The key to a successful year-end is to be prepared and organised. If you've been using Cashflow Manager this financial year, you'll find the process quick and simple. Follow these seven steps and have a happy new financial year.

BEFORE JUNE 30

1. **Ensure your software is up-to-date**
   - Check you have the latest version of Cashflow Manager installed so your business can comply with the ATO’s rules for the new financial year. Click here to visit our website and update now!

2. **Enter the year’s transactions**
   - Make sure all transactions are recorded for the current financial year, including:
     - Sales
     - Purchases
     - Payments
     - Receipts
     - Wages

3. **Conduct a stocktake**
   - Do you have an inventory? If so:
     - Finalise and record all sales and purchases for the year
     - Do a stocktake on or before the June 30
     - Identify (and write-off) any obsolete stock
     - Investigate any ‘shrinkage’

4. **Reconcile bank accounts**
   - Complete your bank reconciliation as at June 30
   - Make sure your business records match your bank records

5. **Review key reports**
   - Check key reports for any amounts that don’t seem right
   - Use your Monthly Summary Report, Statement of Receipts and Payments, and Trial Balance to help prepare your tax and plan for next year

AFTER JUNE 30

6. **Manage payroll requirements**
   - Send a PAYG Payment Summary to employees
   - Report employee wages to the ATO. Ensure you have the latest version installed before lodging any reports to the ATO
   - Know your super obligations and pay by the due date

7. **Send information to your accountant**
   - Back-up your company file
   - Collate key financial reports
   - Send both the above to your accountant

For more information refer to your Cashflow Manager User Guide

**EOFY made easy!**

Simple, effective accounting software. You can count on it.

VISIT cashflow-manager.com.au
EMAIL info@cashflow-manager.com
CALL our Help Desk on 1300 88 78 68

**EOFY made easy!**

STRESS FREE!

**Simple, effective accounting software. You can count on it.**

BEFORE JUNE 30

- **Ensure your software is up-to-date**
  - Check you have the latest version of Cashflow Manager installed so your business can comply with the ATO’s rules for the new financial year. Click here to visit our website and update now!

ON JUNE 30

- **Conduct a stocktake**
  - Do you have an inventory? If so:
    - Finalise and record all sales and purchases for the year
    - Do a stocktake on or before the June 30
    - Identify (and write-off) any obsolete stock
    - Investigate any ‘shrinkage’

- **Reconcile bank accounts**
  - Complete your bank reconciliation as at June 30
  - Make sure your business records match your bank records

AFTER JUNE 30

- **Manage payroll requirements**
  - Send a PAYG Payment Summary to employees
  - Report employee wages to the ATO. Ensure you have the latest version installed before lodging any reports to the ATO
  - Know your super obligations and pay by the due date

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