Lakeshore Accounting Year-End Checklist

Here is the Fiscal Year End checklist. If you want to use less paper, you may save the reports instead of printing them. When the program displays the report on screen, click the save button to save the file to your computer. This will allow you to view, email or print the report at a later date.

Please make sure to run all reports before starting entries in the new period. It is not possible to go back and get any of the reports, except for the General Ledger, Income Statement, and Balance Sheet after entries have been made into the new book period.

☐ Do all your normal month-end processing

DO THE FOLLOWING STEPS BEFORE PROCESSING DATA FOR THE NEW FISCAL YEAR

☐ Enter all orders for old year. If you pay commission at the time the order is placed, **hold all orders for the new year**.

☐ Enter all invoices for the old year – **hold all invoices for the new year.**

☐ Print 2 copies of **A/R Aging Report**, one for you and one for your CPA.
  - Go to the menu option: Accounts Receivable → Print Reports → A/R Aging
    - Click Display/Print or Print Plus (email option)

☐ Print 2 copies of **A/R Detail Report**, one for you and one for your CPA.
  - Go to the menu option: Accounts Receivable → Print Reports → A/R Detail
    - Click Display/Print or Print Plus (email option)

☐ If you are on the cash basis for income tax purposes, print 2 copies of the **A/R Accrual-to-Cash Conversion Report**, one for you and one for your CPA.
  - Go to the menu option: Year End → A/R Accrual-to-Cash Conversion
    - Click Display/Print or Print Plus (email option)

☐ Print a **Prepaid Purchases Reconciliation Report** if you use this feature.
  - Go to menu option: Accounts Payable → Reconcile with G/L → Reconcile Prepaid Purchases
    - Click on the box labeled "Show only invalid entries on report", then click Display/Print. This will the problem entries and allow you to go back and fix them.
  - Once the problem entries are corrected, go back and print 2 copies, one for you and one for your CPA.

☐ Print a **Prepaid Freight Reconciliation Report** if you use this feature.
  - Go to menu option: Accounts Payable → Reconcile with G/L → Reconcile Prepaid Freight
    - Click on the box labeled "Show only invalid entries on report", then click Display/Print. This will the problem entries and allow you to go back and fix them.
  - Once the problem entries are corrected, go back and print 2 copies, one for you and one for your CPA.

☐ Print a Deposit to Vendor/Payee Reconciliation Report if you use this feature.
  - Go to menu option: Accounts Payable → Reconcile with G/L → Reconcile Deposit to Vendor/Payee
    - Click on the box labeled "Show only invalid entries on report", then click Display/Print. This will the problem entries and allow you to go back and fix them.
  - Once the problem entries are corrected, go back and print 2 copies, one for you and one for your CPA.

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☐ Print **Commission to be Paid Report** for the final commission period of the year.
- Go to menu option: Sales Commission → Print Reports → Commission to be Paid
  - Enter the close date, but leave the beginning and ending salesmen blank.
  - Click Display/Print or Print Plus (email option)

☐ Close your final commission period for the year.
- Go to menu option: Sales Commission → Close Commission Period
  - Enter the close date, but leave the beginning and ending salesmen blank, then click Submit.

☐ If you pay commission when order is placed, print **Prepaid Commission Report** for all salesmen.
- Go to menu option Sales Commission → Print Reports → Prepaid Commission
  - Leave the fields blank.
  - Click Display/Print or Print Plus (email option)

☐ If you pay commission when the customer pays the invoice, print the **Accrued Commission Report** for all salesmen.
- Go to menu option: Sales Commission → Print Reports → Accrued Commissions
  - Leave the fields blank.
  - Click Display/Print or Print Plus (email option)

☐ If your final commission period does not coincide with the end of the month, print an additional **Commissions to be Paid Report**.
- Go to menu option: Sales Commission → Print Reports → Commission to be Paid
  - Enter the close date, but leave the beginning and ending salesmen blank.
  - Click Display/Print or Print Plus (email option)

☐ If you use the Inventory System and are doing a **physical count** at the end of the year, enter these figures.
- Go to menu option: Inventory → Miscellaneous Adjustments → Enter Physical Inventory Count
  - You will have to enter each individual item.
  - If you are on version 11, you also have the option of initializing the count of all items to zero and then entering in a count only for items that have a nonzero quantity on hand.
    - Go to menu option: Inventory → Miscellaneous Adjustments → Initialize Physical Inventory Count Data
      - Choose your criteria (leave blank to initialize all items) then click Submit
    - The newsletter for November, 2009 has suggestions for doing a physical inventory.

☐ If you use the Inventory System, print 2 copies of your **Inventory Cost Report**, one for you and one for your CPA. Be sure to do this **after** you have entered any physical count numbers.
- Go to menu option: Inventory → Print Reports → Cost/Value → Inventory Cost
  - Fill in your selection criteria then choose Display/Print or Print Plus (email option)

☐ If you use the Work in Process module, print 2 copies of the **Value of Work In Process/Finished Goods Report**, one for you and one for your CPA.
- Go to menu option: Work In Process → Print Reports → Value of WIP/Finished Goods
  - Click Display/Print or Print Plus (email option)

After you complete these tasks, you may start entering data into the new year.

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AFTER YOU BEGIN PROCESSING IN THE NEW YEAR,
YOU ALSO NEED TO COMPLETE THE FOLLOWING STEPS.

☐ Open a book period in the new year, if you have not already done so.
  - Go to menu option: General Accounting → Open/Close Book Period
    - Select Open Book Period and enter the period you want (1001 would be the 1st period in 2010. The first 2 numbers are the year, for example 10 is 2010, the last 2 numbers represent the month, for example 01 is the 1st month of the fiscal year. The numbers for the month will not correspond with the calendar month unless your fiscal year follows the calendar year).
    - Once done, click on Submit.

☐ As soon as you open a book period in the new fiscal year and each time you make an entry to the old fiscal year, you should **Update Opening Balances.**
  - Go to menu option: Year End → Update Opening G/L Balances for a new year
    - Be sure to put the new fiscal year, then click submit.

☐ Enter all A/P invoices, checks and voids for the old year. You do not have to hold ones dated in the new year until all previous year's invoices, checks, etc. are entered.

☐ When all A/P data for the old year has been entered, print 2 copies of the **A/P Accrual-to-Cash Conversion Report**, one for you and one for your CPA. Print this report even if you do not use the cash basis. It provides the detail comprising your year-end A/P balance.
  - Go to menu options: Year End → A/P Accrual-to-Cash Conversion
    - Enter the last book period for the old fiscal year then click Display/Print or Print Plus (email option).

☐ As soon as all routine entries are made to book periods in the old fiscal year (vendor invoices, etc.) and you have printed all your year-end reports, **close all book periods in the old fiscal year.**
  - Go to menu option: General Accounting → Open/Close Book Period
    - Click on the red underlined book period you want to close.
    - Select Close Book Period
    - Once done, click on Submit.
  - If you need to enter corrections and/or closing entries later, you can re-open them later. However, this will keep you from making entries to them by mistake after you have printed all your year-end reports.