

# Myex End of Period Checklist



## Recommended Tasks Required to Perform Month-End Roll

#	Description	Comment	Date Completed	Initials
1	Post Ledgers to GL			
2	Post any Unposted Banking Batches			
3	Run Debtors Aged Balances Report			
4	Run Debtors Reconciliation Report			
5	Check Subledger Reconciles to Control Account			
6	Run Creditors Aged Balances Report			
7	Run Creditors Reconciliation Report			
8	Check Subledger Reconciles to Control Account			
	if using Periodic Stock Method			
11	Run Stock Valuation Report			
12	Post Closing Stock to GL - Periodic			
13	Run Reconcile Inventory Report	Alt - compare Stock Valuation with GL Account		
	if using Job Costing with WIP Valuation			
14	Run WIP Valuation Report			
15	Post Closing WIP to GL - Periodic			
	if running Debtor Statements <b>before</b> Month-End Roll			
16	Customer invoicing completed			
17	Entry and Allocation of Customer payments completed			
18	Print Debtor Statements 'This Period'			
19	Check the Clearing Accounts in the GL – Stock Clearing, On Cost Clearing, Stock Adjustments, Stock Variance accounts. Process any unprocessed transactions or enter a GL journal to correct balances.	Purchases Clearing report = Stock Clearing Account		
	Run Month-End Reports			
20	General Ledger Trial Balance			
21	Profit and Loss			
22	Balance Sheet			
23	Other Management Reports as required			
	Run Back-Up			
24	<b>ROLL END OF PERIOD</b>			
	<i><b>Myex strongly recommends rolling all ledgers simultaneously</b></i>			
	if running Debtor Statements <b>after</b> Month-End Roll			
25	Customer invoicing completed			
26	Entry and Allocation of Customer payments completed	Ensure 'Allocation Age' set correctly		
27	Print Debtor Statements ' <b>Last Period</b> '			
	Other Items to complete before final sign-off of Monthly Reports			
28	Process accrual journals			
29	Enter all expenses (Cashbook)			
30	Enter any Creditor invoices received post Month-End Roll			
31	Complete Bank Reconciliations			
32	Run Final Month-End Reports			