

## **MODULE 18: END-OF-PERIOD TASKS**

**CODE: 961 185 Duration: 75 hours**

### **A. Plan and organize the work.**

- Prioritization of tasks according to deadline, complexity and importance
- Selection of appropriate files
- Correct distribution of tasks on work schedule
- Appropriate use of time management tools

### **B. Record simple adjusting entries**

- Gathering of appropriate information relating to supplies, insurance, rent, etc.
- Correct preparation of a worksheet with adjusting entries using spreadsheet software
- Accurate recording of adjusting entries in the worksheet
- Accuracy of journal entries and postings

### **C. Collect accounts receivable**

- Correct preparation of statements of account and schedule of accounts receivable by age
- Correct collection procedure
- Proper etiquette with respect to English and French communication with clients
- Observance of rules for writing and formatting collection letters in English and French
- Observance of the company's policies with respect to the allowance for doubtful accounts, write-offs
- Recovery of bad debts
- Accurate recording of adjusting entries in the worksheet
- Accuracy of journal entries and postings

### **D. Enter transactions related to plant and equipment. relating to plant assets**

- Correct recording of purchases, exchanges, sales and discards
- Appropriate choice of type of depreciation: straight-line method
- Diminishing balance method and wear and tear method
- Correct preparation of plant asset
- Sheets, depreciation and depletion schedules using spreadsheet software
- Accurate recording of adjusting entries in the worksheet

### **E. Enter transactions related to inventory sheets**

- Exact marking off of obsolete inventory
- Accuracy of write-off entries
- Update of inventory sheets
- Correct verification of consistency between physical inventory and inventory on the books
- Accurate recording of adjusting entries in the worksheet
- Accuracy of journal entries and postings
- Remit taxes and deductions
- Gathering of information required to source prepare remittances
- Correct production of reports
- Correct preparation of forms and cheques
- Accuracy of journal entries and postings