

End of Year Checklist

This checklist provides a summary of steps for closing out the year. Additional information can be found in the learning tool [Using the End of Year Checklist](#).

Step 1. Finalize accounting

- Complete all invoicing for the year.**
Daily Planner  **> Invoices** tab. Review and complete all open invoices to capture all revenue for reporting.
Tip: You can quickly post Patient Visit Lists to invoices from **Daily Planner**  **> Patient Visit Lists** tab; select **View for all Staff**.
- Write off bad accounts.**
Reports > End of Period > End of Month > Current period > Accounts Receivable report. Filter by older balances to review your accounts.
 To write off accounts: Right-click the Patient Clipboard* Account Information tab and then select **Write Off** > enter a comment > **Write Off** or select **Adjustment** to remove small balances without the write-off alerts, invoicing, and scheduling restrictions.

Step 2. Finalize inventory

- Complete inventory receiving** for all products: **Inventory > Receipt List > Receive an Order**; enter the order and click **Post**.
Tip: On the Receipt List, set the date range for the entire year to find any Not Posted receipts. Post or delete them, as necessary. Deleting will not affect inventory, but posting will update quantity and cost on hand.
- Perform a physical count** using the Inventory Counts report: **Reports > Inventory > Counts Report > Print**; manually document actual counts of all tracking items.
- Correct item counts** that differ from the original report: **Inventory > View Quantity on Hand**; select items and click **Edit QOH**.
- Run the Inventory Cost report** to check for needed cost adjustments: **Reports > Inventory > Cost Report**.
- Correct item costs** as needed: **Inventory > Adjustment List**; click **New Cost Adjust**; select an item; enter the new average or total cost (based on current count/quantity on hand). Changing one will automatically calculate the other.
- Print inventory reports.** Print and/or save your Inventory Cost, Cost Totals, and/or Items Profit Analysis reports for EOY record keeping, as they reflect cost data from the moment of printing. The year-end Inventory Items Profit Analysis Report should

For more help:

- Press **F1** and search for End of Year processing.
- Visit [Tip Tuesday](#).
- Visit the [User Webinar Series](#).

be run **after** End of Day (EOD) and **before** End of Year (EOY) processing on this report.

Tip: When you process EOY, both the Inventory Cost and the Inventory Cost Totals reports are automatically created and saved as PDF files in your **Cstone > Share > EOYInvCost** folder. EOD/EOM Inventory on Hand reports are also available for periods closed using Cornerstone* Software 9.3.

Step 3. Run End of Period processing (must be run manually)

- Create a copy of your database: Press  + R to open a Run command window, and then type **C:\cstone\csdback.bat**; click **OK**. **Note:** If your software is not installed on the C drive, substitute the correct drive letter (e.g., D:\cstone...).
- Run End of Day (EOD) processing: **Activities > End of Period > End of Day**. **Reminder:** Print the Inventory Items Profit Analysis Report before running end of month and year.
- Run End of Month processing: **Activities > End of Period > End of Month**. For all invoices you choose to leave open, make sure they display as **No**. Because keeping invoices open can have EOY financial implications, consult with your accountant before making this decision.
- Run EOY processing: **Activities > End of Period > End of Year**; click **Yes** when prompted to make a copy of your database; click **OK**.
- Run EOY reporting after EOY processing is completed: **Reports > End of Period > End of Year**. You can print the reports at any time.

We strongly recommend that you perform a **full EOY backup** now—perform a normal daily backup and label it as a yearly backup.

Additional resources:

- Review the [End of Period Activities Quick Guide](#).
- Watch the video on [Using Mass Markup](#).
- Check out the [Cornerstone Reports Learning Journey Courses](#).
- Sign up for the [Cornerstone Newsletter](#) to receive news, tips, and important reminders.