

MODULE 19: YEAR-END TASKS

CODE: 961 195 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 entries for accruals

- Gathering of appropriate information deferrals
- Relating to interest, honoraria, income, salaries, etc.
- Correct preparation of a worksheet using spreadsheet software
- Accuracy of calculations
- Accuracy of all information recorded in the worksheet and that pertains to accruals and deferrals the adjusted trial balance
- Accuracy of journal entries and postings

C. Produce annual financial statements

- Accurate recording of information in the worksheet prepared with the spreadsheet software
- Correct preparation of the following documents using spreadsheet and word processing software:
 - Income statement manufacturing statement balance sheet statement of retained earnings
- Observance of accounting practices in terms of how financial statements are presented
- Observance of instructions concerning aesthetics and the formatting of the document