

Payroll

1 Review Payroll Settings – confirm correct GL codes, calendars, leave setup and Pay Items for correct use of super & PAYGW

Notes:

2 Check the Super Liability balance outstanding is for the current period

Notes:

3 Check the PAYGW liability balance outstanding is for the current period

Notes:

Account Maintenance

4 Review Reconciliation Reports of bank accounts and credit cards – confirm the balances match to bank statement balances. Review for unreconciled transactions

Notes:

5 Check Trade Debtors for old invoices

Notes:

6 Check Trade Creditors for old invoices (review Hubdoc/RB integrations)

Notes:

Financials

7 Review Multi-period Profit & Loss for unusual balances or inconsistencies

Notes:

8 Review Balance Sheet for unusual balances or accounts; including formatting

Notes:

9 Check transactions allocated to General, Miscellaneous or Sundries accounts

Notes:

