Calendar Year-End Checklist
Lakeshore v-10 & v-11

☐ Do all of your normal month-end processing.

Do the following steps before processing data for the new year.

☐ Close A/R for the year.
- ❖ Once you have completed all of the entries for the year, go to menu option: Year End → Close A/R Year
  - Click on Submit

☐ Set up Accounts Payable System to capture new year's data.
- ❖ Go to menu option: Year End → Add/Delete Year of Vendor/Payee History.
  - Select “ADD” for Type of Update. Enter the new year in Year to Delete/Add. Click on Submit.
  - You can only keep 5 years in the system. If you do not have an open spot for the new year, delete the earliest year on the system then add the new year.

☐ Print rebate reports for the year just ended.
- ❖ Go to menu option: Vendor/Payee Rebates → Print Rebates Earned
  - Enter the reporting year then click on Display/Print or if you want to email the report, click on Print Plus.
- ❖ Go to menu option: Vendor/Payee Rebates → Print Purchases Detail
  - Enter the reporting year then click on Display/Print or if you want to email the report, click on Print Plus.

☐ Set up Vendor Rebate System to capture new year's data.
- ❖ Go to menu option: Year End → Set up New Year for Rebates.
  - Enter the new year, then click Submit.

☐ Enter all payroll checks for the year just ended, including handwritten and voids.
- ❖ To add handwritten checks, go to menu option: Payroll → Calculate & Print Checks → Add check to payroll run.
  - Enter the necessary information then click submit.
- ❖ To enter voided checks, Go to menu option: Payroll → Void a payroll check
  - Enter the employee and check number then click submit.

☐ Print Payroll Registers including the Special Pay register.
- ❖ Go to menu option: Payroll → Print Payroll Reports → Payroll Register
  - Make sure to check All Employees on File and also the box for Special Pay Register.
  - Enter 12 for the Month and the ending year for Year then click submit.

☐ Put on the new tax table **after** entering all of the data for the old year and **before** processing any payroll data for the new year.
  - You will receive new tax tables on a diskette, CD, or by modem. Instructions will be included. You can put on the tax tables before printing W-2's.

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You may also want to do the following:

- [ ] Review old orders for those that should be canceled or are not legitimate open orders
  - ❖ Go to menu option: Order Processing → Print Reports → Order History → Open Order Detail
    - ◆ Set criteria for pulling the data, sort order, etc. then click on Display/Print to view or print. You can also choose Print Plus if you want to email the report.
- [ ] After all A/P data for the year just ended has been entered (including voids and handwritten checks) print the Payee History for all vendors for the year just ended.
  - ❖ Go to menu option: Accounts Payable → Print A/P Reports → Payment History
    - ◆ Fill in your selection criteria then choose Display/Print or Print Plus (email option)
- [ ] After all A/P data is entered, print the Payee Total Purchases Report.
  - ❖ Go to menu option: Accounts Payable → Print A/P Reports → Vendor/Payee Total Purchases
    - ◆ Fill in your selection criteria then choose Display/Print or Print Plus (email option)
- [ ] Print Payroll Detail for all employees for the whole year.
  - ❖ Go to menu option: Payroll → Print Payroll Reports → Check Detail
    - ◆ Click on the option for All Employees with Data in Date Range.
    - ◆ Set your date range then choose Display/Print or Print Plus (email option)

If you have any questions, please email our Technical Support at tech@lakeshoregroup.com.