

AIM - Version 12

Year-End Instructions

The email that accompanied this Request List contained:

- *An Engagement letter that needs to be signed and returned to us along with a retainer for your year-end work.*
- *A list of your fixed assets for you to review and note any changes (if applicable).*
- *The dates that we have scheduled into our calendar to devote to your year-end work.*

PROCEDURES (AFTER THAT LAST TRANSACTION ON 12/31)

Post your daily deposits through 12/31/2022.

Make a back-up of your accounting data that cannot be changed or altered. Please test the back-up to make sure that it captured the data and that you can access it. Note, the back-up process in v12 is different from how it was done in v11 and prior.

On 12/31/22 (or before you start business in January 2023), save as PDF the list of "AIM Specific Instructions" reports listed below.

In early January 2023, 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.

Read through the list of reports below and the specific AIM reports (with instructions). Please send us a copy of all reports that apply in your situation.

HOW TO SEND US YOUR DOCUMENTS:

All of the emails that you receive from FKCO have a Share File clickable link in the signature line. Look for the "Click here to upload files." Please try to send all the files at one time. This helps us to prevent lost and lonely documents and we can assure that everything is saved correctly.

Important Reports and Documents To Send FKCo

Sign, date and return your Engagement Letter and Business Questionnaire with any applicable Retainer.

1. The day you are ready to send your data to FKCo: run a current Detail Trial Balance from your live AIM (not the backup).

Use the beginning and ending dates for your fiscal year for all locations (active and inactive), no details, save as PDF.

1a. Send us a back-up copy (.QBB Extension) of your reconciled QuickBooks (QB) file. NOTE: This only applies to QB Clients

We will not be updating the QB file and sending it back, so a back-up may be the easiest way to send the file. (Note, you do not need to send an Accountant's Copy or choose a cut-off date this way).

Notes to your preparer:

2. December Bank Reconciliation Reports and Bank Statements

Please send us these two documents for each business bank account.

3. If you purchased any fixed assets for \$2,500 or more.

Please send us the invoices for these items, if they were vehicles we need the purchase agreements.

4. Credit Card balances.

Please send us the statements for December and also send us a list of any transactions that posted to that credit card between the statement date and December 31st.

5. Floor Planning, Bank Loans and Line of Credits.

Please send us the December 31st statements that show the principal balance as of that day. For any new loans, please send those loan documents showing terms of the note.

6. Special 2021 Loans/Other Financing (pandemic financing) (if any of the below are not applicable, leave field blank)

PPP 2 - Please provide us information on forgiveness received during the year.

EIDL Advance or Loan - Please provide us with the detail on this if you received any of these dollars.

Other Sources - Main Street Deferral, State and/or County grants, Insurance, Other: Please provide us with the detail on any of these that apply to you.

7. Sales Tax

Please send us copies of all sales tax reports filed for 2022 for all states you paid sales tax in.

8. Income Tax (Federal or State Business Estimates)

Please send us documentation for all est. income taxes paid for 2022 for the business (if applicable)

9. Payroll Documents (if any of the below are not applicable, leave field blank)

Please send us a copy of your employee's W2's and form W3 for 2022.

Please send us a payroll summary report by employee for wages paid in 2022.

Tell us which department each employee worked in if not provided on payroll summary reports.

Accrued Payroll - we need a payroll summary by employee for the first payroll paid in 2023.

Payroll Taxes - did you pay any payroll taxes in early 2023, for wages paid in 2022?

ERC or other payroll tax credits (FFCRA/WOTC)- Did you file for or receive any Employee Retention Credits for a prior year? If so, what account did you record those in?

Please send us a copy of all 941 and 941-X forms filed for 2022 or prior years.

10. Owner Health Insurance

Please provide the amount of medical insurance premiums that were paid on behalf of each owner (and their family) by the company. Note, for S-Corps, please confirm this figure was properly reported on the W2.

