

## End of Financial Year Check Sheet

To do BEFORE the System Month End rollover on 31<sup>st</sup> March:

- 1) Complete and update the year end Stock-take (it is imperative that this is done before the calendar date of 31<sup>st</sup> 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 31<sup>st</sup> March and print out the bank reconciliation report to show the balance as of 31<sup>st</sup> March.
- 5) Print out all reports required for normal system month end rollover:
  - a. Statements printed
  - b. Debtors Audit Trial
  - c. Debtors Age Trial Balance
  - d. Stock Valuation
  - e. Work in Progress Valuation
  - f. Outstanding Banking
  - g. Bank Reconciliation
- 6) Create a full system back-up, label it accordingly, and save off site in a secure location.

*Note: For SAM Elite customers print out all financial reports AFTER the GL rollover has been completed.*

Also, some general housekeeping that should be done on a regular basis:

- 1) After each GST period and once the return has been filed, finalise the GST (Enquiry menu > GST) (For SAM)
- 2) Run the Debtors Unmatched Credits report and match up transactions.
- 3) Run the Creditors Unmatched Payments report and match up transactions.