

Juris[®] from LexisNexis[®]

Juris Year End Checklist 2008

TOTAL PRACTICE SOLUTIONS
Client Development Research Solutions Practice Management Litigation Services



LexisNexis and the Knowledge Base logo are registered trademarks of Reed Elsevier Properties Inc., used under license. Juris is a registered trademark of LexisNexis, a division of Reed Elsevier Inc. © 2008 LexisNexis, a division of Reed Elsevier Inc. All rights reserved.

Table of Contents

Checklist for 2008	1
Make a Backup!	1
Performing the Year End.....	1
Before you begin.....	1
Closing the Accounting Year.....	3
Juris Disbursements.....	8
Year End FAQ's	9

Checklist for 2008

The only year end processing required in Juris is Firm Accounting and Disbursements.

Make a Backup!

It is extremely important to make a complete backup of your Juris software prior to beginning year end procedures by using the Juris Management Console Utility or other SQL backup software. The backup will produce a permanent file copy of your data which should be retained outside your normal backup rotation. We suggest that this backup copy be retained for a minimum of one year and we strongly suggest that you store your year end backup offsite.

Performing the Year End

This Firm Accounting *Close Accounting Year* function does the following:

- Beginning Balances are created for all Balance Sheet Accounts
- Beginning Balances are set to 0.00 for all Profit & Loss Accounts
- Beginning Balance is created for the Retained Earnings Account(s)

Before you begin

During the year end closing, the Accounting Periods for the year being closed are automatically locked. When you process the year end closing on Juris 2.21x or higher, it is required that all batches are posted and there are no open pre-bills with a pre-bill date in the year being closed. If there are any un-posted transactions or open pre-bills with a pre-bill date in the year being closed, a warning message is received that states: **'The accounting year cannot be closed because of un-posted items.'** Click on the **'View Report'** button at bottom right of the message box for the list of batches which need to either be posted or deleted before the year end close can be completed. See Figure 1.0

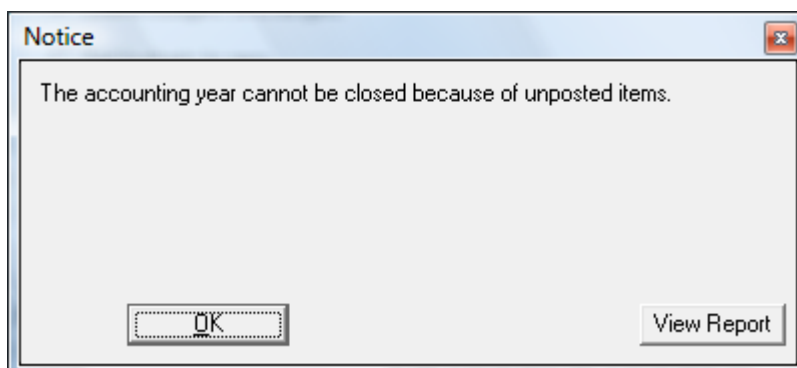


Figure 1.0

To easily find and post the un-posted batches, perform the following:

1. Log in to **Juris**.
2. Go to **Transactions**.
3. Highlight the **Transaction** type you need to search based on the report results. For this example, **Time Entries** is highlighted. **See Figure 2.0**

