



YEAR-END PROCESSING INSTRUCTIONS

Fiscal Year-End December 31, 2009

Please use these instructions as a checklist when you do fiscal year-end processing.

All Hi-Tech applications are covered. If your facility does not use all of the applications, please use the Table of Contents below to locate instructions for the applications you use.

If you call Hi-Tech for assistance during year-end processing, please have these instructions in front of you so we can refer to them.

This document will refer to HTS applications by their application codes.

AP	Accounts Payable	PR	Payroll
CGL	Condensed GL	RA	Resident Accounting
CK	Outstanding Checklist	TH	Therapy
FA	Fixed Assets	TR	Resident Trust Accounting
GL	General Ledger		

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Payroll Notes

2010 Payroll Tax Tables

We have *not* included any Payroll Tax Tables for calendar year 2010 in these instructions.

As soon as the tables are available from Federal and State government agencies, we will post them on our website, www.hi-techsoftware.com and email all of our payroll clients to let you know they have been posted. You will be able to print a list and download a file that contains all of the new payroll tax tables for 2010.

Filing your W-2 Forms

Federal

If you are required to file 250 or more W-2 Forms, you must file them electronically unless the IRS granted you a waiver. You may be charged a penalty if you fail to file electronically when required. You may file electronically if you have fewer than 250 W-2 forms to file.

Social Security no longer accepts magnetic tapes, cartridges, or 3-1/2" diskettes. All wages must be filed either electronically or on paper. Go to <http://www.socialsecurity.gov/employer/how.htm> for information on filing options.

Register for electronic submission by visiting the SSA's Business Services Online (BSO) website at <http://www.socialsecurity.gov/bsowelcome.htm>. Call the SSA at 1-888-772-2970 if you experience problems using any of the services within BSO. Beginning 12/07/09, all Electronic Wage Reporting (EWR) applications such as Wage File Upload, W-2 Online and W-2c Online will be available for Tax Year 2009 wage reporting. Federal Deadlines for Submission

- By March 1 (For paper filers)
 - File Copy A of all Forms W-2 with Form W-3 with the SSA.
If filing electronically, see March 31 instructions below.
- By March 2 For paper filers)
 - File Copy A of all Forms 1099 with Form 1096 with the IRS.
If filing electronically, see March 31 instructions below.
- By March 31 (For electronic filers)
 - File electronic (not magnetic media) Forms 1099 and 1096 with the IRS, and electronic (not magnetic media) Form W-2 with the SSA.
 - Send the W-3 file to the state.

Please visit the following websites for more information.

- For W-2 information: <http://www.irs.gov/instructions/iw2w3/index.html>
- For 1099 information <http://www.irs.gov/instructions/i1099gi/index.html>

State of Indiana

The Indiana Department of Revenue accepts reports on 3.5" disk, CD or DVD. The file may be 'zipped'. They also accept 3480/3490E cartridges and they may be compressed. A copy of the WH-3 reconciliation report must accompany all electronic reporting in the same package with the W-2's. If you have questions, please contact the Indiana Department of Revenue at (317) 233-5656 or by email to IDORB2BSupport@dor.IN.gov

If you currently file electronic media with the Federal Government, you should file electronic media with the State. February 28th or 29th of the current year is the filing deadline for the previous year's reporting. If that date falls on a weekend, the filing deadline moves to the following working day. The postmark date is used to determine that the filing is on time. A request for an extension to the filing deadline should be made in writing and the request should be sent to the following address:

Withholding Tax Section
Indiana Department of Revenue
100 North Senate Avenue, N203
Indianapolis, IN 46204-2253

State of Maine

Maine Employers with 100 or more employees are required to file Maine income tax withholding and unemployment insurance tax returns electronically. See the State's website at <http://www.maine.gov/revenue/netfile/gateway2.htm> for instructions on registering and electronic filing.

