

B. 1. Close Out and Print Reports

What's the purpose of this setup step?

In this step you'll close out in your prior accounting system and print the reports that will be needed to finish transferring the accounting information to Control.

- 1) Close out in your old accounting system as of the "transition date." The transition date is the day before you want to use the system live in your business. For example, if you wanted to start using Control in your business live on October 1, the transition date would be September 30.
- 2) You will need the following documents from your existing accounting system in order to complete the transition to full accounting in Control:
 - a) Accounting:
 - Balance Sheet as of the Transition Date.
 - YTD Income Statement as of the Transition Date.
 - A/R listing, in summary or detail depending on the level of detail desired in Cyrious.
 - A/P listing, in summary or detail depending on the level of detail desired in Cyrious.
 - Unreconciled Payments Listing.
 - b) Credits and Deposits:
 - Customer Deposit listing (WIP Orders with deposits).
 - Customer Credit listing (Credits owed to your Customers).
 - Vendor Credit listing (Credits you have with your Vendors).
 - c) Production and Parts:
 - WIP (Work in Progress) listing.
 - Breakdown of costs already accrued on WIP Orders that are being tracked in the existing accounting system.
 - Current Inventory Costs (and units used for tracking).
 - Purchase Order detail listing (if desired).
 - d) Optional, if you bought the Inventory Module:
 - Inventory Quantities On-Hand and On-Order.
 - e) Optional, if you bought the Payroll Module:
 - Employee Payroll Detail (Taxes, etc.).
 - YTD Payroll Summaries for Employees.
 - Current State and Federal Tax Tables.
 - Company Deduction and Benefit Plans.

Now you're ready for the next step.