ForenSys

Use case

Year-end closing: the checklist for your law firm

12 steps in 4 stages, with the exact place to click in ForenSys. Tick them off as you go.

Firm: _____ Financial year: _____ Responsible: _____

STAGE 1 Complete and bill the year

- [ ] **1** **Catch up on forgotten services**
  Lists › Activity report (or Hours report)
  Done on _____

- [ ] **2** **Spot dormant cases (limitation period: 5 years)**
  Case list › Dormant cases filter
  Done on _____

- [ ] **3** **Identify 2026 work in progress**
  Case list › Total WIP column
  If necessary, exclude legal aid cases with the corresponding filter
  Done on _____

- [ ] **4** **Chase debtors, close doubtful debts**
  Finance › Debtors list › Days overdue · Close invoice
  Done on _____

STAGE 2 Freeze the position at 31 December

- [ ] **5** **Run the debtors list at 31.12**
  Finance › Debtors list › Debtor as at... filter
  Done on _____

- [ ] **6** **Run work in progress at 31.12**
  Finance › Accounting WIP list
  Done on _____

- [ ] **7** **Check the year's turnover and VAT**
  Finance › Turnover and VAT
  Done on _____

- [ ] **8** **Export for the accountant's file**
  Excel export of lists 5, 6 and 7, at the same date
  Done on _____

STAGE 3 Close the accounts and open 2027

Accounting module

- [ ] **9** **Complete the journal entry imports**
  2026 accounts › Import
  Done on _____

- [ ] **10** **Have the accounts reviewed, then close them**
  2026 accounts › Close accounts
  Done on _____

- [ ] **11** **Carry the balances forward into 2027**
  2027 accounts › Import opening balances · Refresh
  Done on _____

STAGE 4 Tidy up your cases

- [ ] **12** **Identify cases closed more than 10 years ago**
  Case list › Closing date filter
  Done on _____

The right order: imports completed › accountant's review › closing › balances carried forward.

Good to know: the ForenSys date filters reconstruct the position at 31.12 at any time.

General information: does not replace the advice of your fiduciary.

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