

Juris Year-End Checklist 2011

Checklist for 2011

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

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 version 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 and prebills which need to either be posted or deleted and before the year-end close can be completed or. See Figure 1.0

NOTE: If you have a batch reported on the Notice report as unposted but the batch shows a status of Posted, please contact Juris Customer Support.

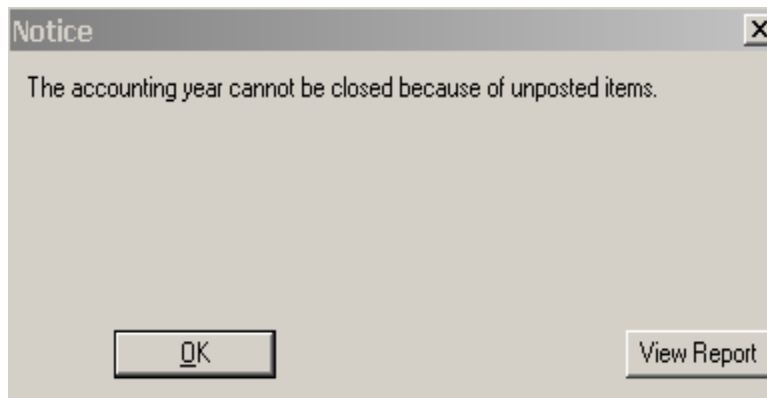


Figure 1.0

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

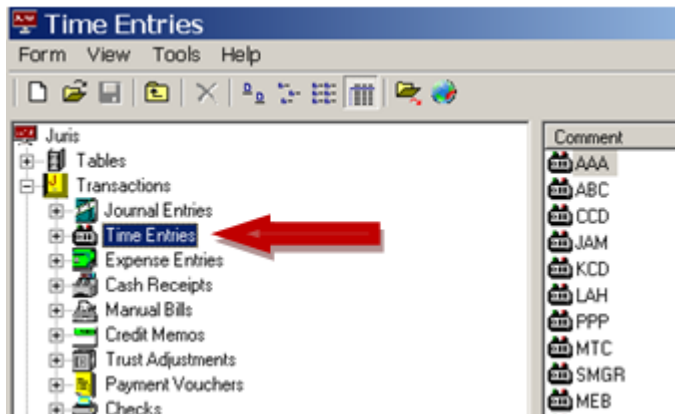


Figure 2.0

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

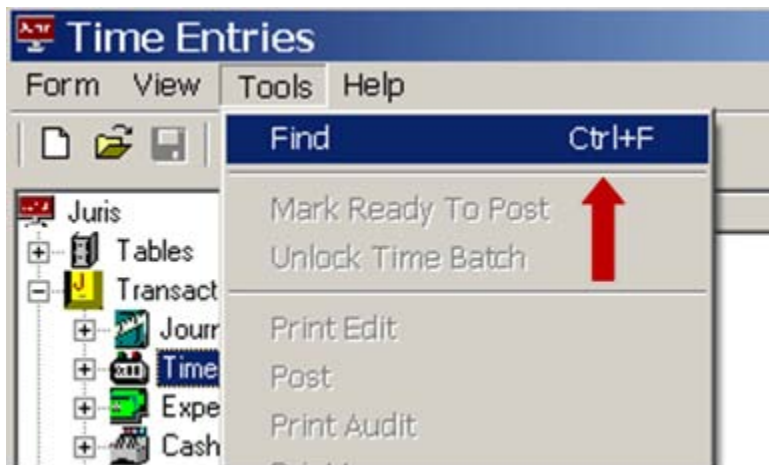


Figure 3.0

5. On the **Batch Status** tab, place a checkmark next to:

- a. Ready to Post
- b. Unposted
- c. Locked

** 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

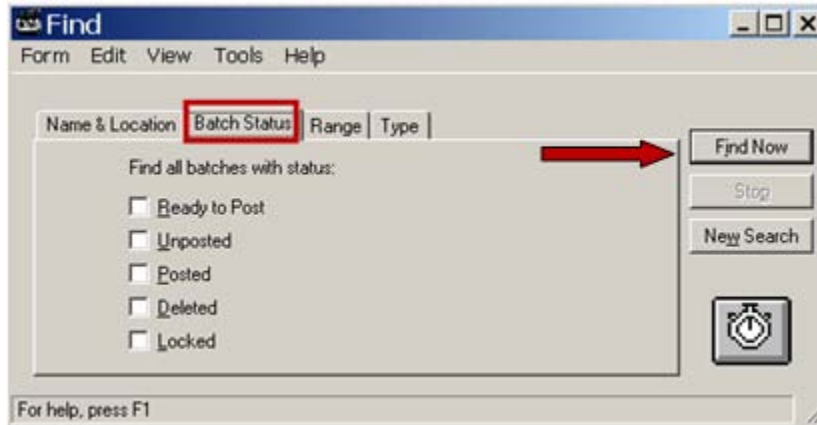


Figure 4.0

7. Any **Unposted** or **Ready to Post** batches that have a count greater than zero must be deleted or posted. You may delete by highlighting the batch and selecting **Form> Delete**, only one batch a time may be deleted. You can also post from the **Find** window by highlighting the batches and selecting **Tools>Post**. Any batches with a count of zero can remain, however it is recommended that as part of your database maintenance that you delete these batches so they can be purged. (see [YE.Main.2](#) at end of this document for more details regarding purging).

