

Closing the Year End

Dotting you I's and Crossing Your T's

Can you believe it is almost 2010? It seems like this year has flown by. Many of you are happy to say good-bye to 2009 with the hopes the future will be a little brighter.



Knowing we are all busy, I wanted this last e-blast to be short and sweet. No matter what accounting software you're using, please remember to complete some of the following tasks to ensure you are prepared for your year end accounting...

1. Verify the following assets:

- Cash & Checking
- Inventory
- Accounts Receivable
- Rental Assets (if applicable)

2. Enter all your Accounts Payable invoices into your system.

3. Back-up your entire accounting system and take it off campus - this is a good time to make sure you have a secure copy of everything.

Learn your accounting software well enough to make sure you can get accurate data for your year-end accounting and tax preparation. Since the [AIMsi](#) program has "time sensitive" tasks, please click on the **logo** below to access a checklist of year-end reports to run.