

A. Prepare to Transition your Accounting to Cynos Control.

Check when Done	Task (Perform these tasks in this order)
A. Review the Transition Checklist.	
	Review the Transition Checklist. Determine which tasks apply to your situation. (This checklist)
B. Make sure Control's starting balance sheet and income statement have \$0.0 balances.	
	1. Close out in your old accounting system. Go print out your balance sheet and income statement.
	2. In Control, check the balance sheet and income statement to make sure all the accounts have \$0.0 balances.
C. Do the following steps that apply to your situation.	
	1. Enter Customer Credits.
	2. Transition your A/R's to Control.
	3. Enter Orders that are still in Production (WIP).
	4. Enter Deposits for Orders still in Production (WIP).
	5. Optional: Enter actual part costs (labor and material) already expended for jobs in WIP.
	6. Transition your A/P's to Control.
	7. Optional: If using the Inventory Module, enter beginning part levels into Control.
	8. Optional: If you have them, enter Vendor credits.
	9. Optional: Transition your company credit card accounts.
	10. Optional: Transition Purchase Orders ("P.O.'s") to Control. (This can be done after going live.)
	11. Transition your company bank accounts and set your starting bank account reconciliation balance.
D. If you're using Full Payroll, these steps may apply to you.	
	1. Optional: Enter current year-to-date W-2 numbers into Control.
	2. Optional: Enter accrued vacation and sick time and any Employee Advances that are outstanding if you plan to use Control to track these items. (This can be done after going live.)
E. Make adjusting entries.	
	1. Print Control's income statement and balance sheet. Zero out certain accounts.
	2. Print the final income statement and balance sheet from the old system. Create journal entries to set the remaining starting balances. Compare the balance sheets and income statements from the two systems and make sure they match. If they don't, make journal entries and compare again.
F. Do an annual closeout in Control.	
	Do a <u>monthly</u> and an annual close-out in Control. Have Tech move the yearly closeout to the transfer date.