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

Next you need to ensure you do not have any open prebills with a bill date for the year you are attempting to close.

You can run the following query in Set Up and Manage> View Tables (you must do this under a user id that System Administrator Authority). (see [YE.FAQ.7](#) at the end of this document)

```
SELECT PreBill.PBSysNbr, PreBill.PBBillDate
FROM PreBill
WHERE (((PreBill.PBBillDate)>='01/01/XXXX' And (PreBill.PBBillDate)<='12/31/XXXX'));
```

(highlighted areas will be the year you are closing)

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 in **Maintenance Mode**. This is performed by selecting **Setup and Manage >Change Mode>Change Mode to Maintenance** See Figure 5.0

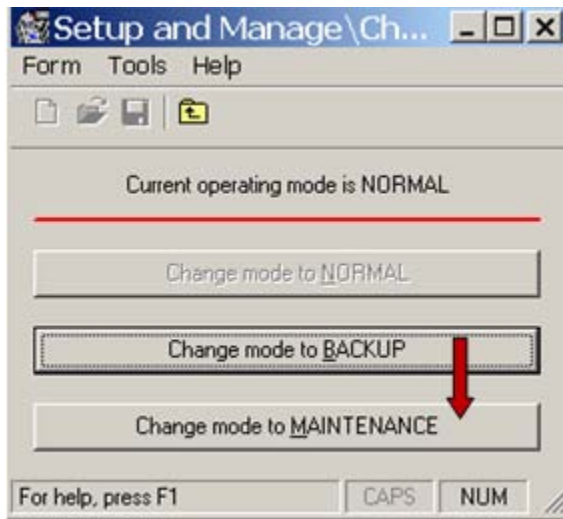


Figure 5.0

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 that you store your year-end backup offsite.

THE IMPORTANCE OF A BACK UP COPY OF YOUR DATA CANNOT BE OVEREMPHASIZED!

3. If you have not already created your new accounting year, do so now by going to **Setup & Manage> Accounting Periods> Form> New > Accounting Period**. See Figure 6.0
When the new accounting year is displayed, simply click the save icon or CNTL-S.

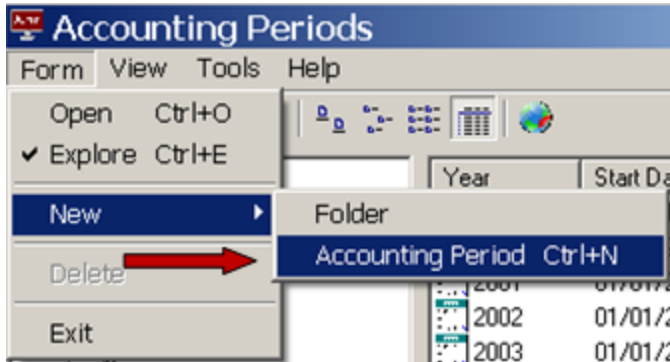


Figure 6.0

4. Once you have created the new accounting year you must set your Current Accounting Period to any period in the new year. To set the current period Select **Tools> Set Current Period** and use the **prior and next button** to select the desired period and year. See figure 7.0