State of Pennsylvania

Employers submitting 250 or more W-2 forms must submit them electronically or magnetically. PA requires no advanced approval, nor the submission of an authorization document, in order to file magnetically. PA's filing due date is January 31st following the tax year being reported. Example: Tax year 2009 ending on December 31, 2009 is due on or before January 31, 2010. Please go to <http://www.revenue.state.pa.us/portal/server.pt/community/businesses/11406> for more information.

State of Vermont

All employer business tax accounts file Form WH-434, Reconciliation of Withholding Tax Account. This form is the transmittal for the W-2s and 1099s and reconciles the amount of Vermont income tax withholding reported during the year to the amount of withholding on the W-2s or 1099s.

Note: The 1099 forms are required:

- when the payment was subject to Vermont withholding or
- when the payment was made to a nonresident of Vermont for services performed in Vermont.

Please visit the State's website at <http://www.state.vt.us/tax/businesswithholding.shtml> for more information.

Before Beginning Calendar or Fiscal Year-End Processing

- ___ **Verify** that your System Release Number is the most current release available. The Release number should be displayed at the top of the main menu. Or on any HTS menu, press the [F1] key to view the Release number.

User ID: HTS*	Release 9.10
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Release Number Example 9.10

9 = calendar year (2009). **10** = month (October).

As of December 2009, 9.10 is the current release.

If your system is not current, install the current update from the HTS website or CD that you have received from HTS.

- ___ **Download Patches** from the HTS website to have the most recent EOY program changes.

- ___ **Check** your G/L Company Header for accuracy. (GL > Libraries > GL Profile or from Condensed GL > Libraries > Edit CGL Profile).

- **Earnings Account:** Verify that the account number listed is your Retained Earnings account.
- **Current Year:** If you are closing your fiscal year during calendar year 2009, the current year should be 2009. If your current year is not correct, call Hi-Tech for assistance.

Name	HI-TECH MANOR
Earnings Account	2940
Next Journal Entry #	000
Current Year	2009 <input type="checkbox"/> Modify

- ___ **Check** the Resident Accounting Company Header for accuracy. (RA > Libraries > Facility > Accounting Profile)

If your **Current Fiscal Year End** is not correct, call Hi-Tech for assistance.

Name	HI-TECH NURSING & REHAB	Current Fiscal Year End	12/31/2009
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Year End Summary

Use this checklist as a quick reference for required steps at year end.
See the detailed instructions for closing each application on the following pages.
Skip applications that your facility does not use.

Resident Accounting (see Page 7)

- Complete all End of Month Steps for December. These steps will close the year automatically.
- After Medicare A billing for December has been completed, change the Co-Insurance room rate in the Accounting Profile to \$137.50. (Libraries > Facility > Accounting Profile)

Condensed General Ledger --skip if you use full GL (see Page 8)

- Verify that Resident Accounting has been closed for December.
- Complete all End of Month Steps for December.
- Open New Year.

General Ledger --skip if you use Condensed GL (see Page 8)

- Complete all End of Month Steps for December.
- From the End of Year menu choose Open New Year.

Adjusting Entries:

- Record all entries related to fiscal year 2009 through the **Last Year** menu.
Adjusted ending balances are automatically transferred to the current fiscal year when you **Print/Post Journal Entries**.

Continued on next page

Accounts Payable (see page 9)

Complete all End of Month Steps for December. There are no specific End of Year steps in the Accounts Payable application.

When ready to process 1099s:

a. If you print 1099 forms from HTS:

- Print **Custom Vendor Report** (Reporting, Custom Reporting menu) and verify that all 1099 vendors are marked correctly in the Vendor Maintenance file.
- Print **Invoice History Detail** (Reporting menu) and verify details for all 1099 vendors.
- Confirm accuracy of AP Company Header and 1099 Table information. The 1099 limit for 2009 is \$600.00.
- Prepare 1099s > Extract 1099 Amount.**
- Print **1099 Forms**

b. If you type or hand-write the 1099 forms:

- Complete all steps above, *except* Print 1099 Forms.
- Use the 1099 Edit List for the 1099 details.

c. If you have no 1099 vendors:

- Skip all 1099 steps above.

IMPORTANT: As you continue to process invoices and payments, batch invoices and payments for entry by month. When you post invoices or payments, pay attention to the **Post to Year** options on the screen to verify that transactions after closing are posted to the correct fiscal year.

Payroll (see page 13)

After the last payroll checks dated in December have been posted:

- Reconcile the fourth quarter payroll totals.
- Complete all End of Quarter steps for Q/E 12/31/09.

After the quarter has been closed, and *before* starting any payroll with a January check date:

- Review the Payroll Profile for accuracy.
- Print an Employee Pick Detail Report to verify employee information.
- Download the new payroll tax tables for 2010 from the HTS website.

Payroll with a check date in January can be started now.

IMPORTANT: If your first payroll period in 2010 spans both years, pay attention to the “Post to Year” options on the screen to insure expenses and liabilities are recorded in the correct fiscal year.

- Go to the **Prepare W-2s** menu to print the W-2 and W-3 Forms and to create the electronic submission file.

Resident Trust Accounting (See Page 18)

- Complete End of Quarter Steps for December.

Fixed Assets (See Page 18)

- Complete all steps for December.

Month End and Year End Details by Application

Resident Accounting

Fiscal Year End

Complete normal **End of Month** steps.

- A. ___ Resident Day Statistics and other statistics reports will print automatically with the normal End of Month reports. Make a copy of these reports for auditors.
- B. ___ Reconcile the Accounts Receivable account to the General Ledger.
- C. ___ A/R Aging (30-60-90) print automatically with normal EOM reports.
- D. ___ Print Medicare A and B Billing Logs through Billing > Billing Logs > Print Logs (password = HTS). For both Medicare A and Medicare B, choose all 3 report types and enter Log Dates of your fiscal year. Totals for each month and grand totals for the year will print.
- E. ___ Change the **CO-INS Room Rate** in the Accounting Profile.
Make this change *after* you have completed and updated billing for the month of December and *before* you select billing for January.
The new rate effective January 1, 2010 is **\$137.50**.

End of Year Processing

The system automatically performs all End of Year processing.

During the month-end close for period 12, the system will clear all other statistics (days, admission totals, discharge totals, etc.).

IMPORTANT:

Before you enter any Resident Accounting transactions in the first month of the new fiscal year, complete end of month processing (RA > End of Month) in Resident Accounting for the last month of your fiscal year.

General Ledger

(If you use Condensed General Ledger, skip to those instructions below)

Complete normal **End of Month** (GL > End of Month).

- A. ___ Create Reoccurring Entries (if applicable)
- B. ___ Create Reclass Entries (if applicable)
- C. ___ View All Journal Entries
- D. ___ Print/Post Journal Entries
- E. ___ Print Trial Balance (GL > Reporting > GL > Trial Balance)
- F. ___ Print Financial Reports (GL > Reporting > Financial Statements > Custom Reports)

The processes listed in A through D and the reports on E and F above are available on the Last Year menu. Any of these choices can be accessed from the Last Year menu after the year end processing steps in G/L have been completed.

Complete **End of Year** step (GL > End of Year).

___ **Open New Year.** This step will

- Change the current fiscal year to the new fiscal year,
- Establish the Chart of Accounts for the new fiscal year and
- Allow you to post activity to the new fiscal year in General Ledger.

If you need to make additional journal entries for fiscal year 2009, enter these from the **Last Year** menu. See Page 18.

Condensed General Ledger

IMPORTANT:

If you use **Condensed General Ledger**, *you must complete the process below*. If you use **General Ledger**, you can skip this step.

Complete End of Month steps for December 2009.

Complete End of Year

___ **Open New Year.** (CGL > End of Year > Open New Year). This is the only year-end step in Condensed G/L. This step will change the current year in the CGL Profile (under CGL > Libraries) to the new fiscal year, set up your chart of accounts in the new fiscal year and assign subsequent transactions to the new year.

Accounts Payable

Verify End of Year Accounts Payable Balances.

- A. ____ Print Open Invoice Report. (AP > Reporting > Open Invoices)
- B. ____ Verify that the total of Open Invoices equals the total of the AP account in the GL.
- C. ____ Print End of Month Aging (AP > Reporting > End of Month Aging) using an aging date of the last day of your fiscal year. The total on this report should equal the total on the Open Invoice Report and the balance of the A/P account in the General Ledger.
- D. ____ You can now continue with Accounts Payable processing in fiscal year 2010.

Batch invoices for Period 12 and Period 1 (new fiscal year) and enter them separately.

Post Transactions to the correct fiscal year.

Record Invoices/Credits >Update Transactions and **Post to:**

- *If you have set up the new fiscal year in General Ledger:*
 - **Last Fiscal Year** to post Period 12 transactions (related to fiscal year 2009).
 - **Current Fiscal Year** to post Period 01 transactions (related to fiscal year 2010).

- *If you have not set up the new fiscal year in General Ledger*
 - **Current Fiscal Year** to post Period 12 transactions (related to fiscal year 2009)
 - **Next Fiscal Year** to post Period 01 transactions (related to fiscal year 2010).

Prepare to Print 1099s. Do this at any time after all 2009 AP checks have been posted.

A. _____ Reporting > Custom Reporting > Custom Vendor Report

Click OK on the first screen. On the second screen, select Vendor ID, Vendor Name, 1099 Flag and 1099 Type. See the sample screen below.

Review the resulting report to confirm that all 1099 vendors have a 1099 flag. If any flags are missing, make corrections through **Library > Vendors**. Correct name, address, 1099 flag, 1099 type and tax ID number as necessary.

Sorted by Space Left

Select up to 10 items for Detail Line

<input checked="" type="checkbox"/>	01 VENDOR ID
<input checked="" type="checkbox"/>	02 NAME
<input type="checkbox"/>	03 ADDRESS 1
<input type="checkbox"/>	04 ADDRESS 2
<input type="checkbox"/>	05 CITY
<input type="checkbox"/>	06 STATE
<input type="checkbox"/>	07 ZIP
<input type="checkbox"/>	08 NAME & ADDRESS
<input type="checkbox"/>	09 TELEPHONE NO
<input type="checkbox"/>	10 TEMP FLAG
<input type="checkbox"/>	11 CONTACT
<input type="checkbox"/>	12 TAX ID
<input checked="" type="checkbox"/>	13 1099 FLAG
<input checked="" type="checkbox"/>	14 1099 TYPE
<input type="checkbox"/>	15 TERMS CODE
<input type="checkbox"/>	16 ALPHA KEY
<input type="checkbox"/>	17 DEFAULT GL
<input type="checkbox"/>	18 GL DESCRIPTION

WARNING: Items will be printed on the report in the order shown below.

Selection Order:

1	VENDOR ID
2	NAME
13	1099 FLAG
14	1099 TYPE

Hi-Tech Manor		02 DISPLAY	
12/03/2009		VENDOR PICK DETAIL REPORT	
VENDOR NAME	1099	1099	TYPE
DEM010 ANDREW DEMERS	Yes		Attorney
BLU010 BLUE CROSS COMPANY	No		
BUR010 BURNS WELLS & PUMPS	No		
CAS010 CASCO BANK	Yes		Nonemploye
CEN001 CENTRAL MAINE POWER	No		

B. _____ Reporting > Invoice History Detail.

Choose all 2009 check dates, dollars over \$600.00, 1099 vendors Only and Summary. See sample screen below.

Print Invoice History Detail

Report Date

Vendors to Print All Individual

Vendor ID

Invoice Dates All Range From Thru

Check Numbers All Range From Thru

Check Dates All Range From Thru

Inv Numbers All Range From Thru

Print Detail Summary

Sort By Vendor ID / Invoice Number
 Vendor ID / Invoice Date
 Check Number

Total dollars over:

Include Unpaid Invoices
 Include G/L Detail
 1099 Vendors Only
 Print Invoice Memo

Print Inv Batch No

Print Pmt Batch No

Print Voided Invoices Only
 Skip Voided Invoices

The resulting report will include only those vendors with a 1099 flag checked in Vendor Maintenance and to whom checks have been written in 2009 totaling at least \$600.00.