Notes to your preparer:

11. 1099 Forms

Please send a copy of any 1099 forms you receive (including 1099-K forms) as well as the 1099 forms you issued in the year.

NOTE: Many 1099-K forms will not be received until after 3/31; if that is the case for your company, please run a full year summary report that shows gross sales and any fees, taxes, etc. from the processor (CC, PayPal, EBAY, Reverb, others) and send us that.

12. Multi-State Reporting

Do you do business in any state other than your home state? If so, please provide us with a state apportionment schedule listing sales generated, inventory & property owned, and payroll & rent incurred in each state. (Note, we should discuss sales made through a market place facilitator (like EBay or Reverb)).

Notes to your preparer:

AIM Specific Instructions

REMEMBER: Because many year-end AIM accounting reports can only be accurately generated after the close of business on December 31, 2022, but before business begins in January 2023, it is essential you run these reports during this time frame. We have lots of details below but if you need any guidance, please email us.

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 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.
- Slow down your inventory ordering the last 10 days of the year. Only receive merchandise that you are able to key the invoice into Accounts Payable the same day. If you have a few items that you end up receiving that you do not have an invoice for - please make a list and send it along with your reports.

New for 2022 - When running any AIM reports that list your locations, we would encourage you to include all locations (active and inactive). Several of our AIM users found the data to be inaccurate for the company if an inactive location still had lingering data included in that location. In any report that has a location, simply right click to be able to see inactive locations.

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

For AIM v.12 users, please use the **REPORTS** option on the menu bar.

1. Income Statement

Reports>GL(General Ledger)>"Income Statement":1/1/22 thru 12/31/22, Consolidate Locations (active and inactive), Consolidate Departments. Leave everything else "as is".

Save to file as PDF, Name this PDF document: **Income Statement 12.31.2022**

2. Balance Sheet

Reports>GL(General Ledger)>"Balance Sheet", 12/31/22
Consolidate Locations (active and inactive), Details, Leave everything else "as is"
Save to file as PDF, Name this PDF document: **Balance Sheet 12.31.2022**

3. Ledger Audit

Reports>GL(General Ledger)>"Ledger Audit", All locations (active and inactive)
Leave everything else "as is"
Save to file as PDF, Name this PDF document: **1.02 Ledger Audit 12.31.2022**

4. Accounts Receivable with Aging

Reports>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. Acct. Rec. for Installment Contracts (if you have rent-to-own and installment sales) (if any of the below are not applicable, leave field blank)

RENT-TO-OWN (RTO):

Reports>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):

Reports>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))

Reports>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, Accessories, Media

V12: Reports>Inventory>Current 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. List Consignments (if any of the below are not applicable, leave field blank)

V12: Reports>Inventory>"Consignments"
Select Type: "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

V12: Reports>Inventory>"Consignments", Select type: "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**

9. List Items Received but Not Invoiced

Reports>Catalog>Accts Payable>"Items Received but not invoiced through A/P", Dates - 07/01/22 thru 12/31/22 (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**

10. Lease Pool Assets (if you use the "Lease Pool Checkbox" for rental inventory) (if any of the below are not applicable, leave field blank)

V12: Reports>Inventory>Depreciation> "Lease Pool Assets"

Leave everything "as is" Save to file as type **Export to Excel (Full Data)** , Name this EXCEL document: **1.40 Lease Pool Excel.xls**

V12: Reports>Inventory>Depreciation> "Lease Pool Assets"

Leave 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)**

11. Accounts Payable Listing with Aging

Reports>Accts Payable>"Accounts Payable Invoices with Aging"

Leave everything else "as is"

Save to file as PDF, Name this PDF document: **2.10 AP Aging**

12. Layaway Deposits

V12: Reports>Customers>"Invoices by Date", Dates - 1/1/00 thru 12/31/22 (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**

13. E-Card Balances

Reports>Customers> "E-Card Balance", Run 1/1/00 (or prior if needed) thru 12/31/22

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**

14. 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), Lease Pool Assets (#10)

Notes to your preparer: