



PLATINUM PARTNER



EXO Business – End of Financial Year Checklist

Completed	Function	What	
<input type="checkbox"/>		Complete End of Period Processes	
<input type="checkbox"/>		Complete End of Year Roll Process	
<input type="checkbox"/>		Complete End of Year Process for Fixed Assets if applicable	
<input type="checkbox"/>		Reconcile GST Accounts	
<input type="checkbox"/>		Reconcile Payroll Liability Accounts (Leave, PAYG, Super)	
<input type="checkbox"/>		Reconcile Clearing Accounts	
<input type="checkbox"/>		Review EOFY Reports (Trial Balance, P&L, Balance Sheet)	
<input type="checkbox"/>		Provide Information to your Accountant	
<input type="checkbox"/>		Provide Reports to your Accountant	PDF, Excel
<input type="checkbox"/>		Enter EOFY Adjustments	Paste to Journal from Excel
<input type="checkbox"/>		Note: It is advisable to run EOM reports at month end, save all to pdf and file on server in a separate folder for each month.	