EBMS Year End Checklist

Steps 1 -3 should be completed in December. The remaining steps should be done early January.

Use this checklist to guide your transition into the New Year. This list is set up in the order we suggest that works best, however you may find that your company needs to follow a different order depending on your requirements and set up. Please use this only as a guideline and useful tool.

NOTE: These processes have more details on our website year end page. Feel free to contact us if you are unsure on any of these steps

EBMS Customer Support
Phone: (717) 442-3247 x2 Email: MyTickets@EagleBusinessSoftware.com

1. ☐ Double check that all 2021 adjusting entries are entered

2. ☐ 2021 months should be closed.
   a. Go to Financials > Fiscal Year Controls

3. ☐ Open 2023 | **Note: This process can take several hours if you have a lot of data.**
   a. Go to Financials > Fiscal Year Controls > New Year
   b. This process will close 2021 permanently. Year 2022 will remain available.

4. ☐ Run Maintenance Utilities for 2022
   a. Go to File > Utilities > Maintenance Utilities
   b. Make sure all errors are corrected. Contact EBMS Customer Support for help if needed.

5. ☐ Run Verify Balances
   a. Go to Financials > Utilities
   b. Make sure all Differences are zero. Contact EBMS Customer Support to help correct balances.

6. ☐ Close 2022 months after December bank reconciliation is completed.
   a. Go to Financials > Fiscal Year Controls
   b. Check off each 2022 month. Leave Ending Adjustments open for accountant's yearend figures

7. ☐ Print 2022 reports. These are suggested reports for your records. Consult your accountant to check what he/she needs for yearend tax preparation.
   a. Balance Sheet
   b. Monthly Totals
   c. GL Trial Balance
   d. Accounts Receivable Aging
   e. Annual Profit & Loss Statement
   f. Accounts Payable Aging

8. ☐ Send out 1099's to recipients by Jan 31 and your copies to IRS by Feb 28
   a. Order 1099's through Eagle Business Software
   b. Check Company Information, Vendors, and G/L account settings