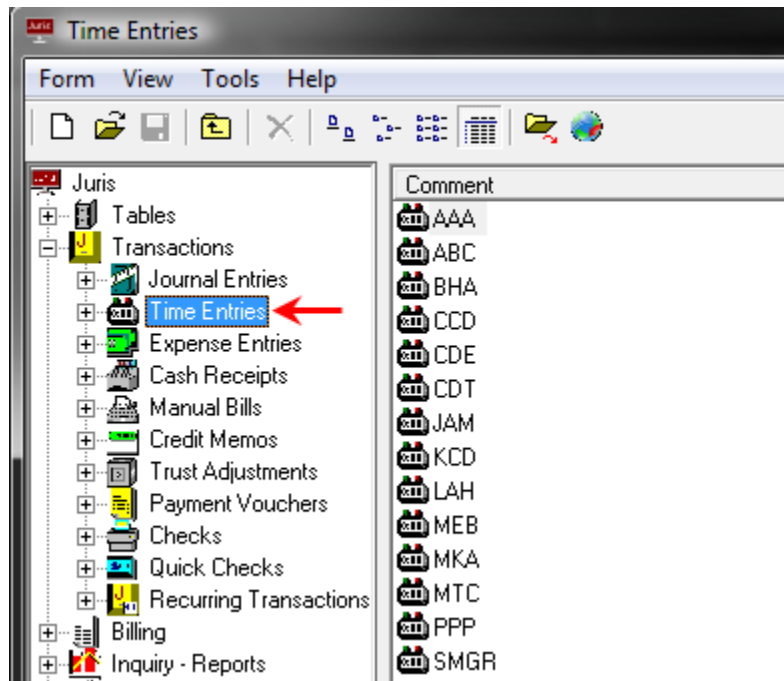


Figure 2.0

4. Select **Tools>Find**. You can also use **CTRL + F** as a keyboard shortcut. See Figure 3.0

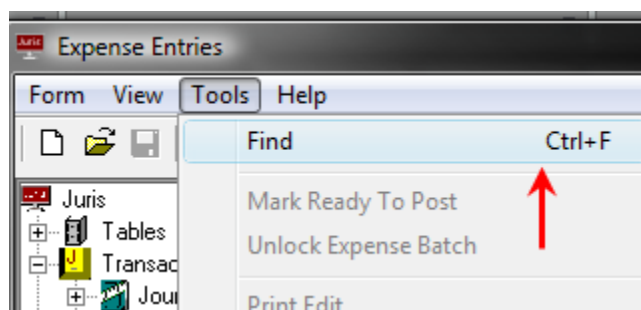


Figure 3.0

5. On the **Batch Status** tab, place a checkmark next to:
 - a. Ready to Post
 - b. Unposted
 - c. Locked batches

**** Note: Only Journal Entry, Time Entry, Expense Entry, Cash Receipts, Trust Adjustments and Payment Vouchers will have these options. Checks will only search for un-posted check batches.**

6. Click the **Find Now** button. See Figure 4.0

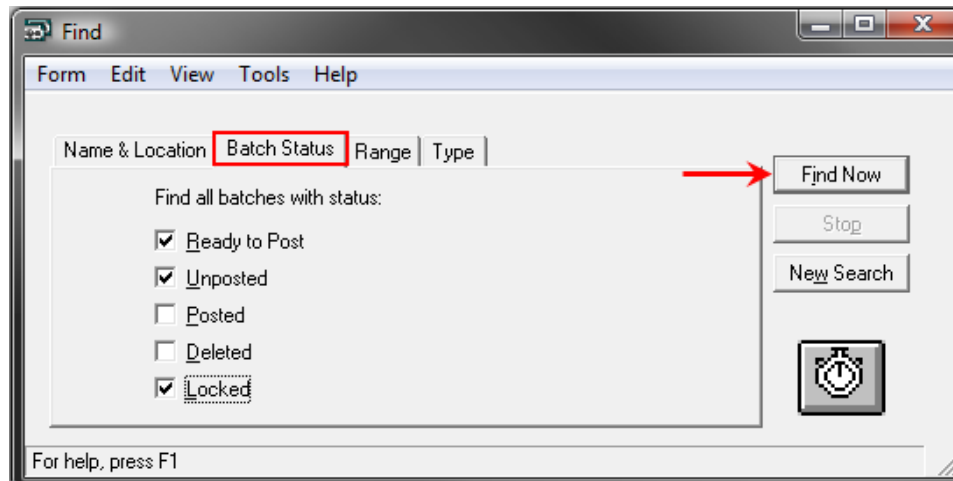


Figure 4.0

7. Any **Unposted** or **Ready to Post** batches may be posted from the **Find** window by highlighting the batches and selecting **Tools>Post**.
8. Repeat steps 3-7 for each of the following transaction types:
 - a. Journal Entries
 - b. Time Entries
 - c. Expense Entries
 - d. Cash Receipts
 - e. Trust Adjustments
 - f. Payment Vouchers
 - g. Checks

Closing the Accounting Year

To close the **Accounting Year** in **Juris**, perform the following:

