

# XERO END OF MONTH

## FINANCE CHECKLIST

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- Ensure all invoices are entered and sent
- Enter record of all bills incurred during the month
- Reconcile bank accounts and credit cards up to EOM
- Check bank reconciliation report
- Review aged receivables report, write off any bad debts
- Check aged payables report against supplier statements received
- Send statements to customers
- Register any new fixed assets over \$1,000 (excluding GST)
- Run depreciation on fixed assets
- Check inventory/stock levels
- Review profit & loss for the month, sales against budget if possible
- Lock dates in financial settings to EOM

