AIMsi Users
Year-End Checklist

**This is it, the all important list of year-end tasks
and requested reports from your AIMsi software.
We will need these reports during our year-end accounting engagement.**

REMEMBER: Because many year-end AIMsi accounting reports can only be accurately generated after the close of business on June 30, 2018, but before business begins in July 2018, it is essential you run these reports. We have lots of details below but if you need any guidance, please email us at daniel@fkco.com or ione@fkco.com.

A few tips for you:

➡ Don't forward date any transactions. (Run in real-time if at all possible.)

➡ Watch your "invoice date" with your A/P. Once you run the list on 6/30, you won't want to back-date any A/P invoices, unless you manually enter them onto the printed report to keep the General Ledger in balance.

➡ Do a physical inventory at (or before) 6/30/18 (unless cycle counts were taken throughout the year).

PROCEDURES (AFTER THAT LAST TRANSACTION ON 6/30)

☐ Post your daily deposits through 6/30/18.

☐ Make a back-up of your accounting data that cannot be changed or altered. This will allow you to run reports for 6/30/18 data even though June 30th has passed. (i.e. Inventory, AR, AP, etc.)

☐ On 6/30/18 (or before you start business in July 2018), save as PDF the list of reports below.

☐ In early July 2018, you will complete your bank reconciliation to verify your checking accounts are accurate. Please make sure you save a PDF copy of the bank reconciliation to send with the year-end bank statement.

In early July you will receive an email that will contain:

• An Engagement letter that needs to be signed and returned to us along with a retainer for your year-end work.

• Request List: A list of documents that we will need in addition to the reports listed below

• A list of your fixed assets for your review. You will cross off any items that you no longer have.

• The dates that we will have scheduled into our calendar to devote to your year-end work

• Details on how to send us the documents.

AIMsi REPORTS TO SAVE (with "how-to" instructions)

1. Income Statement

Report Catalog, GL, "Income Statement", 7/1/17 thru 6/30/18, Consolidate Locations, Consolidate Departments
Leave everything else "as is"
Save to file as PDF, Name this PDF document: Income Statement 6/30/18

2. Balance Sheet

Report Catalog, GL, "Balance Sheet", 6/30/18
Consolidate Locations, Details, Leave everything else "as is"
Save to file as PDF, Name this PDF document: Balance Sheet 6/30/18

3. Ledger Audit

Report Catalog, General Ledger, "Ledger Audit"
Leave everything else "as is"
Save to file as PDF, Name this PDF document: 1.02 Ledger Audit 6/30/18

4. Accounts Receivable with Aging

Report Catalog, Customer, "Accounts Receivable Listing with Aging"
Totals, Leave everything else "as is"
Save to file as PDF, Name this PDF document: **1.20 AR Aging**

5. Accounts Receivable for Installment Contracts (if you have rent-to-own and installment sales)

RENT-TO-OWN (RTO):
Report Catalog, Contracts, "A/R Listing for Installment Contracts",
(Before you run, go to **Contract Defaults (Under Contract Maint)** and look at **contract type** to determine "RTO & Simple Interest- Rent" contract defaults) and select only those contract types for this report.)
Leave everything else "as is",
Save to file as PDF, Name this PDF document: **1.22 AR Listing for Rent to Own**

SALES CONTRACT (SC):
Report Catalog, Contracts, "A/R Listing for Installment Contracts",
(Before you run, go to **Contract Defaults (Under Contract Maint)** and look at **contract type** to determine "Sales Contract & Simple Interest - Sales" contract defaults) and select only those defaults.)
Leave everything else "as is"
Save to file as PDF, Name this PDF document: **1.23 AR Listing for Sales Contracts**

6. Accounts Receivable for Monthly Contracts (if you have monthly rentals(RO))

Report Catalog, Contracts, "A/R Listing for Monthly Contracts"
Leave everything else "as is"
Save to file as PDF, Name this PDF document: **1.24 AR Listing for Monthly Contracts**

7. Inventory Count by Category - Serialized and Accessories

Report Catalog, Inventory, "Inventory Count by Category", **uncheck "exclude consignments"**,
Leave everything else "as is" except make sure you choose *Totals* not Details or Grand totals
Save to file as PDF, Name this PDF document: **1.30 Inventory - Serialized**

8. Inventory Count by Category - Titles

Report Catalog, Inventory, "Inventory Count by Category",
Click Title, **uncheck "exclude consignments"**,
Leave everything else "as is" except make sure you choose *Totals* not Details or Grand Totals
Save to file as PDF, Name this PDF document: **1.31 Inventory - Titles**

9. List Consignments

Report Catalog, Inventory, "List Consignments"
Click "Only Open Consignments",
Leave everything else "as is"
Save to file as PDF, Name this PDF document: **1.32 Consignments**

To list consignments that have been sold, but not paid
Report Catalog, Inventory, "List Consignments", Click "Only Sold But Not Paid"
Leave everything else "as is"
Save to file as PDF, Name this PDF document: **1.33 Consignments Sold but not Paid**

10. List Items Received but Not Invoiced

Report Catalog, Accts Payable, "List Items Received but not invoiced through A/P", Dates - 1/01/18 thru 6/30/18 (or further if you know you haven't been billed for some items)
Leave everything else "as is"
Save to file as PDF, Name PDF document: 1.34 Inventory Received Not Invoiced

11. Lease Pool Assets (if you use the "Lease Pool Checkbox" for rental inventory)

Report Catalog, Inventory, "Lease Pool Assets"
Lease everything "as is"
Save to file as **Excel (XLS)** , Name this EXCEL document: **1.40 Lease Pool - Excel**

Report Catalog, Inventory, "Lease Pool Assets"
Lease everything "as is"
Save to file as a PDF (with totals selected) *If you have L.P. Assets in more than one category, run a PDF for each category.* Name these PDF documents: **1.41 Lease Pool - *(name of category)***

12. Accounts Payable Listing with Aging

Report Catalog, Accts Payable, "List Accounts Payable Invoices with Aging"
Leave everything else "as is"
Save to file as PDF, Name this PDF document: **2.10 AP Aging**

13. Layaway Deposits

Report Catalog, Customers, "List A/R Invoices by Date", Dates - 1/1/00 thru 6/30/18 (run as wide open as you can, Under invoice type click layaway, unclick "include invoices with zero balance"
Leave everything else "as is"
 Save to file as PDF, Name this PDF document: 2.61 Layaways

14. E-Card Balances

Report Catalog, Customers, "E-Card Balance", Run 1/1/00 (or prior if needed) thru 6/30/18
Click only cards with a balance, Leave everything else "as is"
Save to file as PDF, Name this PDF document: 2.70 E-Card Balances

15. Multiple State Reporting

If you have locations in multiple states (or deemed Nexus), you will need to report various items by State on your income tax return. Please run the following reports (listed by item # above) for each State and save to files as a PDF (noting the report name, please add the State name at the end). We will also need any fixed asset acquisitions identified by State.

Income Statement (#1), A/R with Aging (#4), Inventory Reports (#7, #8, #9), Lease Pool Assets (#10)