1. Have all users exit all **Juris** applications.
2. Place Juris **Maintenance Mode**. This is performed by selecting **Setup and Manage >Change Mode>Change Mode to Maintenance** See Figure 5.0

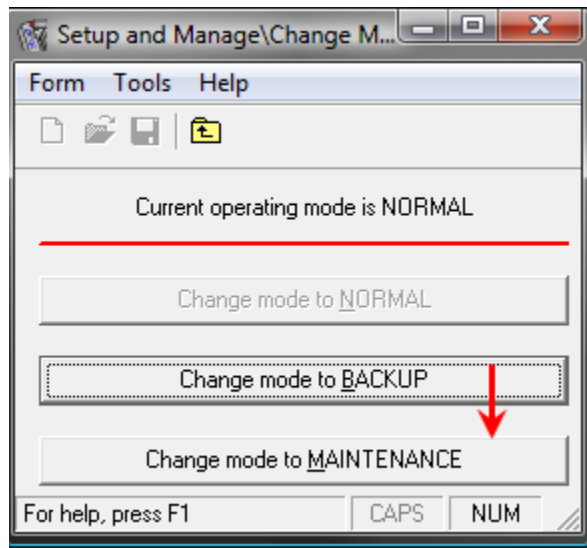


Figure 5.0

3. Make a backup of **Juris**. You can use the **Juris Management Console** or other preferred method.
4. Run the following reports and make amendments as necessary:
 - a. **Financial Reports** – Generated via the **Report Queues**. See Figure 5.1

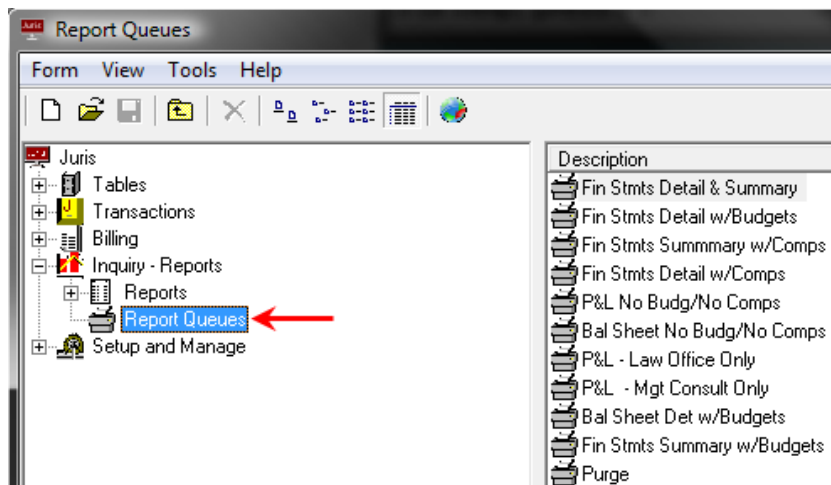


Figure 5.1

- b. **General Ledger Trial Balance** - Located in **Inquiry-Reports>General Ledger**.

Warning: Make sure the General Ledger is in balance. If it is not in balance, do not proceed with the year end procedure. Contact Juris Support for assistance. See Figure 6.0

c.