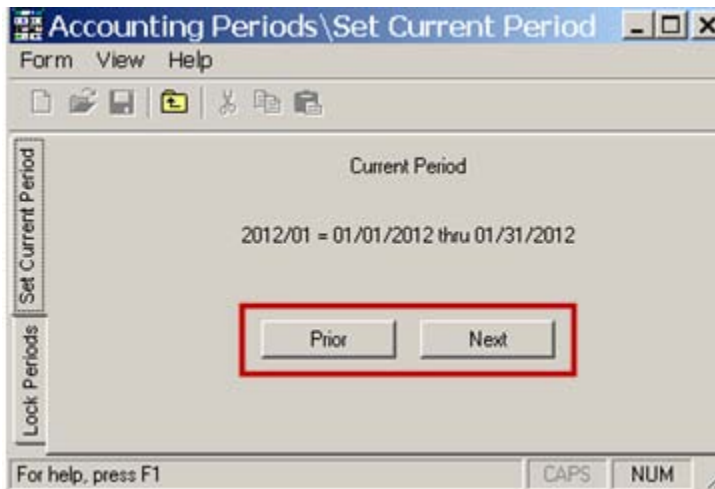


Figure 7.0

- a. once you have selected the year and period desired you can exit the window by
- going to form> close
 - click the x in the top right of the window
 - click the back one level icon (yellow folder with the arrow – icon)
5. Run the following reports and make amendments as necessary:

a. **Financial Reports**

- Balance Sheet

- Profit and Loss or Income Statement
- Cash Flow Statement

NOTE: These reports can be created in Juris Core, Juris Suite, or thru other custom reporting via Microsoft Access, Excel or other ODBC connection your firm may have in use.

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.

6. 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 8.0

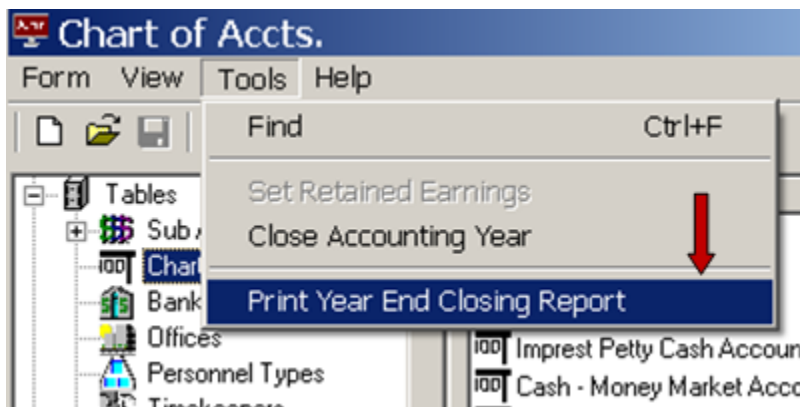


Figure 8.0

7. **Close Accounting Year**. Select **Tables>Chart of Accounts**. Select **Tools>Close Accounting Year**. See Figure 9.0

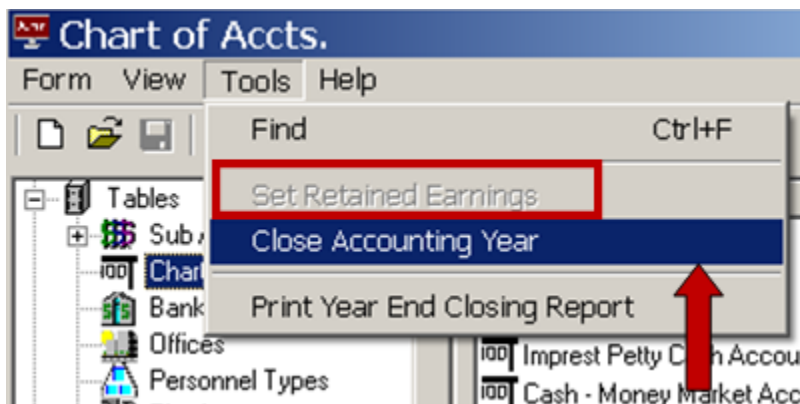


Figure 9.0

- If "Set Retained Earnings" is not enabled, proceed to step c.
- 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.

