

**New Financial Year 2023/2024**

**Completing Year end in Sage 50- Checklist**

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|  | Follow up | Detail |
| 1 | Are the draft accounts available from the accountant?  Are the Y/E adjustments available? | Yes?  Record the Year end adjustments in Sage 50  Ensure Sage TB = Accountants TB |
|  | Review nominal activity for new financial Year. | Income & expenditure codes  Balance sheet codes – accruals 7 prepayments |
| or | Are the draft accounts / year end adjustments available from the accountant? | No  Do not put off running Y/E |
| 2 | Run Year end in Sage 50 | |
|  | Tools  Period end  Year end |  |
| 3 | Import the Budget for 23/24 | |
| 4 | Run the proper BOM reports  Always run Balance sheet report from BF | A screenshot of a computer  Description automatically generated |
| 5 | Ensure that the journals @1.9.2023 are recorded in Sage 50 | Income in advance/Accruals/Book Grant/Prepayments |
| 6 | ***Ensure you get the year end journals from Accountant*** | ***Record them in Sage and* only update Balance sheet codes** |