



End of Financial Year Procedure if End of Month Run before 1 July in REST Professional - Australia

If you run your End of Month process and Files Update prior to 1 July, **do not** complete another Files Update. You have already closed off the month of June.

On the 1 July or the first working day in July, you will need to follow the checklist below to comply with your audit requirements.

CHECKLIST	
On the 1st July or the first working day of the month, do not receipt any cash/cheque receipts in REST, do manual receipts if required, as these funds will be banked in July. Make sure the banking is cleared in Cash Book > Banking	
On the 1st July or first working day of the month, download the bank statements	
Receipt all funds from your bank statement dated up to and including the 30th June only . Make sure you change the banked date on the receipts and download to the date on the bank statement e.g. 30 th June	
Perform a Bank Reconciliation reconciling to the current date but change the Date of Bank Statement to 30 th June. Make sure the Bank Reconciliation is successful. Save & Print	
Print Trust Trial balance report: Reports > Owner > Trial Balance > Current period	
Print Creditor Trial balance report: Reports > Creditor > Trial Balance > Current period	
Print Cash book receipts: Cashbook > Cashbook Receipts > Current period	
Print Cash book payments: Cashbook > Cashbook Payments > Current period	
Print Journals report: Cashbook > Journals Report > Current period	
Print all Owner Ledgers including internal accounts: Reports > Owner > Ledger Report > Current period	
Print Tenant Ledgers: Reports > Tenant > Ledger/History Report > Current period	
Print Creditor Ledgers: Reports > Creditor > Ledger Report > Current period	
Print Debit Occurrence Report: Reports > Other > Debit Occurrence > Current period	
Print File Changes Report: Reports > Other > File Changes > Current period	

Back up your data select: **Files > Archive > Backup > Current Data**

- Nominate where you would like the backup to be saved to (**USB or hard drive**)
- You must rename the file to End of Financial Year 30.06.XXXX
- Follow the prompts to complete your backup. Ensure a copy of your backup is kept offsite

File all the reports into a file marked: **End of Financial Year 30.06.YYYY**

Very Important: Do not run a files update after you have completed this backup.

24/06/2016 9:07 am AEST
