

Juris® Year-End Checklist

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Before You Begin

It is extremely important to make a complete backup of your Juris software prior the start of year-end closing. The backup will produce a permanent copy of your data and should be retained outside of your normal backup rotation. We suggest this copy be retained for a minimum of one year and stored offsite. [Click here for details on how to back up your Juris software.](#)

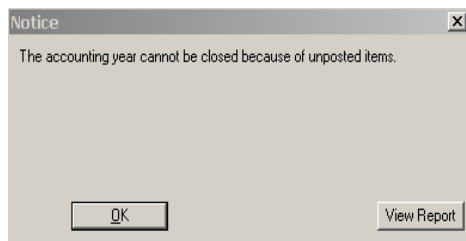
Year-End Closing for Firm Accounting

The **Close Accounting Year** function in Juris does the following:

- Create beginning balances for all Balance Sheet Accounts
- Set all beginning balances to 0.00 for all Profit and Loss Accounts
- Create beginning balances for the Retained Earnings Account(s)

Before closing the year, all batches must be posted and there should be no open pre-bills dated in the year being closed. During the year-end closing, the accounting periods for the year being closed will be locked automatically.

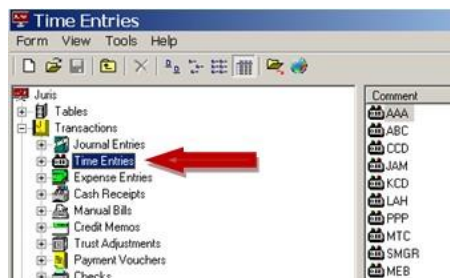
If you have unposted transactions or open pre-bills dated in the year being closed, you will see this:



Click **View Report** for the list of batches and pre-bills that need to be posted or deleted before the year-end close can start. **Note:** If you have a batch listed as Unposted, but the batch has a Posted status, please contact LexisNexis® Customer Support at 877-377-3740.

Find and Post Unposted Batches

1. Go to **Transactions**.
2. Highlight the transaction type you need to search for. Here, **Time Entries** are highlighted.



3. Select **Tools > Find** or press **CTRL + F**.

4. On the **Batch Status** tab, place a check mark next to **Ready to Post, Unposted** and **Locked**. Only journal entries, time entries, expense entries, cash receipts, trust adjustments and payment vouchers will have these options. Checks will only search for unposted check batches.
5. Click **Find Now**.
6. Any Unposted or Ready to Post batches with a count greater than zero must be deleted or posted. Batches with a count of zero can remain, however we recommend you delete them so they can be purged as part of your year-end database maintenance.

To delete a batch:

- a. Highlight the batch.
- b. Select **Form > Delete**.
- c. Only one batch a time may be deleted.

To post a batch:

- a. Highlight the batch.
- b. Select **Tools > Post**.

7. Repeat steps 3-6 for journal entries, time entries, expense entries, cash receipts, trust adjustments, payment vouchers and checks.

Delete or Post Pre-Bills Dated the Year Being Closed. (prior and current year pre-bills are OK to keep)

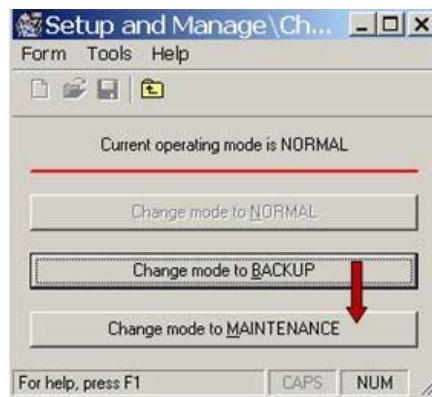
1. Log in to Juris as a System Administrator.
2. Select **Setup and Manage > View Tables**.
3. Copy and paste this text below: (displays ALL prebills dated from the end of the year being closed and earlier)

```
SELECT * FROM PreBill WHERE PBillDate < '20xx-01-01'
```

Replace **XX** with the current year, not the year you are closing.

Begin Year-End Close

1. Have all users exit all Juris applications.
2. Place Juris in Maintenance Mode. Select **Setup and Manage > Change Mode > Change Mode to Maintenance**.



Note: If you have not already done so, make a complete backup of your Juris software now. [Click here for details on how to back up your Juris software.](#)

3. If you have not already created your new accounting year, select **Setup and Manage > Accounting Periods > Form > New > Accounting Period**.
4. When the new accounting year is displayed, click the **Save** icon or press **CTRL+S**.
5. Set your current accounting period by selecting **Tools > Set Current Period**.
6. Use the **Prior** and **Next** buttons to set the desired period and year.
7. Close the window.
8. Run the following reports and make amendments as necessary:

Financial Reports

- Balance Sheet Report
- Profit and Loss or Income Statement
- Cash Flow Statement

Note: These reports can be viewed and printed from Juris, Juris Suite, or Microsoft Access. For additional details, see [Printing Financial Reports](#) on Juris Support Center.

