

ANNUAL ACCOUNTS QUESTIONNAIRE COMPUTERISED USERS



END OF YEAR PROCEDURES

- A **bank reconciliation** completed up to 31 March 2018 printed out on hard copy. We will need a copy of this cut off date because once April transactions are processed we may be unable to retrieve this reconciliation report. Please include a photocopy of your bank statement dated 31 March 2018 as a reference.
- **Inventory** (if used). Perform a manual stock take at 31 March 2018. Once you have completed your stock count you will have to make adjustments to your system to ensure that any stock obsolescence etc is reflected in your accounts. Go to Count Inventory and adjust accordingly. Please provide us with the hard copy of the Count Inventory adjustment sheets.
- **Printout of debtors** as at 31 March 2018. Please ensure that all debtors for the month of March have been entered.
- **Printout of creditors** at 31 March 2018. Note that you will probably continue to receive creditors for March until the 10th or 11th of April 2018.

Continue to record creditor invoices that relate to March as they arrive. At a cut off date (your choice – say 16th April 2018), print Accounts Payable for 31 March 2018.

After you have printed these reports you have essentially completed your year end routines for us. Do not input any more transactions relating to March after your cut off date (ie: 16 April 2018) please input these items dated 1 April 2018, unless they are significant amounts.

Finally to ensure that no changes are made to your data prior to 31 March 2018 please “lock off” these periods.

Do not elect to start a new year until we have completed your financial statements. This will allow us to make any balance date changes to your accounts and ensure accuracy of comparative figures.

- Please **print a Trial Balance** once you have completed these procedures.
- **If you are using Xero or Account Right Live we will access this information directly if not take a backup** on a memory stick or CD or email to us the backup for us to use.
- Please specify which **program and version** you are using and separately advise of any **password** you might have.

Sign: _____ Date: _____