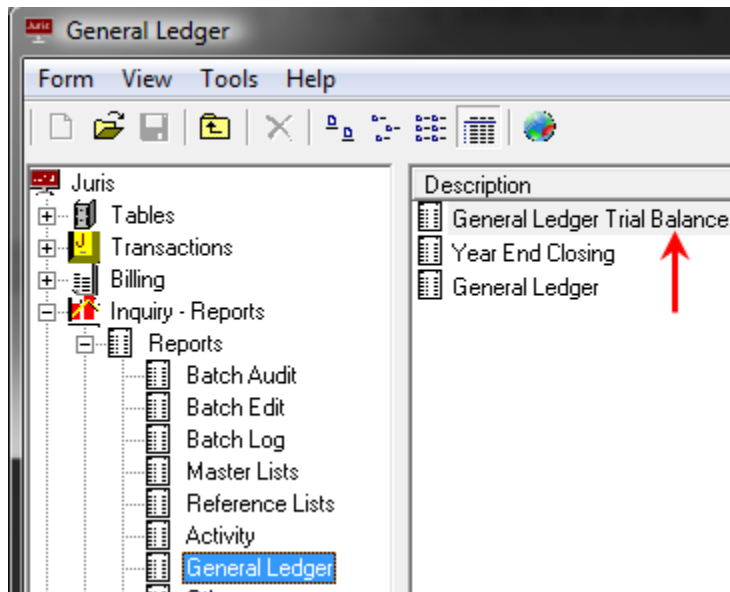


Figure 6.0

5. Create new accounting year for 2009. Select **Setup & Manage> Accounting Periods**. Select **New Accounting Period** under the **Form** menu. See Figure 7.0

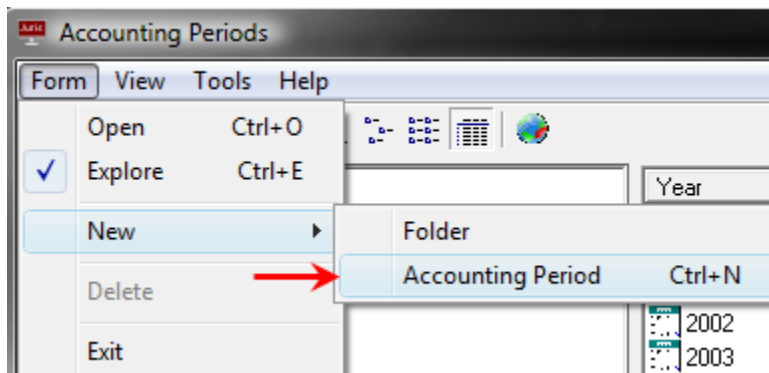


Figure 7.0

6. **Set Current Period on 2009.** Note: All users must be logged out of **Juris** (all modules).
 - a. **Select Setup and Manage>Accounting Periods.**

- b. **Highlight the year. Select Tools> Set Current Period** See Figure 8.0

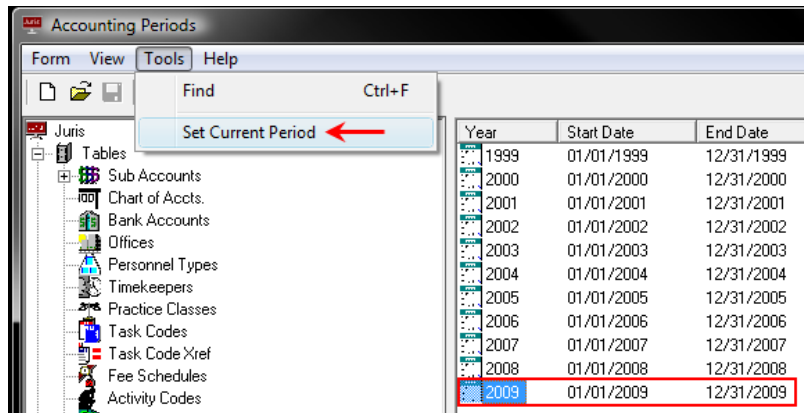


Figure 8.0

- c. You can also use the **Prior** and **Next** buttons to move the **Current Period**. See Figure 8.1

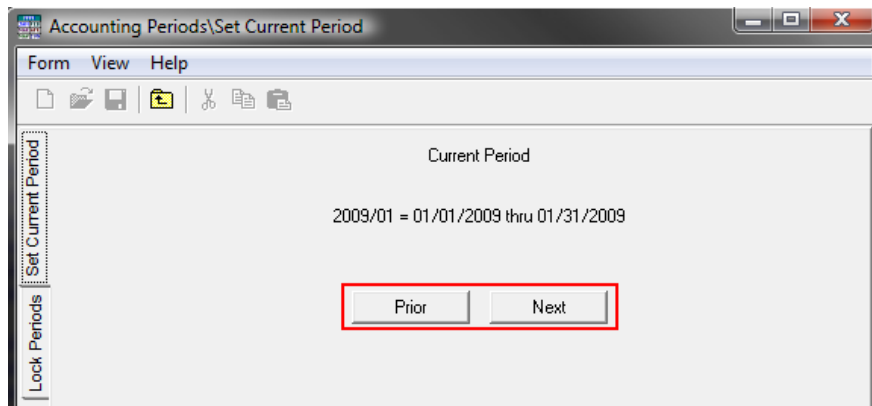


Figure 8.1

- d. When you have completed, select **Form >Close**.
7. **Print the Year End Closing Report. Select Tables>Chart of Accounts. Select Tools>Print Year End Closing Report.** This report will show the total debits & credits for each **Profit & Loss Account** for the year that you are about to close. It will also show the net income which will be posted to retained earnings. See Figure 9.0