Accounts Payable (continued)

- C. _____ Verify the Accounts Payable Profile (**Libraries > Accounts Payable Profile**).
The company information will be used on the 1099 forms.
- D. _____ Verify that the **1099 Limit** in the 1099 table is **\$600.00**. (**Libraries > Tables**)
- E. _____ **Prepare 1099s > Extract 1099 Amounts**. Use calendar year 12/31/2009.
- F. _____ Print 1099 Edit List. (**Prepare 1099s > 1099 Edit List**). Review for accuracy. If you print 1099 forms outside of Hi-Tech, (i.e. hand-written or typed), use this Edit List for details by vendor. *If you make corrections, **Extract 1099 Amounts** again.*
- G. _____ Print 1099 Forms (**Prepare 1099s > 1099 Forms**).
Run more than once, if necessary, to print the 1099 forms correctly.
Use the **Form Alignment** button to make small adjustments to the printing.
When you print the red IRS copy check **Print IRS copy (Red)** to assure correct form alignment.
- H. _____ **Copy E-file** if required.

Payroll

Review System Details to Prepare for Closing the Year and for W-2s

- A. _____ Review the Payroll Profile (**Libraries > Facility > Payroll Profile**) for accuracy. All line items applicable to your payroll must be completed for year-end reports and W-2 Forms to print correctly. Please refer to your *Payroll User's Instructions Manual* for more information. Review the deduction code and description lines so this information will transfer correctly to the W-2's. All unused pay and deduction fields should display **00**.
- B. _____ Review **Libraries > Pays and Deductions > Deductions**. Verify all deductions with **Sec 125 Deduction** checked. These represent your pre-tax deductions.
- C. _____ Complete normal **End of Quarter** steps, including **Set Up New Quarter**. This step will also set up the new calendar year. See your *Payroll User's Instructions Manual* for detailed instructions on closing the quarter. This will also close your year for 2009.
- D. _____ Print an Employee Pick Detail Report (**Prepare W-2s > Reporting (Last Year) > Custom Report**). Verify information you would like to review prior to closing the year. Make changes through **Prepare W-2s > Maintenance > Employees**.
- E. _____ Select **Prepare W-2s > Reporting (Last Year) > YTD Register**. Click **Totals Only** for a report that shows facility totals, but no employee detail. Save this report to compare to report totals printed when you run the W-2's.
- F. _____ Select **Prepare W-2s > W-2 Forms (Last Year) > Print YTD Wage/Tax List** to list each employee's YTD total wages, taxable wages and taxes withheld. Use report to assist you with reconciliation. See Page 16 for a description of codes printed next to employees' detail. If employees are coded with an **M** or an **S**, review their Social Security and/or Medicare taxes for reasonableness.
- G. _____ Reconcile all YTD payroll totals.
- H. _____ Download the new tax tables, documentation and instructions from the HTS website at www.hi-techsoftware.com > **HTS Clients** > **downloads/updates**. Enter your Account Number and Access Code. Look for **2010 Payroll Tax Rates**. Click **Memo** for more information.

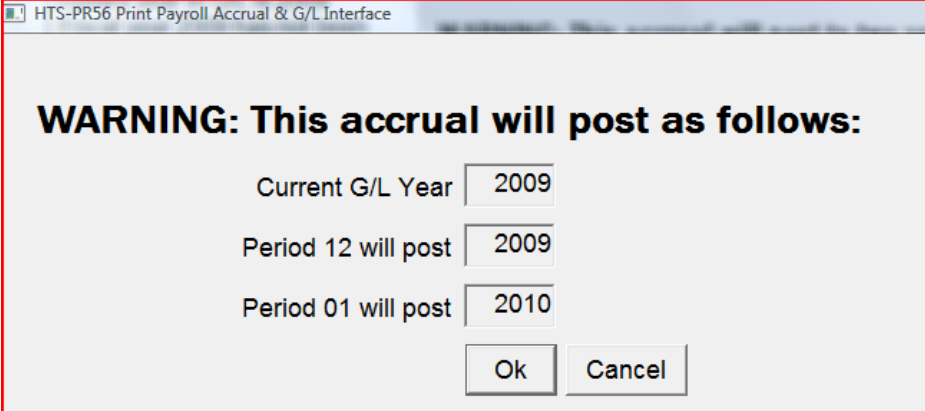
You can now start the first payroll in calendar year 2010.

