



## Lakeshore Monthly Closing Checklist for Lakeshore web-based versions

**Before entering any Cash Receipts, Customer Invoices, or Accounts Payables for the new month, do the following checklist.** You may continue to enter orders in the new period.

### CUSTOMER INVOICING

- Enter and print all invoices for month being closed, including Service Charge invoices if used.
- Close day's invoicing for all of previous month's invoices.

### ACCOUNTS RECEIVABLE

- Enter all cash receipts and adjustments for previous month & close journal.
- Generate service charges (if used)
  - go to: Accounts Receivable → Miscellaneous A/R Functions → Generate Service Charges
  - You will need to close Customer Invoicing if you are using Service Charge invoices.
  - go to: Customer Invoicing → Close Invoices/Print Sales Journal.
- Print A/R Aging report with detail
  - go to: Accounts Payable → Print A/R Reports → A/R Aging
- Close month - update credit codes.
  - go to: Accounts Receivable → Miscellaneous A/R Functions → Close A/R Month (Update Credit Codes)

The following reports are optional but if you want them, print them at this point.

- Print A/R Detail report
  - go to: Accounts Receivable → Print A/R Reports → A/R Detail
- Print A/R statements
  - go to: Accounts Receivable → Generate A/R Statements → Print or Email A/R Statements
- Print Payment History/Invoices posted report for month (optional)
  - go to: Accounts Receivable → Print A/R Reports → Payment History/Invoice Activity
- Print Accrual-to-Cash Conversion Report (if on cash basis)
  - go to: Year End → A/R Accrual-to-Cash Conversion

### SALES COMMISSION

- Print Accrued Commission reports (optional)
  - go to: Sales Commission → Print Commission Reports → Accrued Commissions

### ACCOUNTS PAYABLE

- Enter all A/P entries for previous month.



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## **Lakeshore Monthly Closing Checklist for Lakeshore web-based versions**

- Print A/P aging report with detail.  
go to: Accounts Payable → Print A/P Reports → Payments Due (Aging)

AND/OR

- Print Unpaid Invoices (Payment Register) report.  
go to: Accounts Payable → Print A/P Reports → Unpaid Invoices (A/P Register)

Another option is to use the Accrual to Cash conversion report as you month end report for A/P. You can use it that way even if you are on an accrual basis.

go to: Year End → A/P Accrual-to-Cash Conversion

### **Additional reports you may want to do as part of your month-end close.**

#### **ACCOUNTS RECEIVABLE**

- Print Sales Tax Detail report  
go to: Accounts Receivable → Print A/R Reports → Sales Tax Detail

#### **ACCOUNTS PAYABLE**

- Print Accrual-to-Cash Conversion Report (if you are on a cash basis; optional)  
go to: Year End → A/P Accrual-to-Cash Conversion

#### **PAYROLL**

- Print Detail for 941 (if end of quarter)  
go to: Payroll → Print Payroll Reports → Detail for 941

#### **ORDER PROCESSING**

- Review/Print Open Order report  
go to: Order Processing → Print Reports → Order History → Order List  
\* You will need to set the “Other Restrictions” – Order Status to “Open Orders Only”.

If you need more detail then you may want to choose the Open Order Detail report.

go to: Order Processing → Print Reports → Order History → Open Order Detail

#### **Open/Close Book Period**

- Close Old Book Period  
go to: General Accounting → Open/Close Book Period
- Open New Book Period  
go to: General Accounting → Open/Close Book Period

**You can now start entering invoices and receipts for the new month.**