General Ledger Trial Balance (select **Inquiry-Reports > General Ledger**)

- Balance Sheet
- Profit and Loss or Income Statement

WARNING: Make sure the General Ledger is in balance. If it is not in balance, do not proceed. Contact LexisNexis Customer Support at 877-377-3740 for assistance

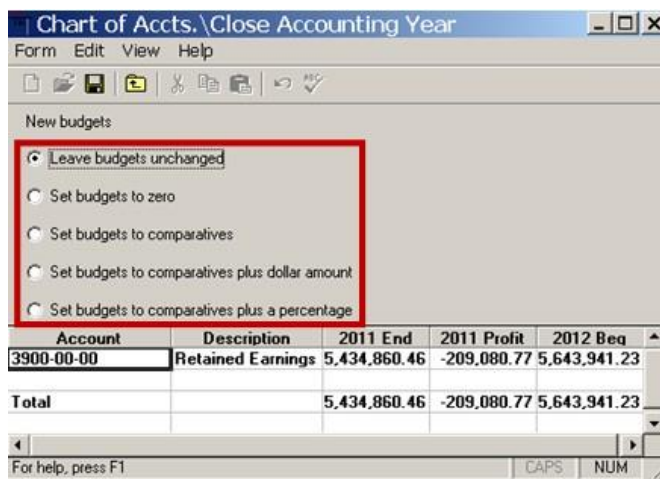
9. Print the Year-End Closing Report.
 - a. Select **Tables > Chart of Accounts**.
 - b. Select **Tools > Print Year-End Closing Report**. This report will show the total debits and credits for each profit and loss account for the year you are about to close as well as the net income posted to Retained Earnings.
10. Select **Tables > Chart of Accounts**, then **Tools>Close Accounting Year**.
 - a. If “Set Retained Earnings” is not enabled, proceed to step c.
 - b. If “Set Retained Earnings” is enabled, continue below.

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 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 uses sub-accounts in your general ledger (e.g. account 3000 should be entered as 3000-00 not 3000-01).

If you selected 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 Set Retained Earnings by Sub Account box. Each Sub Account will be displayed.
 - ii. 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, then click the **Save** icon or press **CTRL+S** 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's accounting year is closed:

- You will still be able to go back and make corrections to that year. If this becomes necessary, we recommend you re-run any financials printed from the period you have corrected forward.
- You will no longer be able to "Set Current Period" to any period within that closed year.
- We recommend you do not delete accounting periods even if they are already closed.
- You will still be able to view, print and edit information from in the closed period.

Year-End Closing for Disbursements

There is no actual closing procedure needed for Disbursements. You only need to print the 1099-MISC forms for the year you are closing. To print these forms, you will need the current Juris 1099 Utility and paper forms for the 1099-MISC. Links to the utility and compatible forms providers are available on the [Juris Support Center](#).

Frequently-Asked Questions

Q. When performing a transaction, I see this message: “date is not in any accounting period” or “the date you have chosen does not fall within a current accounting period.”

A. You need to set up your new accounting year in Juris. [Click here for details.](#)

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

A. You may work in the new year if you have already set up the new accounting year. Until you close the year, the balance sheet accounts will have a beginning balance of \$0.00; the year-end closing process will roll those balances forward.

Q. Do I need to enter my budgets for the new year before or after closing my previous year?

A. You should enter any changes to the budgets for the new year after you close the previous accounting year. When closing the previous year, Juris will insert figures for the new year which may be either a blank value or a new value based on prior year’s budgets, as defined at time of year-end closing. This process will overwrite any budget values entered for the new year.

Q. Why does Juris lock the year upon closing?

A. This is a precaution to ensure users don’t accidentally enter transactions in a prior accounting year.

Q. Why do my balance sheet numbers for the new year have a beginning balance of \$0.00?

A. Your new year’s balance sheet numbers will have a beginning balance of \$0.00 until you close the previous accounting year.

Q. I don’t have my adjusting entries yet, can I still close my year?

A. You can go ahead and close the year. When you get your adjusting entries, simply do the Journal Entries dated 12/31/XXXX of a prior year. Re-run any reports and financials from that period forward. Closing a year will lock all periods in that year.

Q. When closing the accounting year, I see this message: “The accounting year cannot be closed because of unposted items.”

A. Click the **View Report** button. The report will list each batch that the system has determined is not yet posted. Review these transactions, post the batches, then proceed with year-end processing.

Q. Do I need to post or delete all pre-bills before closing the year?

A. You must post or delete any bills that have a bill date the same as the year you are closing.

Q. When performing a transaction, I see this message: “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.”

A. Juris disallows transactions in locked periods. Your Juris System Administrator may change the setting and allow transactions in locked periods:

1. Have all users exit the system.
2. Place Juris in Maintenance Mode.
3. Select **Firm Options > Misc.**

4. Remove the check mark by the setting “Do not allow transactions in locked periods.”

Q. When performing a transaction, I see this message: “The accounting period 12/31/XXXX is locked. Do you want to use this period anyway?”