Note for Payroll Posting: Last or First PR in the Fiscal year

When you post the accrual, if the pay period spans both fiscal years, the screen will display the posting periods. See the sample screen below.

Note that the **Current G/L Year** is displayed on the screen to help you determine the correct posting year. The year displayed on the accrual screen comes from the General Ledger Profile.

In this sample screen, the current year in G/L is 2009. Calendar (fiscal) year 2009 has not been closed.



The screenshot shows a window titled "HTS-PR56 Print Payroll Accrual & G/L Interface". Inside the window, there is a warning message: "WARNING: This accrual will post as follows:". Below the warning, there are three input fields: "Current G/L Year" with the value "2009", "Period 12 will post" with the value "2009", and "Period 01 will post" with the value "2010". At the bottom of the dialog, there are two buttons: "Ok" and "Cancel".

Period 12 will post to fiscal year 2009; period 1 to 2010.

Click OK to continue. Click Cancel to make adjustments.

Prepare W-2s

After you close the payroll year, use these menu choices to print W-2 Forms for 2009 or to access 2009 payroll information.

Maintenance (Last Year)

- A. _____ **Employees:** You should not need to change employee YTD information after the calendar year has been closed; however, if you do have to make changes to YTD wage or deduction totals, call HTS for assistance. Making changes to these totals might require General Ledger entries.
- B. _____ **Payroll Profiles:** If you make changes, determine if the same changes should be made to the *current* year Profile (**Libraries > Facility > Payroll Profile**).
- C. _____ **Tax Rate Tables** These files will include tax rates and percentages from 2009. No adjustments should be necessary.

Reporting (Last Year)

A. Custom Reports

_____ Print an **Accrued Benefits List**.

Select Sort Order: Department and Break Total.

Print one report for each of your benefit pays.

On the first screen, click to include all employees.

On the second screen, choose the items shown on the right. If you have more than one EBT rate, print a report for each rate.

26	DEPT
1	EMPLOYEE ID
4	LAST NAME
2	FIRST NAME
61	RATE 1
68	VACATION BAL

_____ Print an **Employee Profit Sharing Report**, if this type of plan is offered.

On the first screen, choose a sort option.

Uncheck **All Hire Date**, **All Birth Date** and **All Worked Hours** and enter the information pertinent to your pension plan to include only the employees with sufficient years of service, age and worked hours to participate.

On the second screen, choose the items shown on the right.

1	EMPLOYEE ID
4	LAST NAME
2	FIRST NAME
12	SOC SEC NO
19	HIRE DATE
23	BIRTH DATE
71	LIFETIME HRS
72	WORKED HOURS
123	YTD EARNINGS

W-2 Forms (Last Year)

_____ Print **YTD Wage / Tax List**. Verify the totals. You should already have reconciled YTD figures prior to closing the payroll year. When you print the edit list, you might find some employee detail lines have been marked with a code. Please see the list below for code descriptions.

If any employees are coded with an **M** or an **S**, review their Social Security and/or Medicare taxes for reasonableness.

