

PRE-CONVERSION DATABASE CLEANUP – CHECKLIST

❖ ITEM TO BE REVIEWED

- WRITE OFF UNCOLLECTIBLE ACCOUNTS RECEIVABLE INVOICES
- WRITE DOWN AND BILL OUT ANY UNCOLLECTIBLE WORK-IN-PROCESS (WIP)
- WRITE DOWN AND BILL OUT ANY ADMINISTRATIVE NON-BILLABLE CLIENT/MATTER FILES (I.E. PTO, CLE, NON-BILLABLE FILES)
- CLOSE INACTIVE CLIENT/MATTER FILES
- MOVE APPLICABLE CREDIT BALANCES (A/K/A UNALLOCATED/UNAPPLIED PAYMENTS) TO TRUST
- REFUND APPLICABLE CREDIT BALANCES (A/K/A UNALLOCATED/UNAPPLIED PAYMENTS) TO CLIENT
- BALANCE YOUR CLIENT COST ADVANCES TOTAL ON CLIENT/MATTERS TO THE CORRESPONDING GENERAL LEDGER BALANCE
- CONFIRM TRUST LEDGER DETAIL MATCHES BANK BALANCE AND GENERAL LEDGER BALANCE (IF APPLICABLE)
- RETURN ANY INACTIVE FILE TRUST FUNDS
- CLEAN UP STALE OUTSTANDING CHECKS ON ALL ACCOUNTS, BOTH OPERATING AND TRUST
- CONFIRM YTD NET PROFIT (A/K/A NET INCOME) ON INCOME STATEMENT MATCHES TO CURRENT YEAR RETAINED EARNINGS ON BALANCE SHEET
- CHART OF ACCOUNTS: INACTIVATE APPLICABLE GL ACCOUNTS
- BANK ACCOUNTS: MAKE UNUSED ACCOUNTS INACTIVE
- TIMEKEEPERS: INACTIVATE APPLICABLE TIMEKEEPERS
- USERS: INACTIVATE APPLICABLE USERS
- RATES – IDENTIFY IF ANY RATE TABLES ARE NOW DEFUNCT
- REVIEW ACCOUNT PAYABLES: MAKE SURE ALL OPEN VOUCHERS/UNPAID INVOICES ARE VALID/ACCURATE
- MARK AP VENDORS INACTIVE AS APPLICABLE
- ADD APPLICABLE 1099 INFORMATION TO AP VENDORS
- COMPILE ALL ELECTRONIC BILLING INFORMATION INTO E-BILLING MATRIX OR OTHER SIMILAR CHART FOR EASE OF ACCESS (IF APPLICABLE)