

# QuickBooks Year-end Closing Procedures

**CDS**  
CERTIFIED PUBLIC ACCOUNTANTS  
& CONSULTANTS





# Balance Sheet

- Run Balance Sheet as comparative to prior year
- Compare prior year totals to tax return or financial statement to check for any differences



# Cash

- Reconcile all bank accounts through December 31
- Review all old, uncleared transactions
  - Double-click on cash balance on Balance Sheet
  - Customize Report, Filters, Cleared – No
- May need journal entry to reverse uncleared transactions from a prior year so Retained Earnings is not affected



# Undeposited Funds

- Review balance



# Accounts Receivable

- Run the A/R Aging Summary report and review balances
- Enter any necessary adjustments as of December 31



# Fixed Assets

- Review the detail of assets purchased and disposed of during the year
- Verify that appropriate depreciation expense has been recorded for the year



# Inventory

- Review the Inventory Valuation Detail Report
- Enter any necessary adjustments as of December 31



# Other Assets

- Review account balances
- Enter any necessary adjustments





# Accounts Payable

- Run A/P Aging Summary and review balances
- Enter any necessary adjustments as of December 31



# Credit Cards Payable

- Verify that all activity has been entered for the year
- Reconcile all credit card accounts through December 31



# Payroll Liabilities

- Review amounts on the Balance Sheet and compare to amounts in 'Pay Payroll Liabilities' screen



# Loan Balances

- Review balances as of December 31 and verify that the proper amount of interest expense has been recorded for the year.



# Opening Balance Equity

- This account balance should always be zero!



# Profit and Loss

- Review postings to expense accounts such as repairs and maintenance or office supplies for items that should be capitalized
- Review salaries and wages and related payroll tax expense accounts
- Review any negative income or expense account balances
- Compare amounts to prior year
- Review totals and percentages to determine if reasonable



# Journal Entries

- Remember to post entries for:
  - Accruals
  - Prepaids
  - Depreciation



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## Our QuickBooks Experts



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CDS QuickBooks Tip of the Month - Batch Invoicing



QuickBooks Tip of the Month - October 2015

**If you have an invoice you want to send to multiple customers, you don't need to create a separate invoice for each customer. Instead, you can create a single batch.**

**Important:** Before you begin, make sure you've set up the terms, sales tax rate, and send method for each customer you want to include in the batch.

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