

Calendar Year-End Checklist

Lakeshore v-10 & v-11

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 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

Calendar Year-End Checklist

Lakeshore v-10 & v-11

included. You can put on the tax tables before printing W-2's.

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.