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 to 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 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.

**Ensure You Don’t Have Open Pre-Bills Dated the Year Being Closed**

1. Log in to Juris as a System Administrator.

2. Select **Setup and Manage > View Tables**.

3. Copy and paste this text:
   ```sql
   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)
   ```

**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**.

   ![Change Mode to Maintenance](image)

   **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 created in Juris, Juris® Suite, or other custom reporting tool such as Microsoft® Access®, Microsoft Excel® or ODBC connection your firm may have in use.

   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.

   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.

![Chart of Accounts](chart-accounts.png)

**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](https://jurissupportcenter).
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/YYYY 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/YYYY is closed to Transactions” or “JW4700: The accounting period 12/31/YYYY 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 relive 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
We recommend making a backup before purging since purging cannot be undone. Purging is recommended for anything more than a year old.

You may want to ask all users to exit Juris, then place Juris in Maintenance Mode to assure no transactions are performed until the purging process is finished. As part of the purging process:

- Purged items will be removed from audit-generated reports (e.g. Timekeeper Diary and Cash Activity).
- Journal entry batches created by posted bills cannot be purged.
- The Posted Bills Audit cannot be purged.
- Only posted and deleted batches can be purged; locked or unposted batches will not purge.
- Empty batches must be deleted before they can be purged.
- A Purge Log Report will automatically be printed for every batch purged.
- Custom reports created in Microsoft Excel or Microsoft Access may use this information so you should verify that no reports will be affected before purging information.
- If you have never purged before, purge one year at a time, starting with the oldest year of data.

To manually purge all quick check and check batches:

1. Open the area of Transactions where items are to be purged (i.e. quick checks, checks).
2. Click on the batch to be purged. Multiple batches may be selected by holding down the CTRL key while clicking on individual batches or by holding down the Shift key and select the first and last batch in a group.


To set up a report queue to purge other old batches:


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 + button below the report queue name to add reports to the queue.

5. Place a check mark beside the purge group to view the reports available for that category. The report names will appear on the right side of the screen.

6. Double-click on a report in the list to add that report to the queue.

7. Select Printer Destination > Options.

8. Set the Months Previous and Older option to 13 months to ensure that only batches 13 months old or older are purged. You must add the months and older value on each report you add to the report queue.

9. It is important to purge items in order. Create multiple report queues, numbered in the order that the item will be selected for purge:
   - 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: Batches of posted bills will not purge. Click OK to continue for each of these batches.

To begin the purge:

1. Open the queue you created.

2. Click the Printer icon to run the queue and purge the batches as defined. If you have a PDF printer installed, you can save the reports to your hard drive instead of printing hard copies.
Then, delete the period folders one at a time:

1. Go to each user’s folder on the right side of the Explorer view window.
2. Right-click on the folder for an old period.
3. Select Delete.
4. Repeat until all old period folders have been removed.

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

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.