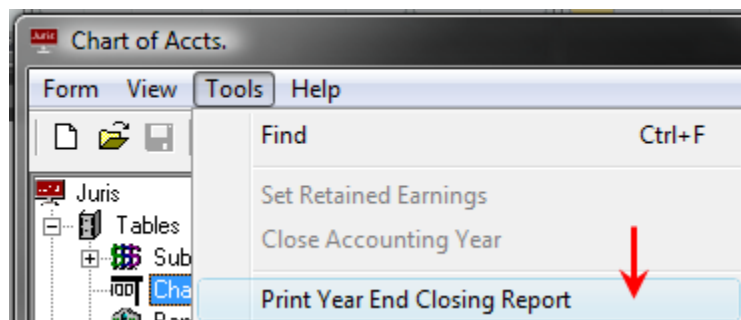


Figure 9.0

** Note: Once the year end is closed, the closing cannot be undone (except by restoring from a backup made prior to close). Please note that adjusting journal entries can still be made to closed years.

8. **Close Accounting Year.** Make sure all users have exited all Juris applications. Select **Tables>Chart of Accounts. Select Tools>Close Accounting Year.** See Figure 10.0

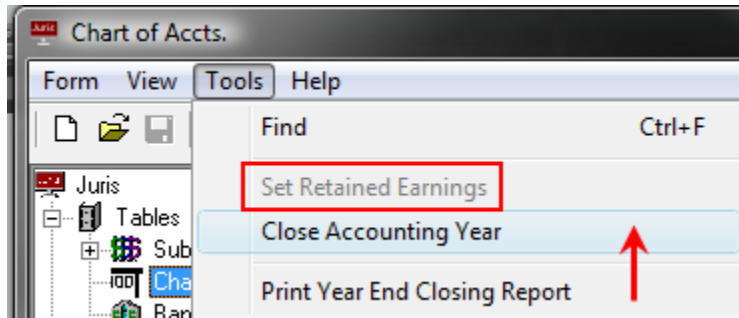


Figure 10.0

- a. If **'Set Retained Earnings'** is enabled, perform the following first:

NOTE: You will have more than one Retained Earnings account displayed if you are using sub-accounts and you had selected to set Retained Earnings by sub-account at the time **Set Retained Earnings** was run during the initial setup of Juris.

If you did elect to set **Retained Earnings** by sub-account when you ran **Set Retained Earnings**, the 2008 profits for each **Retained Earnings** account will be displayed, and the 2009 beginning balances will be calculated for each of these accounts.

- i. Enter the **Retained Earnings Account**. If you have multiple accounts, place a check mark in the box labeled **'Set Retained Earnings by Sub Account'**
 - ii. Each **Sub Account** will be displayed. Select **'Calculate Retained Earnings Now'**.
 - iii. Click the **'Save'** icon to close the previous year. Once saved, your accounting year will be closed and your only recourse is to restore from a backup.
- b. If **'Set Retained Earnings'** is not enabled, **select Close Accounting Year**.
- c. Select the appropriate method for handling your budget. See Figure 11.0

