



LexisNexis®

END-OF-YEAR DOESN'T HAVE TO BE THE END OF YOU. REALLY.



While you may always feel some trepidation before you start preparations, even taking care of one single step early – bank reconciliation – can make all the difference in making everything go significantly smoother.

As a CPA myself, I know the year-end process inside and out, but no matter how much I may pride myself on knowing every step by memory, I never rely on memory. I rely on checklists, which I've made a major part of this guide, along with notes I've made through the years that keep the process moving along smoothly.

Even if you know every year-end step by memory, even if you're certain you have every account reconciled, every decimal in place, you'll find the entire guide helpful for going back over and checking twice before you push the button to close out your accounting or fiscal year.

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by Deborah J. Schaefer, CPA