

From 1 March 2026

- 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

30 March 2024

- 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

31 March 2024

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



Jim2 Support Is Closed Good Friday and Easter Monday 2024

1 - 15 April 2024

- Finalise
- Reconcile all bank and credit card accounts
- Complete the January to March quarter 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

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F1 for Jim2 Help while in Jim2

We're open 9-5:30pm AEDT

Email **support@happen.biz**