

1 June 2023

- Review all Jim2 lists
- Follow the end of month procedure
- Debtors clean up
- Chase up outstanding debts, and record the payments in Jim2
- Write off old debts with Debtor Adjustments or bad debt payment methods
- Apply unallocated prepayments and credits, as applicable
- Creditors clean up
- Finalise any outstanding issues with vendors and returns
- Allocate all vendor credits
- Record all types of vendor payments in Jim2
- Apply unallocated prepayments and credits, as applicable
- Attend to Received Pos – chase Tax Invoices
- Petty cash
- Reconcile petty cash account
- Bank
- Deposit all received money
- Complete all banking sessions, resolve unbanked funds issues

Monthly Housekeeping

- Cancel or Reject any expired quotes
- Chase Tax Invoices for Received Purchase Orders, then move to FINISH status
- Review all active jobs and invoice any that can be invoiced
- Check bank deposits and resolve any old unbanked transactions



23-30 June 2023

- Stocktake
- Ensure any stock sold in advance has been backfilled
- Perform and complete stocktake(s)
- Complete cyclical stocktake sessions, move them to FINISH status
- Finalise all stock adjustments

30 June 2023

- Final stock valuation
- Final multi-currency valuation added – if required
- Backup of Accounts Only database is performed before trade on July 1*

1 - 15 July 2023

- Finalise
- Reconcile all bank and credit card accounts
- Complete the June GST session

Year End Successfully Completed with Jim2

***Jim2.Cloud** customers do not need to perform the backup.
Happen Business will do this when necessary.

Contact support@happen.biz for the backup to be performed **1300 005 462**

Need Assistance?

F1 for Jim2 Help while in Jim2
We're open 9-5:30pm AEST
Email support@happen.biz