## Sample Check list for Accounting End Of Month Procedures

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | A | M | J | J | A | S | O | N | D | J | F | M |
| Process banking |  |  |  |  |  |  |  |  |  |  |  |  |
| Post cash book transactions |  |  |  |  |  |  |  |  |  |  |  |  |
| Check and approve all Receivable Invoices before month end. Make sure the End of Day is run for the last day of the month |  |  |  |  |  |  |  |  |  |  |  |  |
| Ensure Points levels are correct |  |  |  |  |  |  |  |  |  |  |  |  |
| Close Receivable Month (1st) (Automatically creates statements and updates points.) |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Fixed Loan post instalments |  |  |  |  |  |  |  |  |  |  |  |  |
| Fixed Loan EOM |  |  |  |  |  |  |  |  |  |  |  |  |
| Lease Post Instalments |  |  |  |  |  |  |  |  |  |  |  |  |
| Lease EOM |  |  |  |  |  |  |  |  |  |  |  |  |
| Dealer EOM |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Check all Payable Invoices for last month are in the computer |  |  |  |  |  |  |  |  |  |  |  |  |
| Reconcile the supplier statement with our records. |  |  |  |  |  |  |  |  |  |  |  |  |
| Review and check Delivery notes not invoiced |  |  |  |  |  |  |  |  |  |  |  |  |
| Review and chase up Credit note requests |  |  |  |  |  |  |  |  |  |  |  |  |
| Close Payable Month (16th) |  |  |  |  |  |  |  |  |  |  |  |  |
| Select the payable option “Exchange Rate Variation” for the month just closed. (This is only required it you are running multi currency payables) |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Check and review branch stock transfers |  |  |  |  |  |  |  |  |  |  |  |  |
| Post All Stock Transfers for the month |  |  |  |  |  |  |  |  |  |  |  |  |
| Close Stock Month (17th) |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Check the Fixed Assets / purchased or sold account is zero. (This is the fixed asset clearing account) |  |  |  |  |  |  |  |  |  |  |  |  |
| Close the Fixed Asset Month. |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |
| Manage / Pay Accounts suppliers (20th, 25th, 30th). Create the cash book payment details… |  |  |  |  |  |  |  |  |  |  |  |  |
| Manage, calculate and pay GST |  | X |  | X |  | X |  | X |  | X |  | X |
| Print Year End Reports | X | X | X | X | X | X | X | X | X | X | X |  |
| Close General Ledger Month |  |  |  |  |  |  |  |  |  |  |  |  |
| Select the Cash Book option “Post Exchange Rate Variation” if you have multi currency bank accounts |  |  |  |  |  |  |  |  |  |  |  |  |
| Reconcile GL totals to all sub systems. Receivable balances |  |  |  |  |  |  |  |  |  |  |  |  |
| Reconcile GL totals to all sub systems. Payable Trial balance |  |  |  |  |  |  |  |  |  |  |  |  |
| Reconcile GL totals to all sub systems. Stock |  |  |  |  |  |  |  |  |  |  |  |  |
| Reconcile GL totals to all sub systems. Cash Book Bank account |  |  |  |  |  |  |  |  |  |  |  |  |
| Reconcile GL totals to all sub systems. GST totals |  |  |  |  |  |  |  |  |  |  |  |  |

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