NOTE: If this is your first time closing a year in Juris and your firm does not use sub-accounts, you will still need to provide a sub-account number. Please enter sub-account zero unless your firm actually does use sub-accounts in your general ledger; ie: account 3000 should be entered as 3000-00 not 3000-01.

If you did elect to set **Retained Earnings** by sub-account when you ran **Set Retained Earnings**, the prior year profits for each **Retained Earnings** account will be displayed, and the new year 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.

c. Select the appropriate method for handling your budgets. See Figure 10.0

Account	Description	2011 End	2011 Profit	2012 Beg
3900-00-00	Retained Earnings	5,434,860.46	-209,080.77	5,643,941.23
Total		5,434,860.46	-209,080.77	5,643,941.23

Figure 10.0

d. Click the Save icon or use CTRL+ S on your keyboard to close the year.

NOTE: Once the year is closed you can only undo by restoring from a backup. Adjusting journal entries can be made to closed years that are not locked to transactions.

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 Disbursements. You only need to print the **1099’s** for the year you are closing. 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 found on the Practice Management Support Center web site for Juris: support.lexisnexis.com/juris Look in the Year End section under Juris 1099 Utilities. You will need to purchase your own laser forms to print on.

Also be sure to download our 1099companion utility for extra features:

1. 1099 report for Temporary Vendors.
2. 1099 report for Vendors that do not have addresses

Year-end FAQ’s

YE.FAQ.1

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 the new accounting year.

[Click here for details](#)

YE.FAQ.2

Do I need to close the previous year before doing work in the new year?

No, you may start working in the new year 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.

YE.FAQ.3

Do I need to enter my Budgets for the new year before or after closing my previous accounting year?

You should enter any changes to the budgets for the new year, **AFTER** you close the previous accounting year. The reason for this is that when closing the previous year Juris will insert figures for the new year 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 the new year.

YE.FAQ.3

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.

YE.FAQ.4

Why do my Balance Sheet numbers for the new year have a Beginning Balance of Zero?

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

YE.FAQ.5**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/XXXX prior year 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.

YE.FAQ.6**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 Customer Support.

YE.FAQ.7**Do I need to post or delete all prebills before closing the year?**

You must post or delete any bills that have a bill date that is the same as the year you are closing. You may have bills dated in the new year. You can run the following query in view tables to do a quick find.

```
SELECT PreBill.PBSysNbr, PreBill.PBBillDate
FROM PreBill
WHERE (((PreBill.PBBillDate)>='01/01/XXXX' And (PreBill.PBBillDate)<='12/31/XXXX'));
```

(highlighted areas will be the year you are closing)

YE.FAQ.8**When performing a transaction – I am getting a message that states "Return Code 1704: Accounting period 12/31/XXXX is closed to Transactions" or "JW4700: The accounting period 12/31/XXXX 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.

YE.FAQ.9**When performing a transaction – I am getting a message that states "The accounting period 12/31/XXXX 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 years 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.

YE.FAQ.10**Can I reopen an accounting 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.

YE.FAQ.11

My Bank reconciliation and check book are out of balance now that I have started entering bank transactions for the new year.

If you are still in the accounting year to be closed and transactions have been entered for the next year the checkbook and general ledger will be out of balance. Once the accounting period is moved to the next year they will show in balance with or without closing the previous year.

Note: that if you have not closed the previous two years the GL line will be missing on the View Checkbook screen.

YE.FAQ.12

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

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

YE.FAQ.13

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 Vendors > Tables. Double-click the Vendor you want to change, click the Flags tab and make your changes in the Supplemental Amounts field. Or you can do it right in the 1099 program by editing the supplemental amount on the 'Vendor Information' Tab.

YE.FAQ.14

When printing the 1099 Report from the utility, I get the following error message: Run-time Error „-2147217900 (80040e14)“, followed by a bunch of SQL code.

This error occurs when you *type* the year into the field labeled **Please select a year to print** instead of using the drop-down selection. Please select the year using the drop-down list instead of typing it into the box.

You can run the vendor report from Juris1099Companion Utility to avoid this error.

YE.FAQ.15

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**.

YE.FAQ.16

Can I create 1099's for temporary vendors?