A. If the transaction date is correct and you want to record the transaction in that period, select **Yes**. We recommend you re-run any reports that could have been affected by the new entries.

If you have entered the date incorrectly, select **No**. You will be returned to the transaction form to correct the date.

Q. Can I reopen an accounting year once it is closed?

A. You cannot reopen a year; however, you can still enter transactions in the previous years. If you do so, we recommend you re-run any reports that could have been affected by the new entries.

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

A. 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 whether or not you have closed the previous year.

Note: If you have not closed the previous two years, the general ledger line will be missing on the **View Checkbook** screen.

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

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

Q. How do I change the 1099 amount for a vendor?

A. You can change the amount by adding (using a positive value) or subtracting (using a negative value) in the **Supplemental Amount** field.

1. Select **Vendors > Tables**.
2. Double-click the vendor you want to change.
3. Click the **Flags** tab.
4. Make your changes in the Supplemental Amounts field.

Q. When printing the 1099 Report from the Juris 1099 Utility, I see this message: “Run-time Error „-2147217900 (80040e14)”, followed by a bunch of code.

A. This error occurs when you type the year rather than selecting the year to print using the drop-down list. To correct this error, select the year using the drop-down list.

Q. Can I print a 1096 form from Juris or the Juris 1099 Utility?

A. 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, select **Tools > Print** or click **Print 1099 Report** on the toolbar in the Juris 1099 Utility.

Q. Can I create 1099's for temporary vendors?

- A. 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.

Recommended Year-End Maintenance Tasks

Relieve Non-Billable Time

You should relieve non-billable time so it does not affect your average billing rates:

1. Select a pre-bill, making the final bill date a year prior to the year you are trying to close.
2. Go to the Recap Editor in Edit Pre-bills.
3. Mark down the hours to zero.
4. Post the bill.

Rates will be affected on the Collection Analysis Report and any custom reports using worked hours to calculate the average rate. Contact the individual who created the custom reports to determine if you need to use an alternative method for relieving non-billable time.

Rates will not be affected on the Timekeeper Analysis and Billing Analysis Reports.

Purge Old Batches

Purging transaction batches in Juris is a maintenance function that is no longer needed or recommended.

Review Tables to Address Unused Items

- Accounts in the Chart of Accounts with activity cannot be deleted, but can be renumbered. Place a **Z** at the beginning of the Account Description or a **9** at the beginning of the account number. When you sort the items in the list, the unused accounts will be at the bottom.
- Expense Codes that are no longer in use can be marked as inactive. [Click here for details.](#)
- Task and Activity Codes no longer in use can be modified by adding a **Z** at the beginning of the description to place them at the bottom of lists.
- Personnel Types no longer in use can be deleted once all timekeepers have been assigned a new Personnel Type or the description is modified. The description can be modified by adding a **Z** at the beginning to place them at the bottom of lists.
- Unused Text Codes can be deleted.
- Timekeepers no longer at the firm can be inactivated as long as the timekeeper has no open items and is not referenced as an Originating Timekeeper or Billing Timekeeper on any Clients, Matters or Consolidations.

- Vendors no longer used can be inactivated:
 - Mark the vendor as “No Purchases” or “Hold All Payments” to prevent their use.
 - Renumber the Vendor Code by placing a Z at the beginning of the code or description to place the vendor at the bottom of lists.
 - If you have duplicate vendors, mark one vendor as “No Purchases” or “Hold All Payments” to prevent their use. Reference the vendor name and code to use instead in the description.
 - You can also mark vendors as Inactive. [Click here for details.](#)

Delete or Deactivate Old Users

Users not referenced in any batches may be deleted:

1. Select **Setup and Manage > User ID's**.
2. Right-click on the user you wish to delete.
3. Select **Delete**.

Users referenced in any batch must be deactivated:

1. Select **Setup and Manage > User ID's**.
2. Select the user you wish to deactivate.
3. Remove the check mark next to: User is allowed to login.

Review Rules to Ensure They Are Current and Still Apply

1. Select **My Transactions > Tools > Rule Designer**.
2. Highlight the rule code to review specifics on the rule set.
3. Determine if the rule should be modified, deleted or made inactive.
4. To delete the rule, highlight the rule code, then click the **X** on the toolbar.
5. To deactivate the rule, highlight the rule code, then uncheck Applies to expense/time entries.

Review Time with Status Lower Than Posted

1. Select **My Transactions > Filter > Edit Filters**.
2. Click the **New** icon.
3. Name the filter "Year End Review."
4. Your statement should read: If Entry Status less than recorded.



5. Save the filter.
6. Select the team that applies to the entire firm.
7. Determine the appropriate action for any entries that have a status less than Recorded.

Note: You will do the same actions for My Expenses.

Review Distributions to Ensure They Are Current and Still Apply

1. Select **My Reports > Distributions > Maintenance**.
2. Highlight the distribution name.
3. Click **Edit**.
4. Review the Reports, Schedule, Employee and Teams.
5. Make any updates needed.

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