

**BUSINESS NAME:** \_\_\_\_\_

**END OF PERIOD CHECKLIST**

FOR THE FINANCIAL YEAR ENDING \_\_\_\_\_

PERIOD END DATES

STEP	PROCEDURE																		
<b>Run the Company Data Auditor</b>																			
1	Company File overview - check last back up, locked period etc																		
2	Account Reconciliation - check bank accounts & credit cards are reconciled																		
3	Transaction Review - Run review & check payables, receivables etc reconcile - Display and review, where necessary																		
4	GST Exception Review - Run review - Display & review, where necessary																		
<b>Reconciliations</b>																			
5	Review Bank account/credit cards recs - check o/s cheques list etc																		
6	Review the payables reconciliation summary report and check against supplier statements																		
7	Review the receivables reconciliation summary report and reconcile against customer statements being sent out																		
8	Review your inventory value reconciliation report and check against stock on hand																		
9	Reconcile GST																		
10	Reconcile your PAYE liability account to your payroll records (where applicable)																		
<b>Reports, Lock file &amp; Backup</b>																			
11	Print your end of period reports																		
12	Print the GST detail reports & return and review transactions																		
13	Lock the period that has been finalised																		
14	Back up the company file 'all data'																		