

END OF YEAR PROCEDURE FOR BANKLINK USERS

You should ensure that you add unrepresented cheques at 30 June by following the steps below. This is important at the end of each quarter for your BAS and especially important at 30 June.

- Click on the arrow next to the cheque book symbol on the toolbar and select "Add Unrepresented cheques":
Enter in the first cheque number used and last cheque number used in the month you are processing, for unrepresented cheques to be identified in the bank rec. Click on the "OK" button to confirm. Click on "Yes" to "Do you want to add?"
- By reference to your cheque butts, enter amounts against the zero (0) entries (the unrepresented items) and code them (Press the equal sign "=" to add the amount).

When you have collated all your information for us to prepare your accounts and income tax returns for the year ended 30 June 2011, we will use the current Banklink file and select the entries to 30 June 2011.

After we have processed your file for the year, we will lock off the entries so that no changes are made to the 'final product'.

A good habit to get into is as soon as you've finalised and printed your BAS to answer 'YES' to the question "do you wish to finalise the accounting period". This stops any changes being made after the BAS is lodged.

Please call if you require any further information.

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