

End of Financial Year Check Sheet

To do BEFORE the System Month End rollover on 31st March:

- 1) Complete and update the year end Stock-take (it is imperative that this is done before the calendar date of 31st March as opposed to before the rollover).
- 2) Write off any bad debts still owed by debtors.
- 3) Reverse/correct any un-reconciled entries in the cashbook that should not be there.
- 4) Reconcile the cashbook from the statement dated 31st March and print out the bank reconciliation report to show the balance as of 31st March.
- 5) Print out all reports required for normal system month end rollover:
 - a. Statements printed
 - b. Debtors Audit Trial
 - c. Debtors Aged Trial Balance
 - d. Creditors Aged Trial Balance
 - e. Stock Valuation
 - f. Work in Progress Valuation
 - g. Outstanding Banking
- 6) Create a full system back-up, label it accordingly, and save off site in a secure location.

N.B Please ensure that backups are being done on a daily basis at the very least.