

ANNUAL ACCOUNTS QUESTIONNAIRE COMPUTERISED USERS



END OF YEAR PROCEDURES

- A **bank reconciliation** completed up to 31 March 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 as a reference.
- **Inventory** (if used). Perform a manual stock take at 31 March. 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. Please ensure that all debtors for the month of March have been entered.
- **Printout of creditors** at 31 March. Note that you will probably continue to receive creditors for March until the 10th or 11th of April these will need to be included.

Continue to record creditor invoices that relate to March as they arrive. At a cut off date (your choice – say 16th April), print Accounts Payable for 31 March 2024.

After you have printed these reports you have essentially completed your year end routines for us.

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

Please **print a Trial Balance** once you have completed these procedures.

- **If you are using Xero or MYOB we will access this information directly if not take a backup** and 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: _____

*For further copies of this questionnaire please contact us or visit our website
www.barlowmccormack.co.nz*