



Year-End Training Agenda

	Description	Duration
Introduction of the Year-End Close training, what will be covered in the training	<ul style="list-style-type: none"> ● Introduction of Facilitator ● Introduction of Participants ● Agenda/Topics 	5mins
Year-End Close Overview	<ul style="list-style-type: none"> ● What is Year-End Close? ● How do we close books in NetSuite? 	10mins
Two Ways to do Year-End Close	<ul style="list-style-type: none"> ● Manual Close ● Automatic Close 	10mins
Using the Period Close Checklist	<ul style="list-style-type: none"> ● Accessing the checklist ● Completing tasks in the checklist 	40mins
Tips and Best Practices during Year-End Close	<ul style="list-style-type: none"> ● Before year-end close ● During year-end close ● After year-end close 	40mins
Q&A		15mins