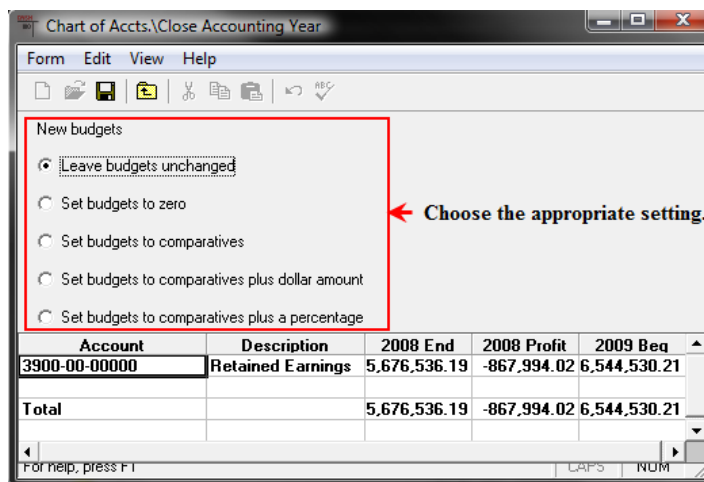


Figure 11.0

- d. Click the **Save** icon or use **CTRL + S** on your keyboard to close the year. Once saved, your accounting year will be closed and your only recourse is to restore from a backup.

Additional Useful Information

Once the Firm Accounting year is closed, you will still be able to go back and make corrections to that year. If this becomes necessary, it is highly suggested, though not required, that you rerun any financials printed from the period you have corrected forward. Once an accounting year has been closed, you will no longer be able to "Set Current Period" to any period within that closed year. It is suggested that you do not delete accounting periods even if they are already closed. As long as an accounting period is available, closed or not, then you are still able to view/print/edit information from prior months/year.

Juris Disbursements

There is no actual "closing" procedure needed for the Disbursements area of Juris. You will simply need to print the **1099's** for **2008** and that's all! There is a special utility needed in order to print **1099's**. It is available for Juris versions 2.25 and greater. The **1099 Utility** can be downloaded from the **Downloads** section of the **Juris** help system at www.juris.com/jurishelp.

Year End FAQ's

When performing a transaction – I am getting a message that states “date is not in any accounting period” or “the date you have chosen does not fall within a current accounting period”

You are getting this error because you have not yet setup an accounting year for 2009.
[Click here for details.](#)

Do I need to close 2008 before doing work in 2009?

No, you may start working in 2009 as long as you have setup the new accounting year. Keep in mind that until you close the year the Balance Sheet accounts are going to have a beginning balance of \$0.00; part of the year end process rolls those balances forward.

Do I need to enter my Budgets for 2009 before or after closing my 2008 accounting year?

You should enter any changes to the budgets for 2009 AFTER you close the 2008 accounting year. The reason for this is that when closing 2008 Juris will insert figures for 2009 which may be either a blank value, a new value based on prior year's budgets, etc. as defined at time of year end closing. This process will overwrite any budget values entered for 2008 so you should close 2008 before entering budgets for 2009.

Why does Juris lock the year upon closing?

This is a safety measure to assure that users do not accidentally enter transactions in a prior accounting year.

Why do my Balance Sheet numbers for 2009 have a Beginning Balance of Zero?

Your Balance Sheet numbers for 2009 will have a beginning balance of zero until you close the 2008 accounting year in Juris.

I don't have my adjusting entries yet, can I still close my year?

Yes you can go ahead and close the year. When you get your adjusting entries, simply do the Journal Entries with a 12/31/2008 date. You will need to rerun any reports and financials from that period forward. Closing a year will lock all periods in that year to prevent users from accidentally entering transactions using the prior year's date.

When closing the accounting year I am getting a message that states “The accounting year cannot be closed because of unposted items.”

If you see this message, you should click the button at the bottom right side of the window that states “View Report.” The report will list each batch that the system has determined is not yet posted. Please review these transactions and post the batches to finalize them so you may proceed with year end processing. If you happen to find a batch listed on this report that is already posted, then please contact Juris support.

Do I need to post or delete all prebills before closing the year?

You may not close 2008 if there are any open prebills with a bill date of 2008, so any prebills that have a billing date in 2008 will need to be finalized and posted or deleted before closing the year. Prebills with a bill date in 2009 may be open when 2008 is closed.

When performing a transaction – I am getting a message that states “Return Code 1704: Accounting period 12/31/2008 is closed to Transactions” or “JW4700: The accounting period 12/31/2008 is locked and closed to transactions.”

You are getting this message because your Firm Options in Juris are set to disallow transactions in locked periods. You may change the setting to allow transactions in locked periods by having all users exit the system, place Juris in Maintenance Mode and go to Firm Options > Misc and remove the checkmark beside the setting “Do not allow transactions in locked periods.” This is a function that can only be performed by a user with System Manager access to Juris.

