

SHORT YEAR END

If you are changing your financial year- end we will need change your books to the new year start. It is not possible to have a period of more than twelve months on Hylton Nomis Accounts, so if you are running a 15 month accounting period you will have a twelve month period followed by a three month period. Please complete all entries up to the new year end, including any stock journals, the VAT return and bank reconciliation, ensuring you have a printout of your bank statement at the new year end.

If you are changing a year end from a mid month to end of month eg 5th April to 31st December or vice versa, please speak to our support team to discuss the implications.

Please complete the form and return with data back-ups for the relevant books, including linked programs.

CUSTOMER NAME:	
Name of Account:	
New Financial year end:	
Linked to other programs eg Rents/Timesheets please specify:	<input type="checkbox"/> Y/N If yes for RENTS , there is an additional charge of £60
99 Special Programs please specify:	
Batch Entry Facility:	<input type="checkbox"/> Y/N If yes, there is an additional charge of £20 per user
Consolidator Program:	<input type="checkbox"/> Y/N If yes, there is an additional charge of £60

I enclose back up disk(s) of my data (including linked programs) which requires a change of year end as indicated above. **I understand that there is a charge of £60 + VAT per set of books (plus an additional cost if I have any linked programs) and that whilst the data is with Hylton Nomis, I may not make any entries to the books listed above.**

Signed:

16th February 2000