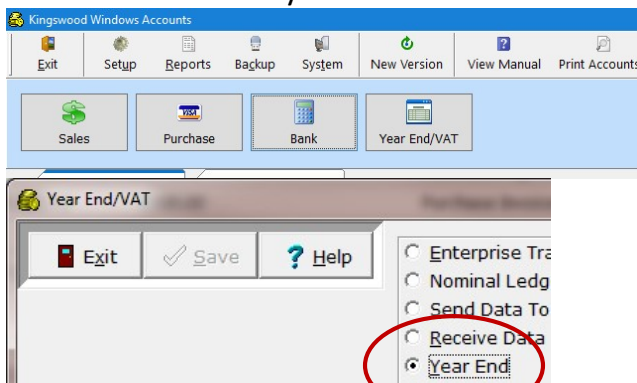# Year end procedure

1. Check age of debts and correct any issues.

2. Make Sure Bank Reconciles.

3. Print All Accountant Reports (see next page), or click the button to send data to your accountant. Kingswood needs to set up the transfer facility for you to send data to your accountant. If this option does not work for you please contact Kingswood.

4. These are the most commonly required reports: (see next page)
   a. Age of Debt, Customers
   b. Age of Debt, Suppliers
   c. Trial Balance
   d. Full Nominal Ledger Audit Trail
   e. Bank Audit Trail, all accounts, all entries, including 'Show stub details'

All these reports may be saved as a pdf by clicking on the pdf export icon when the report is shown on screen. Alternatively, all these reports now have an export to csv option, if your accountant would prefer to open in MS Excel.

   f. Often an accountant likes to have a copy of VAT returns done in the year.
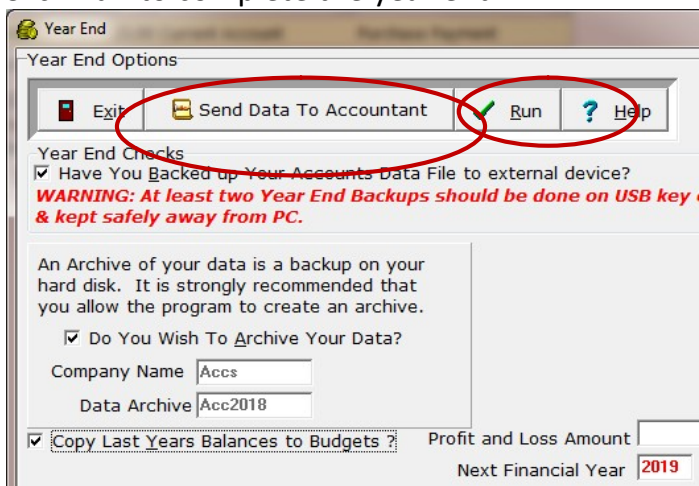
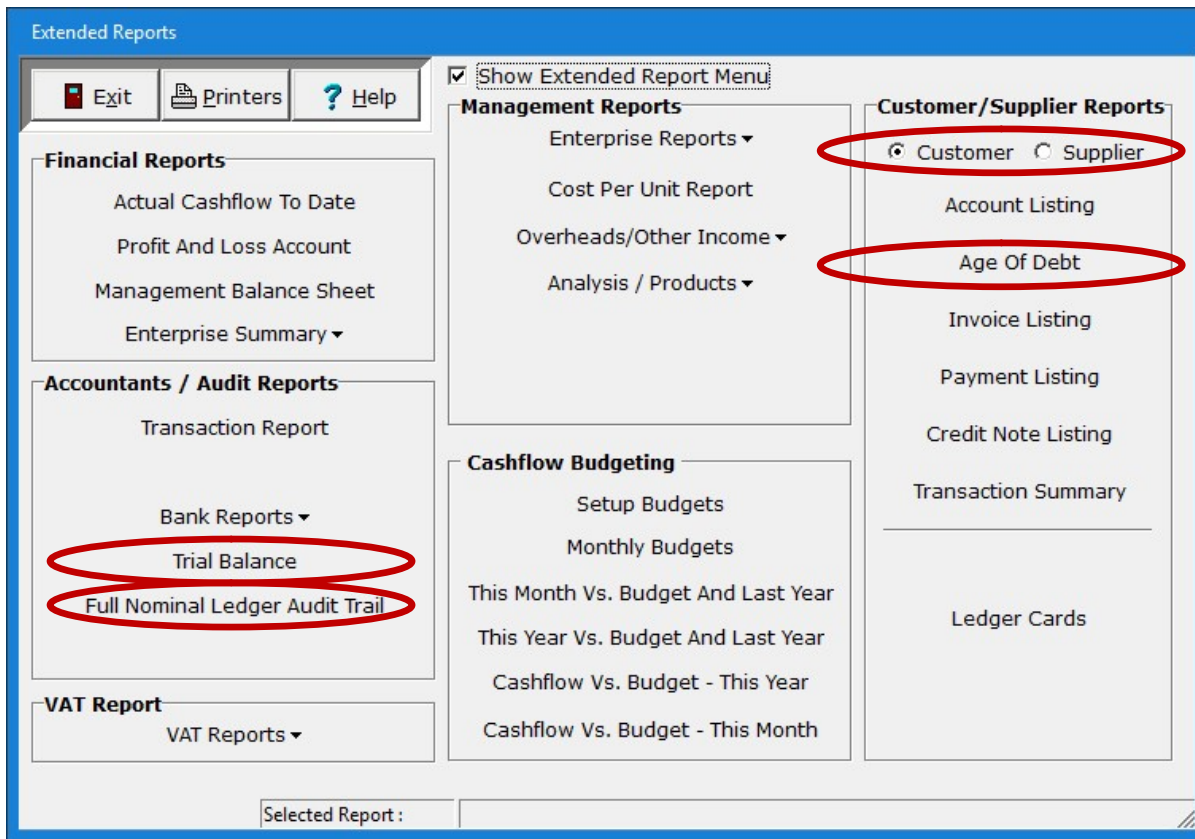5. Take a Backup

6. Close the year

Click **Send Data to Accountant,** if your accountant has Kingswood software. Please check with TGM that your system has been set up to send to your accountant.

Click **Run** to complete the year end.

The end of year routine should now go through. The system will move forward to a new year and the main grid should be empty, ready for the next year's entries.

What to print for your accountant (Tutorial Video 6)

Print both customer and supplier age of debt. Set report date to last day of tax year.

Nominal audit trail can be 100 pages or more.

When reports are displayed, you may click the save to pdf icon across the top of the report if you wish to send by email.

All the accountant reports have an option for csv export, if your accountant would prefer to open in MS Excel

Print bank audit trail for all accounts. Enter 'A' for all transactions (both presented and un-presented) and check the Show Stub Details box

** If you choose to 'Send data to accountant' from the year end options, you don't have to print anything!