

Upgrade to QuickBooks Online (Recommended)

DETERMINE WHAT VERSION OF QUICKBOOKS DESKTOP YOU ARE USING

- The *Title Bar* should display your **company name** and the working **QuickBooks desktop version**.

REASONS TO UPGRADE TO QUICKBOOKS ONLINE:

- QuickBooks desktop only supports versions for 2 ½ years before they sunset that desktop version (discontinue support). If you wish to continue to use the desktop version of QuickBooks (not recommended), we ask that you upgrade at least every two years. If we do your monthly bookkeeping, we require you to upgrade every year.
- QuickBooks Desktop 2018 will be retiring in early 2021.
- QuickBooks Online is easy access, virtual, current and allows both you, your team and Lewis & Knopf to view active live accounting data, which enables us to offer to you more timely advanced services. It allows you to remain current and up to date with your accounting, so you can quickly make timely decisions on the direction of your business.

If you would like Lewis and Knopf to assist you with your conversion of desktop to QuickBooks Online, *please contact our Small Business Services at 810-238-4617*. We have a large team of Certified Pro Advisors ready to assist you. Due to our large presence with QuickBooks, we receive additional discounts on QuickBooks software that we pass along to our clients and we can make the conversion process as seamless and pain-free as possible for you!

QuickBooks Data Reviewed (Optional)

Lewis & Knopf, CPAs would like to help you “GROW” your business! A great step toward growing your business is to know where you are versus where you want to be. You should be able to get a clear picture by printing a Balance Sheet and Profit & Loss from your QuickBooks file. From that data, you can improve your ability to make important business decisions and Lewis & Knopf CPAs can help!

ACCOUNTING ADJUSTMENTS TO CLEAN-UP YOUR QUICKBOOKS

Can you review and understand the *Balance Sheet* and *Profit & Loss* and know what makes up each account *and* feel comfortable that each total is correct?

For Example:

- Can you look at your bank balance and be confident it is a true book balance?
- Can you run an A/R Summary and confirm each customer’s balance is accurate?
- Can you run an A/P Summary and confirm each vendor’s balance is accurate?
- Is your Retained Earnings the same number as of December 31 of the prior year?

The possibilities for accounting errors are endless and using inaccurate information to make decisions can be dangerous. If you have any doubts about your account balances, Lewis & Knopf can help you:

1. Identify what should be in each account.
2. Reclassify transactions so each account reflects the correct amount.
3. Better understand reports in QuickBooks.

By allowing Lewis & Knopf, CPAs to help you identify errors in your QuickBooks data and show you how to fix them before year-end you can save yourself:

1. **Money** – Lewis & Knopf, CPAs will not have added time cleaning up your QBs each year to determine your correct balances that will be reported to the Government.
2. **Time** – The sooner you identify and fix your errors, the fewer errors you will have to fix.
3. **Aggravation** – The management reports you rely on will not contain errors.

YEAR-END TAX PLANNING

The Partner in charge of your account would like to help you:

1. Understand your financial position.
2. Determine where you want your business to go.
3. Advise you on the savings and consequences of management decisions to make.

By meeting with you before the year-end, they can assess:

1. Where you are today.
2. Where you will be at the end of the business year.

In this manner, they can help you determine what actions need to be taken before the year-end. By scheduling a year-end tax-planning meeting, you can gain a better understanding of the current financial picture for your business.



Steps to Take Prior to Year-End

START COLLECTING INFORMATION NEEDED TO COMPLETE YOUR 2020 YEAR-END

Remember – Your Lewis & Knopf team will need copies of supporting documents for your year-end data. Start an L&K year-end folder now and as the supporting documents come in, you can create copies to keep in your folder.

THIS IS A LIST OF SUPPORTING DOCUMENTS YOU SHOULD BE RETAINING:

1. Business Assets

- 1099(s) for your Interest Income.
- 1099(s) for your Dividend income.
- 1099(s) for your Sale of Stocks or Bonds (you will also need the original purchase price and purchase date).
- A copy of any Broker Statements you receive.
- A copy of your 12-31-20 bank statement for all bank accounts (Checking & Savings).
- Your 12-31-20 manual bank reconciliation(s) - only if you do not reconcile in QuickBooks. *(If you would like to take advantage of the reconciliation feature in QBs, please give us a call.)*
- A copy of your 12-31-20 Accounts Receivable Detail and Aging Report - Initial that you agree with the total amount. (Do you have proof or documentation that will support the totals in the A/R aging?)**
- A copy of your updated Depreciation Schedule.
 - Disposed Assets – strike through the disposed asset on the old Depreciation Schedule.
 - New Assets - Include a copy of the Invoice for assets you acquired this year.
- Inventory:
 - We will need a copy of the worksheet from your 12-31-20 physical count **OR** a sign-off from you, the owner, that the 12-31-20 balances are correct.

