# End Of Financial Year 2026 Checklist

## 1 June 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

# End Of Financial Year 2026 Checklist

## 22-29 June 2026

### 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 2026

- [ ] 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 2026

### Finalise

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

- [ ] Year End Succesfully 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**