Accounting Period Window Setting  
(Accounting Preferences)
- Role Permissions
- Allow (disallow) transaction date outside  
of posting period setting
- **Quick Close feature** (make sure it's enabled in  
Accounting Preferences)





# DEMO

# QUESTIONS AND ANSWERS

# Contact Us

---



**Jack White**

NetSuite Consultant  
Boston, MA  
[Jack.white@rsmus.com](mailto:Jack.white@rsmus.com)  
617.241.6422



**Max Emond**

NetSuite Consultant  
Boston, MA  
[Max.Emond@rsmus.com](mailto:Max.Emond@rsmus.com)  
617.241.2799

---

**RSM US LLP**

80 City Square

Boston MA 02129

[rsmus.com](http://rsmus.com)

This document contains general information, may be based on authorities that are subject to change, and is not a substitute for professional advice or services. This document does not constitute audit, tax, consulting, business, financial, investment, legal or other professional advice, and you should consult a qualified professional advisor before taking any action based on the information herein. RSM US LLP, its affiliates and related entities are not responsible for any loss resulting from or relating to reliance on this document by any person. Internal Revenue Service rules require us to inform you that this communication may be deemed a solicitation to provide tax services. This communication is being sent to individuals who have subscribed to receive it or who we believe would have an interest in the topics discussed.

RSM US LLP is a limited liability partnership and the U.S. member firm of RSM International, a global network of independent audit, tax and consulting firms. The member firms of RSM International collaborate to provide services to global clients, but are separate and distinct legal entities that cannot obligate each other. Each member firm is responsible only for its own acts and omissions, and not those of any other party. Visit [rsmus.com/aboutus](http://rsmus.com/aboutus) for more information regarding RSM US LLP and RSM International.

RSM, the RSM logo and *the power of being understood* are registered trademarks of RSM International Association.

© 2021 RSM US LLP. All Rights Reserved.

