

AIMsi Users Year-End Checklist

We are pleased to send you this checklist as a reminder for you to perform important year-end tasks and generate critical accounting reports from your Tri-Technical Systems, Inc.'s AIMsi accounting software. We will need these reports during our year-end accounting engagement.

Because many year-end AIMsi accounting reports can only be accurately generated after the close of business on December 31st, 2011, but before business begins in January, 2012, it is essential you run these reports. If you need any guidance, please email me at daniel@fkco.com.

A few last minute reminders:

1. Make the back-up and keep it handy. This has saved a lot of extra time with many clients this year to access various reports. (If you need more instructions on how to make the back-up, let me know.)
2. Don't forward date any transactions.
3. Watch your "invoice date" with you're A/P. Once you run the list on 12/31, 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.
4. Contact us if you have any questions on "how-to" do something in AIMsi. We are happy to assist you!

Accordingly, we strongly suggest you perform the following tasks as part of your year-end closing procedures:

"X" if
you've
completed

PROCEDURES

- _____ 1. Make any required adjusting entries to the general ledger to make sure all amounts on 12/31/11 are correct and all subsidiary ledgers agree to amounts carried on the G/L trial balance.
- _____ 2. Check all clearing accounts to make sure they are properly stated or cleared to zero. FYI - Post your daily deposits dated to 12/31 to clear out the "paid-by" accounts at year-end.
- _____ 3. Do a physical inventory at 12/31/11 (unless cycle counts were taken throughout the year).
- _____ 4. Make a back-up of your accounting data that cannot be changed or altered. This will allow you run reports for 12/31/11 data even though December 31st has passed. (i.e. Inventory, AR, AP, etc)
- _____ 5. On 12/31/11 (or before you start business in January 2012), save as PDF (or print if you would like) the following reports on 12/31/11:

REPORTS (with "how-to" instructions)

- _____ **1. Income Statement**
(Report Catalog, GL, "Income Statement", 1/1/11 thru 12/31/11, Consolidate Locations, Consolidate Departments, (Leave everything else "as is"), Save to file as PDF)
- _____ **2. Balance Sheet**
(Report Catalog, GL, "Balance Sheet", 12/31/11, Consolidate Locations, Details, (Leave everything else "as is"), Save to file as PDF)
- _____ **3. Accounts Receivable with Aging**
(Report Catalog, Customer, "Accounts Receivable Listing with Aging", (Leave everything else "as is"), Totals, Save to file as PDF)

- _____ **4. Accounts Receivable for Installment Contracts (if you have rent-to-own and installment sales)**
(Report Catalog, Rentals, "A/R Listing for Installment Contracts", (Leave everything else "as is"), Save to file as PDF)
- _____ **5. Accounts Receivable for Monthly Contracts (if you have monthly rentals(RO))**
(Report Catalog, Rentals, "A/R Listing for Monthly Contracts", (Leave everything else "as is"), Save to file as PDF)
- _____ **6. 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)
- _____ **7. Inventory Count by Category - Serialized and Accessories**
(Report Catalog, Inventory, "Inventory Count by Category", uncheck "exclude consignments", (Leave everything else "as is"), **Totals** Save to file as PDF)
- _____ **8. Inventory Count by Category - Titles**
(Report Catalog, Inventory, "Inventory Count by Category", Click Title, uncheck "exclude consignments", (Leave everything else "as is"), **Totals** Save to file as PDF)
- _____ **9. List Consignments**
(Report Catalog, Inventory, "List Consignments", Click "Only Open Consignments", (Leave everything else "as is"), **Totals** Save to file as PDF)
- _____ **10. E-Card Balances**
(Report Catalog, Customers, "E-Card Balance", Run **wide open** on dates, click only cards with a balance, (Leave everything else "as is"), Save to file as PDF)
- _____ **11. Layaway Deposits**
(Report Catalog, Customers, "List A/R Invoices by Date", Dates - 1/1/00 thru 12/31/11 (run as wide open as you can), under invoice type click layaway, unclick include invoices with a balance, (Leave everything else "as is"), Save to file as PDF)
- _____ **12. List Items Received but Not Invoiced**
(Report Catalog, Accts Payable, "List Items Received but not invoices through A/P", Dates - 12/1/11 thru 12/31/11 (or further if you know you haven't been billed for some items), (Leave everything else "as is"), Save to file as PDF)
- _____ **13. Lease Pool Assets (if you use the "Lease Pool Checkbox" for rental inventory)**
(Report Catalog, Inventory, "Lease Pool Assets", (Lease everything "as is"), Run 2 times - Save one to file as **Excel (XLS)** and one as a PDF (with totals selected))
- _____ **14. Ledger Audit**

(Report Catalog, General Ledger, "Ledger Audit", (Leave everything else "as is"), Save to file as PDF)

If you have any questions, please feel free to email me at daniel@fkco.com. I am here to help in any way I can and look forward to assisting you with any of your year-end accounting needs. Happy and healthy New Year!