

**Course Title**: FMS End of Year

**Duration**: ½ Day

**Times:** 9.30am – 12.30

**Course Aims:**

This course covers the year end procedures necessary in FMS specifically for academies.

Before the year end there are a number of areas that need consideration to assist with the smooth closure of the accounts. These include:

* orders and commitments
* invoices and credit notes
* reconciliation
* petty cash, income and journals
* retained earnings, balances and carry forward figures
* the new year chart of accounts
* year end balances.

**Course Objectives:**

* creating the new financial year
* modifying the chart of accounts
* transaction processing
* new year budget
* year end reports
* preliminary close downs
* year end adjustments
* final closure of the accounts.

**Target Audience:**

This course is intended for staff responsible for financial procedures in academies only.