maynardjohns

CHARTERED ACCOUNTANTS & BUSINESS ADVISORS

SAGE RECORDS CHECKLIST

As your year end is approaching there are several processes that you should complete prior to running your Sage year end and supplying us with your Sage back up to prepare your accounts. Please would you, therefore, ensure that you have:

- [ ] Entered the Sage journals supplied by us with last year's accounts.
- [ ] Entered all sales purchase invoices for your accounting year in question. This can quite often take until the middle or end of the month following your year end.
- [ ] Reconciled your bank account as at your year end and also check any old outstanding items to ensure these balances are correct.
- [ ] Checked your aged debtors and creditors for any old outstanding transactions to ensure that these figures are correct, or whether they need amending.
- [ ] Checked for any negative amounts on your aged debtors and creditors to ensure there are no missing invoices relating to the period that have not been entered.
- [ ] Reconciled your final VAT return.

Once the above has been done please:

- [ ] Take two backups prior to running your year end, one to keep for yourself and one for sending to us.
- [ ] Send us one copy either by e-mail to martin@maynardjohns.co.uk or deliver a USB stick with your other records. You can also send us your records via Drop Box to info@maynardjohns.co.uk.
- [ ] Run your year end.

Note:
If you receive any late invoices after you have sent us your Sage back up, please do not enter these onto your Sage system using the date of the invoice. Date them the 1st of the following month after your year end, then let us have a note of these invoices and we will adjust your accounts accordingly.

If you need any help with the above please do not hesitate to contact us.

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