



DataShare PBC Items Request Replacements

The purpose of this document is to outline the PBC items that no longer must be requested from the client or run from backup file provided by client. This is not meant to be an all-inclusive list; these are common items asked for during an engagement

Item	Location in DataShare
Trial balance as of Year-End in Excel format showing account numbers, account descriptions and balances.	DataShare Working Papers - Financial Reports - Trial Balance
Comparative Balance Sheet (internal) as of Year-End and Prior Year	DataShare Working Papers - Financial Reports - Balance Sheet
Comparative Income Statement (internal) for the year ended Year-End and Prior Year	DataShare Working Papers - Financial Reports - Income Statement
Detail schedule of legal fees (by invoice) including the name of legal counsel.	User Interface - Trial Balance or Income Statement drill down
Report in Excel format showing all general journal entries during the year in date order. Please include in the report amounts, account descriptions, account numbers, journal entry descriptions, employee recording entry and date of entry.	DataShare - Generate Journal Entries Report
General Ledger Detail Report in Excel format	DataShare - Generate General Ledger Report
Reconciliation/roll-forward of line of credit and long-term debt balances showing beginning balances, borrowings, repayments, ending balance.	DataShare – Trial Balance or Balance Sheet – Movement report
Roll-forward of member's equity for the year end Year-End.	DataShare – Trial Balance or Balance Sheet – Movement report
Detail schedule of any equity transactions occurring during the year, along with supporting documentation.	DataShare – Trial Balance or Balance Sheet – Movement report
Detail accounts receivable aging schedule (in Excel) reconciled to the trial balance as of Year-End.	DataShare Working Papers - AR Reports - Aged Receivables
Schedule of all credit memos issued subsequent to year end to date for returned product or other sale reversals.	DataShare – Receivables Ledger - Receivables Movement Report (Create for Subsequent Period)
Schedule of revenues and cost of sales, by month, for current year.	DataShare - Income Statement (Create by Month)
Listing of revenue by customer that reconciles to the trial balance. Prepare disclosure amounts for revenue concentrations for customers that represent > 10% of sales, if any.	DataShare Working Papers - AR Reports - Sort/Filter Sales Invoices Report and Top 20 AR



Fixed asset roll-forward from beginning of the year through Year-End.	DataShare Working Papers - Property Reports - Fixed Asset Summary and Analysis
Schedule of all additions through Year-End (including CIP schedule roll-forward) reconciled to the fixed asset roll-forward.	DataShare Working Papers - Property Reports - Fixed Asset Movements
Schedule of all fixed asset retirements and sales through Year-End, reconciled to the fixed asset roll-forward. Provide supporting documents and detail for any gains/losses on asset sales or dispositions, including cash receipts detail from proceeds (check copies & bank statements).	DataShare Working Papers - Property Reports - Fixed Asset Movements DataShare Balance Sheet, Income Statement, Trial Balance – Movement report
Detail repairs and maintenance schedules in Excel through Year-End reconciled to the trial balance repairs and maintenance accounts. Schedule should include invoice #, invoice amount, date paid/accrued and vendor.	DataShare - Trial Balance or Income Statement – Movement report
Accounts payable aging as of Year-End. Schedule should reconcile to accounts payable balances per trial balance.	DataShare Working Papers - AP Reports - Aged Payables
Subsequent period check disbursement register in Excel format. Schedule should include all check, ACH and wire transfer disbursements from all bank accounts.	DataShare - Bank - Bank Accounts Movement Report (Sort/Filter)
Schedule of other accrued bonuses as of Year-End.	DataShare Balance Sheet – Movements Report or DataShare Working Papers – Other Assets
Schedule of accrued vacation as of Year-End.	DataShare Balance Sheet – Movements Report or DataShare Working Papers – Other Assets
Schedule of other accrued expenses as of Year-End.	DataShare Balance Sheet – Movements Report or DataShare Working Papers – Other Assets
Schedule of prepaid expenses and deposits at Year-End.	DataShare Balance Sheet – Movements Report or DataShare Working Papers – Other Assets
Schedule of any other asset accounts, including due to/from affiliates, as of Year-End.	DataShare Balance Sheet – Movements Report or DataShare Working Papers – Other Assets
Schedule of any other liability accounts as of Year-End.	DataShare Working Papers - AP Reports - Accounts Payable and Accrued Liabilities Analysis