1099's are not created for temporary vendors. If you need a 1099 for a vendor, you must add the vendor instead of creating a temporary vendor for the voucher, or you can run a report from the Juris1099Companion utility to get a list of temporary vendors and hand type them.

Recommended Year End Maintenance:

YE.Main.1

Relieve Non-Billable Time:

To relieve non-billable time so that it does not affect your average billing rates.

1. Select a prebill, making the final bill date a year prior to the year you are trying to close.

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 rate on the following reports:

1. Timekeeper Analysis (billed rate) – both Juris Core and Juris Suite
2. Billing Analysis (average billed rate) – both Juris Core and Juris Suite

Reports that this will affect the rate are:

1. Collection Analysis (adj billed average rate) – both Juris Core and Juris Suite
2. Any custom report that uses worked hours to calculate the average rate – we recommend communicating with the designer of the report to determine if you need to use an alternative method for relieving non billable time.

YE.Main.2

Purge Old Batches:

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.
- If you have never purged before you might need to purge a year at time, starting with the oldest year of data until you are more current as this process can take a long time.

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 individual batches to be purged or hold down Shift key and select the first and last batch to select a group of batches.)
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 **13 months** to ensure that only batches that are 13 months old or older are purged.

IMPORTANT NOTE: *You must add the months and older value on EACH report you add to the report queue.*

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 and Trust Adjustments.
 - YEP2; Year-end Purge 2 – This queue should purge Credit Memos and Manual Bills.
 - YEP3; Year-end Purge 3 – This queue should purge Cash Receipts and Expense Entries.
 - YEP4; Year-end Purge 4 – This queue should purge Time Entries.
 - YEP5; Year-end Purge 5 – This queue should purge Journal Entries

Note: Posted Bills batches will not purge. You will have to click **OK** to continue for each of these batches
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. Another option is to “pause your printer” and then cancel the print jobs once purging is complete.
8. Delete the period folders one at a time by going to each user’s folder, on the right side of the Explorer view window, right-click on a folder for an old period and select **Delete**. Repeat until all old period folders have been removed.

YE.Main.3

Review all Juris Tables areas to address unused items in Chart of Accounts, Expense Codes, Personnel Types, Text Codes, Timekeepers are flagged as inactive or renamed.

- 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 - Expense codes that are no longer in use can be marked as inactive. [Click here to learn how to mark Expense Codes as inactive.](#)
- Old Task and Activity Codes that are no longer in use can be modified by adding a Z at the beginning of the description to place them at the bottom of look up lists.
- Old Personnel Types that are no longer in use can be deleted once all timekeepers have been assigned a new Personnel Type or the description can be modified by adding a Z at the beginning to place them at the bottom of look up lists.
- 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.
- There are a few options for inactivating vendors
 1. Mark as No Purchases or Hold All Payments to prevent their use
 2. Renumber the code by placing a Z at the beginning of the Vendor Code or Description to Place them at the bottom of look up lists.
 3. 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, in the description.
 4. You can also mark vendors as inactive. [Click here to learn how to mark Vendors as inactive.](#)

YE.Main.4

Delete or Inactivate Old Users:

1. You may delete 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.
2. Alternatively, you may inactivate the user by removing the checkmark beside the option **User is allowed to login.**

YE.Main.5

Review Juris Suite Rules to ensure current and still applicable.

1. Go to My Transactions>Tools>Rule Designer
2. Highlight the Rule Code on the left to review specifics on the rule set
3. Determine if the Rule should be modified, deleted or made in active
 - a. To delete highlight the code of the left and then click the red x on the tool bar
 - b. To inactivate, highlight the code on the left then uncheck the Applies to expense/time entries boxes on the right.

YE.Main.6

Review Juris Suite time in any status lower than posted.

1. Go to My Transactions>Filter>Edit Filters
2. Click on the new icon and name filter Year End Review
3. Your statement should read: If Entry Status less than recorded (see figure 11.0)



4. Save the Filter, and select the team that applies to the entire firm
5. Determine appropriate action for any entries that have a status of less than recorded.

Note: *You will do the same for My Expenses*

YE.Main.7

Review Juris Suite Distributions to ensure current and still applicable.

1. Go to My Reports>Distributions>Maintenance
2. Highlight the distribution name and then click edit
 - a. Review the Reports, Schedule, Employee and Teams and make any updates needed.