GWA Accountancy

QBO/XERO BOOKKEEPING CHECKLIST

Year End Tasks (ALL Systems)

- ☐ Check your work-in-progress (WIP), create and send final sales invoices to customers for the month
- ☐ Create and attach purchase invoices (or publish from Dext Prepare, Hubdoc etc **if** you use document capture software)
- ☐ For all ***connected*** bank/credit card accounts, *review and match receipts/payments against sales/purchase invoices. Categorise and accept remaining transactions from your bank feed; OR
- ☐ For ***non-connected*** bank/credit card accounts, import transactions via .csv downloads from your bank. Ensure no gaps or overlaps in dates between previously imported transactions and those to be imported. Repeat from* above)
- ☐ Send all business bank and credit card statement(s) showing the year end balance to your accountant
- ☐ Provide copies of invoices for equipment costing >£200 bought during the financial year to your accountant (e.g. laptop, office furniture, car/van).
- ☐ ***Businesses with Stock***
  Prepare and enter your monthly/annual stock journal; OR if your accountant does this for you, ensure that your stock breakdown is provided to your accountant

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QBO/XERO BOOKKEEPING CHECKLIST (LIMITED COMPANY)

Year End Tasks (Quickbooks Online+ & Xero Users)

- [ ] Reconcile all bank and credit card accounts to bank and credit card statements on your cloud system (e.g Quickbooks Online+ or Xero). If you need help, get in touch with your accountant
- [ ] If your business entered into any finance arrangements during the year, please send the relevant agreement showing the repayment terms (e.g. number, amount of payments etc) to your accountant

Please also upload any other documents or information that you think might be useful for your accountant to your client portal. Any questions at all, please get in touch with your accountant who will be happy to help you

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