Deltek

# Year-End in Ajera

## Ajera Year-End Checklist

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# Year-End Checklist

At year end, you need to complete the steps listed in the checklist below. You should complete all required activities in the recommended order.

| Step | Description | Done? |
|---|---|---|
| 1. | Verify that your overall financials are in balance by ensuring the Trial Balance Report Total is 0. | |
| 2. | Reconcile Cash Accounts. The reconciled bank statement for the year should be completed. Use the reconciled bank statement for the year end you are reconciling to the Trial Balance. | |
| 3. | Reconcile Accounts Receivable. Compare the Client Invoice Aging report to the Trial Balance report. | |
| 4. | Reconcile Prepayments. Compare the Client Invoice Aging report to the Trial Balance report. | |
| 5. | Reconcile Work-In-Progress accounts. Compare the Work-in-Progress Aging report to the Trial Balance report. | |
| 6. | Reconcile Accounts Payable. Compare the Vendor Invoice Aging report to the Trial Balance report. | |
| 7. | Reconcile Salaries Payable. Compare the Salaries Payable Balance report to the Trial Balance report. | |
| 8. | (Optional) Reconcile Gross Wages for accrual accounting. Compare Gross Wages from the Check Activity Report minus In/Out Pays to All wage expense account amounts for the year to date plus Payroll Variance account amount for the year to date plus change in Salaries Payable for the year to date. | |
| 9. | Make any Adjusting Entries currently known. | |
| 10. | Close the Fiscal Year. | |
| 11. | Update Ajera to the newest version to get current Government Forms. | |
| 12. | Print or create e-files for W-2, 1099 MISC, and W-3 (follow specific checklists for these forms). | |

# Appendix A: If You Need Assistance

If you need assistance installing, implementing, or using Ajera, Deltek makes a wealth of information and expertise readily available to you.

## Customer Services

For over 30 years, Deltek has maintained close relationships with client firms, helping with their problems, listening to their needs, and getting to know their individual business environments. A full range of customer services has grown out of this close contact, including the following:

- Extensive self-support options through the Deltek Support Center.
- Phone and email support from Customer Care analysts
- Technical services
- Consulting services
- Custom programming
- Classroom, on-site, and Web-based training

**Attention:** Find out more about these and other services from the Deltek Support Center.

## Deltek Support Center

The Deltek Support Center is a support Web site for Deltek customers who purchase an Ongoing Support Plan (OSP).

The following are some of the many options that the Deltek Support Center provides:

- Search for product documentation, such as release notes, install guides, technical information, online help topics, and white papers
- Ask questions, exchange ideas, and share knowledge with other Deltek customers through the Deltek Support Center Community
- Access Cloud-specific documents and forums
- Download the latest versions of your Deltek products
- Search Deltek's knowledge base
- Submit a support case and check on its progress
- Transfer requested files to a Customer Care analyst
- Subscribe to Deltek communications about your products and services
- Receive alerts of new Deltek releases and hot fixes
- Initiate a Chat to submit a question to a Customer Care analyst online

**Attention:** For more information regarding Deltek Support Center, refer to the online help available from the Web site.

# Access Deltek Support Center

**To access the Deltek Support Center:**

1. Go to https://deltek.custhelp.com.
2. Enter your Deltek Support Center **Username** and **Password**.
3. Click **Login**.

> **Note:** If you do not have a username and password for the Deltek Support Center, contact your firm's Ajera Administrator.
>
> If you forget your username or password, you can click the **Need Help?** button on the login screen for help.

# About Deltek

Better software means better projects. Deltek is the leading global provider of enterprise software and information solutions for project-based businesses. More than 23,000 organizations and millions of users in over 80 countries around the world rely on Deltek for superior levels of project intelligence, management and collaboration. Our industry-focused expertise powers project success by helping firms achieve performance that maximizes productivity and revenue. www.deltek.com