W-2 Edit List Code Descriptions

M	FICA (Medicare portion) tax calculation off by more than \$0.10
S	FICA (Social Security Portion) tax calculation off by more than \$0.10
J	Employee has 3 rd party non-taxable sick pay
K	Employee has a 401K-type deduction
I	Employee has employer paid health insurance
C	Employee has a Section 125 / Cafeteria type deduction
D	Employee has a dependent care deduction
V	Employee has personal use of a company vehicle
T	Employee has tuition reimbursement

W-2 Forms (Last Year)

- A. _____ **Extract W-2 Data** to pull all W-2 information from Employee Maintenance screens and create a file that you can review and selectively edit by employee.
- B. _____ **Edit W-2 Data** to change an employee's W-2 information. All non-accessible fields, such as wage and tax totals will be grayed out. If changes to these figures are required, please call HTS for assistance.
- C. _____ **Print Change Register** to print a report of old and new information as a result of changes made through **Edit W-2 Data**. Save these registers with your W-2 and year end payroll information for future reference.
- D. _____ **Print Report / W-2 Forms**. If YTD totals reconcile, print the W-2 forms. Choose the form type you want to print, i.e. employee, employer or SSA. Use the **Form Alignment** button to align the W-2 forms to the laser printer you use. **SSA forms align differently than other W-2 forms and must be aligned separately.**

If you submit your W-2 information on paper, *skip* steps E, F, G and H below.

If you submit your W-2 information *electronically*, continue with E, F, G and H below.

IMPORTANT: Facilities that file more than 250 W-2 Forms must file electronically.
There are penalties if you do not file electronically when required.
Go to www.socialsecurity.gov/employer/how.htm for more details.
Disk submissions are not accepted.

E._____ Create EOY E-File if you will submit an electronic file.

F._____ Print E-File Report. Confirm the totals on the edit list before creating the disk. An error/warning report will be printed with this Edit if the system finds errors or discrepancies in the employee file. An informational message will be printed with each line item to help you determine what (if anything) should be corrected.

G._____ Copy W-2 E-File to copy the W-2 file (called W2REPORT) to disk. Run this step if you want to have the file on disk, **but do not mail the disk**. When you submit the file, put the disk in the A: drive of your computer and browse for A:\W2REPORT.

H._____ Copy W-3 E-File to copy the W-3 file (called W3REPORT) to disk. Run this step if you want to have the file on disk, **but do not mail the disk**. When you submit the file, put the disk in the A: drive of your computer and browse for A:\W3REPORT.

If you do **not** copy the file to disk, to submit the file, browse to the data directory that holds your Hi-Tech files. You can learn this from any menu, by pressing the [F1] key on your keyboard. The fourth line of the screen that is displayed will show you the location of your files. For example, using the sample path below, the location of the file would be W:\DATA\W2REPORT.

```
Path.....: W:\DATA
```

Resident Trust Accounting

There are no end of year steps for Resident Trust Accounting.
At December 31, 2009, process End of Quarter.

Fixed Assets

Complete normal month end processing. There are no end of year steps for Fixed Assets.

- A. ____ Print Depreciation Entry – keep a copy for your auditors
- B. ____ Update Depreciation
- C. ____ Post Depreciation Entry
- D. ____ Print Fixed Asset List (FA > Asset Lists > Detail or Summary)
- E. ____ Rebuild Asset File (FA > File Utilities > Rebuild Asset File)
This step is optional. It will clean up the files and save space on your system.
It will also drop assets sold thru a given date. Although we recommend this step, you do not have to do it at this time.

Enter Adjusting Entries for Prior Year (G/L)

When you receive fiscal year-end adjusting entries from your accountant, proceed with the steps shown below.

GL > Last Year > Processing

- A. ____ Enter Adjusting Entries. All journal entries for the prior fiscal year must be entered through this menu choice. You can use Period 13 to keep adjusting entries separate from normal Period 12 activity.
- B. ____ View All Journal Entries.
- C. ____ Print/Post Journal Entries. Choose **All Sources** and **All Periods** to post.
This step will automatically transfer adjusted balances to the new fiscal year accounts after it posts activity to the prior year.

GL > Last Year > Reporting

- D. ____ Print Trial Balance.
- E. ____ Print Financial Reports. Print any financial reports you normally print with month end and any others requested by your accountant.
- F. ____ Print Activity by Period Report. Analyze or research general ledger activity by account number and/or period.