2. Business Liabilities

- A copy of the document showing the balance for any Loan you may have as of 12-31-20 (i.e. Bank loans or Line of Credit, Mortgage Statements, Equipment loans).
- A copy of any Interest Expense paid on loans (other than interest shown on a loan document) i.e. Inter-Company and/or Personal loans greater than \$10,000.
- A copy of your 12-31-20 Accounts Payable Detail and Aging Report - Initial that you agree with the total amount. (Do you have proof or documentation that will support the totals in the A/P aging?)**

3. Business Payroll

- If you process payroll **in QuickBooks** we will need a copy of:
 - Quarterly Reports - 941, 1020 and 1028 (for all four quarters).
 - W2's and W3.
 - 1099s.
 - 1095s.

If L&K completes your Quarterly payroll and/or W2's and 1099's we do not need the above forms.



4. Outsourced payroll service

- ❑ Quarterly Reports - 941, 1020 and 1028 (for all four quarters).
- ❑ Copies of W2s and 1099s.
- ❑ We will need Internet authorization before year-end to access your payroll documents. (Paychex, Paycor, and ADP only)
 - *If you are unsure of our authorization*, please call Lewis & Knopf, CPAs before year-end! We will inform you of our status with your account
 - If we do not have access, we can walk you through the sign-up process.
 - Copies of 1095s.

Steps to Take After Year-End

SEND DATA AND INFORMATION FOR W2 AND 1099 PROCESSING

By accessing your QuickBooks online or using a QuickBooks portable or backup copy, Lewis & Knopf can prepare and electronically file your W2s and 1099s, significantly expediting filing and refund collection. To utilize this process, you'll need to provide your L&K contact with a portable or backup copy of your QuickBooks company file with all W2 and 1099 information completed (including social security, employer identification numbers, and addresses).

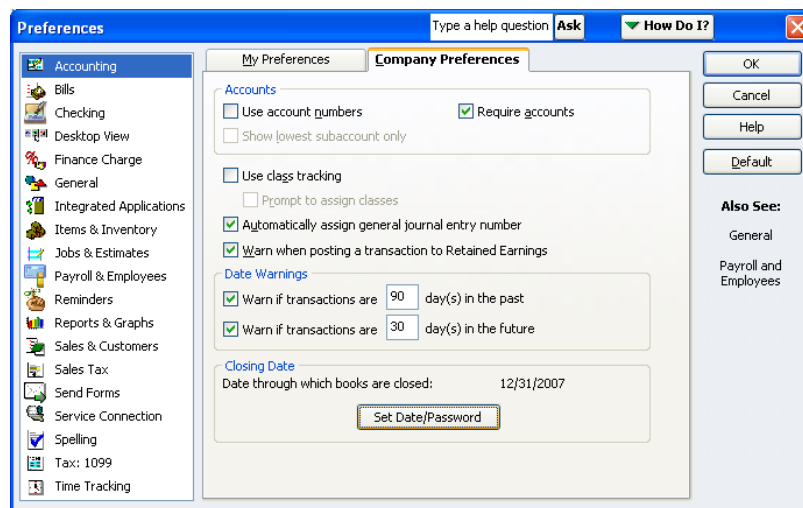
FINISH DATA ENTRY FOR YOUR 2020 YEAR-END

The final file you deliver to L&K should include your 12-31-20 bank reconciliation(s) in QuickBooks. If you currently reconcile manually and would like to take advantage of this QuickBooks feature please let your L&K team member know. Remember, we will need a copy of your 12-31-20 bank statement, even if you do not reconcile in QuickBooks. We will also need a copy of any document that shows the balance as of 12-31-20 for loans you may have. We do not need any reports you print from QuickBooks. We can print them at our office from your Accountant's Copy.

CLOSE OUT THE YEAR

From your QuickBooks company: *Make sure you are in Single-User Mode*

1. Go to **Edit – Preferences**.
2. Click on the **Accounting icon** on the left.
3. Click on the **Company Preferences** folder tab.
4. Click Set Date/Password and enter **12-31-20** as the **closing date** at the bottom of the window.
5. Click Ok.



CREATE AN ACCOUNTANT'S COPY

File - Accountant's Copy – Client Activities – Send to Accountant (you will need accountant's email)
Dividing Date: 12-31-20

QuickBooks Information Check List

Company Name: _____

Email Address: _____

QuickBooks Version: Online Pro Premier Enterprise Year: _____

Admin password (case sensitive): _____

Please send with this checklist:

- Copy of your 12-31-20 bank statement(s)
- Copy of any document that shows the balance as of 12-31-20 for loans you may have
- Your QuickBooks Accountant's Copy (if not QuickBooks Online)
- Other Pertinent Information (See page 5 from year-end QuickBooks packet)

Please send this checklist along with an accountant's copy, backup or portable company file.

Contact one of our QuickBooks Pro Advisors at 810-238-4617 if you need assistance in creating the QuickBooks file(s) or if you would like us to remote access your computer.