When performing a transaction – I am getting a message that states “The accounting period 12/31/2008 is locked. Do you want to use this period anyway?”

This is simply a warning message that alerts you that you are entering a transaction in an accounting period that has been locked. This is a safety measure to prevent a user from accidentally recording a transaction with the wrong date since - in the first few days or weeks of a new year - some users will continue to use the prior year's date out of habit. If the date on the transaction is correct and you do want to record that transaction with a date in a locked period (for example, you are entering adjusting journal entries for a closed accounting year) then select Yes to indicate that you want to proceed using that date. Select No if you have entered the date incorrectly and you will be returned to the transaction form in order to correct the date. If you elect to enter transactions in a closed year don't forget to rerun any reports that could have been affected by these new entries.

Can I reopen a year once it is closed?

No you cannot reopen a year. But remember that Juris is date sensitive so you can still enter transactions in the previous years. If you do enter transactions don't forget to rerun any reports that could have been affected by these new entries.

Do I need a special close out for 1099's?

No, in Juris there is not a special close out for 1099's.

How do I change the 1099 amount for a vendor?

You can change the amount by adding (using a positive value) or subtracting (using a negative value) in the supplemental amount field. You can do this in Juris by going to the Vendor in Vendor Maintenance under Tables. Or you can do it right in the 1099 program by editing the supplemental amount on the 'Vendor Information' Tab.

Can I print a 1096 form from Juris or the Juris 1099 utility?

No, but you can print the 1099 report from within the Juris 1099 Utility in order to get the totals needed to enter on your 1096 form for the IRS. In order to print the 1099 report, choose **Tools > Print** or you may click the **Print 1099 Report** button on the toolbar from within the **Juris 1099 Utility**.

Now that I have closed my year for 2008 – what clean-up options does Juris recommend?

Many users elect to perform some maintenance on the database after year end. It is a good time to perform clean-up activities, including:

- Relieve non-billable time
- Purge old batches
- Clean-up Juris Tables to delete or renumber unused items in Chart of Accounts, Expense Codes, Personnel Types, Text Codes, etc.
- Clean up the vendor list
- Inactivate old timekeepers and users

How do I relieve non-billable time for the year?

To relieve nonbillable time so that it does not affect current year totals, follow these steps:

1. Select a **prebill** using a prior year (2008) date.
2. Edit the **prebill** making sure the bill date is not in the current year.
3. Post the bill.

This approach will not affect the average rate on the **Billing Timekeeper Analysis** or **Collection Analysis** reports for the year 2008 since the bill is dated for 2008.

Alternatively, you may elect to:

1. Select a prebill using a 2008 date.
2. Go to the **Recap Editor** in **Edit Prebills** and mark down the hours to zero.
3. Post the bill.

This approach will not affect the average rate on the **Billing Timekeeper Analysis** but it will affect the **Collection Analysis** as this report uses **Worked Hours** versus **Billed Hours**.

How do I Purge old batches? Which batches should I purge?

We suggest purging anything more than a year old. **Juris** recommends making a backup before purging since purging cannot be undone except by restoring from backup. You may also elect to ask all users to exit the system and place **Juris** in **Maintenance Mode** to assure no one logs in and performs transactions until the purging process is finished. There are a few things to note about purging items:

- Anything purged will be removed from audit generated reports, such as **Timekeeper Diary** and **Cash Activity**.
- **Journal** entry batches created by **Posted Bills** cannot be purged as the **Posted Bills Audit** cannot be purged.

- Only **Posted** and **Deleted Batches** can be purged; any batches that are **Locked** or **Unposted** will not purge. An empty **Batch** must be deleted before it can be purged.
- A **Purge Log** will automatically be printed for every batch purged so you may elect to pause your printer and then delete all print jobs created after purging if you do not care to retain these reports.
- Some custom reporting (via Microsoft Excel or Access) may use this information so you should verify that no reports will be affected before purging information.

