Please carry out the following checks in order for a smooth year end closure of your accounts, please do the following interim checks by the **13th March 2024**. Then email the completed forms to **customer.accounts@rialtas.co.uk**failure to complete these checks and email them may result in delays to your year end and incur additional charges.

|  |  |
| --- | --- |
| **CHECK** | **TICK** |
| **Does the Trial Balance agree for each period?** (Go to Management Accounts, Data Check Options, Trial Balance)  |  |
| **On the Trial Balance are the receipts in the Credit column, and expenditure in the Debit column?** **If not check the individual nominal code and establish whether income has been coded to an expenditure code or expenditure to an income code.** (Go to Management Accounts, Trial Balance)  |  |
| **Does the Nominal Ledger agree to the Trial Balance?**(Go to Management Accounts, Data Check Options, Nominal Ledger, Check Nominal)  |  |
| **If running a Purchase Ledger do the Ledger and Control balances agree?** (Go to Purchase Ledger, Ledger Reports, Compare Control Totals)  |  |
| **If running a Sales Ledger do the Ledger and Control balances agree?** (Go to Sales Ledger, Ledger Reports, Compare Control Totals) |  |
| **Does the VAT return agree to the nominal ledger?** (Go to Management Accounts, VAT Return, Print VAT Return, run the VAT return for the claim period. Check this against the nominal balance on the VAT control, go to Management Accounts, Display Nominal Ledger and enter your VAT control account code. Check the nominal balance in the bottom right corner agrees with the reclaim/payment figure on your VAT return)  |  |
| **Did the Bank Reconciliation balance at the end of February for all Bank Accounts?**(Check the print of the Bank Reconciliation for February, **including investment accounts and petty cash**)  |  |
| **Do the Balances in the Control accounts for Prepayments, Receipts in Advance, Accruals and Debtors, Creditors if not using the Ledgers match what you are expecting – Have the prior years been cleared where appropriate.** (Go to Management accounts, Display nominal Ledger, find the control account, is there an opening balance / Closing Balance, is this as expected?)  |  |
| **Does last years signed off Annual Return match the Last Years column on this year’s annual return?**(Go to Management Accounts, Management Reports, Annual Return, Click Summary and click Print. Check the last years column against the signed off Annual Return do they match?)  |  |
| **Does the Allotment Deposits report match the amount held in the Control account?**(Go to Allotments, Reports & letters, Deposits held and key deposits) |  |
| **Have all the invoices been raised for Bookings for this financial year?**(Bookings, Reports, List Bookings, Un invoiced bookings) |  |
| **Check the version of your software and update if you are on anything less than 1.0.12.12 You can check the version number from the logon screen or from the menu – Manage – About Rialtas Suite**Version No: ………………………………………… |  |
|  |  |

**Please scan and return this form by 13th March 2024 to** **customer.accounts@rialtas.co.uk** **including completing the following**

Checks were carried out by: …………………………………………………………………………………(NAME)

Signed: …………………………………………………………………………………………………………………

Date of Email: ………………………………………………………………………………………………………

Best Contact Number for Rialtas to use to respond: …………………………………………….

There were discrepancies on the above and I notified RBS as follows:

Date notified to Rialtas ……………………………………………………………………………………….

Date correction made by Rialtas …………………………………………………………………………

Who made Correction from Rialtas …………………………………………………………………….

**When complete please put a copy in your Year End folder**.