Seven points before the year end

LINDBERGH FORMATION — 16 rue de Maillé, 91310 Montlhéry, France · Companies register (RCS) Evry 817 946 114

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Fictional document

Fictional document — demonstration example
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Fictional document, produced for demonstration. **The agent does not announce that the accounts will be ready**: it knows neither the year-end adjustments, nor the stock, nor what the accountant will ask for.

#	Point	Time estimated	Depends on a third party?
1	**Suspense account, 47 entries**	**2 h now / 6 h later**	No
2	3 third-party accounts abnormally in credit	1 h 30	**Yes**
3	Treatment of the €2,300 charge	15 min	No
4	January asset	30 min	No
5	**41 bank lines**	**2 h**	**Yes, for 2 receipts**
6	2 VAT accounts that do not clear	2 h	**Yes**

#	Point	Time estimated	Depends on a third party?
7	**2023 provision never released**	**30 min**	No
	Total	**~11 h**	**3 of 7**

> **The seventh point is the one that gets forgotten.** A provision made in 2023 for a dispute settled since March: it was seen because the settlement agreement is on file, not because an account moved.

The three points depending on a third party

Point	What is awaited	From whom
2	Justification of the credit balances	**Two suppliers**
5	Copies of two invoices	**Two customers**
6	A position on a filing treatment	**The accountant**

Those three should be started first, whatever their weight in hours: they are the only ones whose clock runs outside the company.

The order proposed

Rank	Point	Why
1	The 3 depending on a third party	**The clock runs outside**
2	Suspense account	**The cost triples if it waits**
3	Bank lines	Volume
4	Points 3, 4 and 7	Quick, an accounting decision

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