Manually purge all **Quick Check** and **Check** batches by following these steps:

1. Open the area of **Transactions** where items are to be purged (i.e. **Quick Check** and **Checks**).
2. Click on the **Batch** to be purged (multiple batches may be selected by holding down the **Ctrl** key while clicking on the batches to be purged.)
3. From the **Tools Menu**, select **Purge**.

Set up a report queue to purge other old batches:

1. Open **Juris > Inquiry-Reports > Report Queues**.
2. Click the **New** icon to create a new **Report Queue**.
3. Enter the **Report Queue ID** and the **Report Queue Name** (such as **YEPG – Year End Purge**) and click the **Save** icon to save the new **Queue**.
4. Click the **plus** button below the **Report Queue** name to add reports to the queue. Place a checkmark beside the **Purge** group to view the reports available for that category. The report names will appear on the right side of the screen.
5. Double click on a report in the list to add that report to the queue then choose the **Printer Destination** and **Options** from the right side of the screen. MAKE SURE to set the **Months Previous and Older** option to **12 months** to ensure that only batches that are 12 months old or older are purged.
6. It is important to purge items in order, so it is helpful to define several report queues, each numbered in the order that the item will be selected for purge as follows:
 - YEP1; Year End Purge 1 – This queue should purge Payment Vouchers.
 - YEP2; Year End Purge 2 – This queue should purge Trust Adjustments.
 - YEP3; Year End Purge 3 – This queue should purge Credit Memos.
 - YEP4; Year End Purge 4 – This queue should purge Manual Bills.
 - YEP5; Year End Purge 5 – This queue should purge Cash Receipts.
 - YEP6; Year End Purge 6 – This queue should purge Expense Entries.
 - YEP7; Year End Purge 7 – This queue should purge Time Entries.
 - YEP8; Year End Purge 8 – This queue should purge Journal Entries.
7. To begin the purge, open the queue you created and click the **Printer** icon to run the queue and purge the batches as defined. Note: If you have a PDF printer installed you can save the reports to your hard drive instead of printing hard copies.

8. Delete the period folders one at a time by going to each user's folder, right-click on a folder for an old period and select **Delete**. Repeat until all old period folders have been removed.

You may elect to set up a separate report queue to purge old **General Journal Entry** batches. Many firms set up a separate report queue for purging these since a warning message is returned on each batch that cannot be purged since batches with money applied to bills (trust, ppp) will not purge. You will have to click **OK** to continue for each of these batches.

After **Purging**, it is best practice to **Shrink and Verify** the **Juris** database using **Juris Management Console**. This assures the database information is being stored efficiently. After the **Shrink and Verify** has been completed, users can log back into the system.

How do I clean up the Juris Tables to address unused items in Chart of Accounts, Expense Codes, Personnel Types, Text Codes, Timekeepers, etc?

- Accounts in the Chart of Accounts with activity cannot be deleted – but they can be renumbered. Place a Z at the beginning of the Account Description or a 9 at the beginning of the account number. Then when you sort the items in the list, the old unused accounts will be at the bottom.
- Old Expense Codes, Task Codes and Activity Codes that are no longer in use can be renamed to place them at the bottom of lookup lists (using a Z or 9 as described above).
- Old Personnel Types that are no longer in use can be deleted once all timekeepers have been assigned the new Personnel Type.
- Delete any text codes that are not used. You may also elect to create some new text codes that may be needed by the firm at this time.
- Timekeepers that are no longer at the firm can be inactivated as long as there are no open items for that timekeeper and that timekeeper is not referenced as an Originating Timekeeper or Billing Timekeeper on any Clients, Matters or Consolidations.

How do I clean up the Vendor List?

You cannot delete vendors, but they can be marked as No Purchases or Hold All Payments to prevent their use. You may also elect to renumber them. Place a Z at the beginning of the Vendor Name code. Then when you sort the items in the list, the old unused Vendors will be at the bottom. If you have duplicate vendors, mark the vendor as No Purchases or Hold All Payments to prevent their use. Reference the vendor name and code to be used instead.

How do I remove old users?

You may inactivate old users that are not referenced in any batches by going to Setup & Manage > User ID's and right clicking on the user and selecting Delete. If the user is referenced in batches the system will not allow the user to be deleted. Alternatively, you may inactivate the user by removing the checkmark beside the option ***User is allowed to login.***