



Checklist for Processing end of year in Xero - Business Edition

This checklist includes tips and tricks for closing off the financial year for organisations on Xero in accordance with Xero best practice.

Step	Activity	Activity Owner	Complete?
1	Confirming the basics		
	Check conversion balances and conversion date		
	Check adjustments on the conversion balance are nil		
	Check conversion balances are saved and locked		
	Check lock dates		
	Make use of the filing cabinet		
2	Closing accounts payable		
	Run an Aged Payables Detail / Summary report		
	Check that all bills are entered		
	Request statements from suppliers		
	Review credit notes and allocate credit to an existing bill		
	Check draft and approved purchase orders and copy to bill/invoice where applicable		
3	Closing accounts receivable and bad debts		
	Run an Aged Receivables Detail / Summary report		
	Run a Billable Expenses – Outstanding report		
	Check that all invoices are entered		
	Review credit notes and allocate a credit balance to an existing Invoice		
	Check draft and approved quotes and copy to invoice where applicable		



Step	Activity	Activity Owner	Complete?
	Send out June Invoices and statements to customers		
	<u>Identify and write off bad debts</u>		
	<u>Check for potential invoice mismatches when reconciling a statement line</u>		
4	Stocktake and inventory		
	Run an <u>Inventory Item List</u> report and export it to Excel for stocktake		
	Run an <u>Inventory Item Details / Summary report</u>		
	Perform a stocktake and <u>record any adjustments for the inventory items</u>		
5	Bank reconciliation		
	Run a <u>Bank Reconciliation Summary</u> report		
	<u>Check all bank accounts are reconciled</u>		
	<u>Check bank balances in Xero match balance on bank statement</u> (identify duplicates, deleted and/or manual bank transactions)		
6	Chart of accounts review		
	<u>Review the chart of accounts</u>		
	Review account codes and account names (and archive any old or unused accounts)		
	Review reporting names		
	<u>Review report code mapping</u>		
	<u>Review client report fields</u>		
7	Contacts review		
	Check, <u>merge</u> and <u>archive</u> any contacts		



Step	Activity	Activity Owner	Complete?
	<u>Add financial details to a contact</u> (default accounts, tax rates, bank etc)		
8	Fixed assets		
	<u>Run a Fixed Asset Reconciliation report</u>		
	<u>Check all assets have been added and registered</u>		
	<u>Dispose or sell assets as required</u>		
	<u>Run depreciation on registered fixed assets</u>		
	<u>Post manual journals if recording tax depreciation</u>		
9	EOFY adjustments		
	<u>Reverse previous year journals</u>		
	<u>Record EOFY adjustment journals</u>		
	<u>Set up repeating journals with a placeholder for coming year</u>		
10	Close off EOFY		
	<u>Check lock dates</u>		
	<u>Publish and print reports</u>		

Disclaimer: This is not an exhaustive checklist. It is intended for use in conjunction with our 2018 Processing End of Year in Xero - Business Edition webinar or recorded video.