

END OF FINANCIAL YEAR CHECKLIST – CASH MANAGER

- .. Enter all transactions to the end of your financial year and reconcile all bank accounts.
- .. Print off all bank reconciliations and file them with your internal records.
- .. Check the coding of all of your entries. This can be done by viewing to the screen or printing the Transaction Listing in the Reports menu. Should you find that some transactions are mis-coded, edit the codes through Transaction Entry, Edit Transactions. If you had finalised after completing GST returns, transactions cannot be edited. Make a note of these transactions and include them with your records when you bring them in.
- .. If you do your GST return using Cash Manager, do it first and finalise it.
- .. Print off any reports that you wish to keep on file
 - Eg Summary Cash Book for all bank accounts
 - Detailed Cash Book (you may already have month by month versions anyway)
 - Account Movement Report for specific accounts
 - Creditors and/or Debtors Aged Trial Balances if using invoicing modules
- .. Before rolling over to 2011 you will be asked to perform a Data File Validation
 - Go to File
 - Validate Data Files
- Take a backup
 - Select the Backup button
 - Select the drive you wish to back up to
 - OK
- Create a Transfer File to send to your accountant with the rest of your accounting records
 - Go to File
 - Export Data
 - Cash Manager Transfer File
 - Select the drive you wish to save to
 - OK
- Attach this file to an email to your accountant.
- .. You are now ready to 'Balance Forward' to your new financial year.
 - Go to File
 - End of Year

Please read the manual carefully before beginning this procedure.

Looking at the selection boxes, select:

Retain 2010 files on line	Tick the box
Code for prior year data files	2010
Delete names not used this year	Tick the box
Budgets (if applicable)	replace with last years actuals
OK	to proceed.

Please send your transfer file in to your accountant with your client records and completed and signed questionnaires. Don't forget to include the password.