



SortMyBooks Period End Checklist

Run this at the end of each month, at the end of each VAT period and at the year-end.

Note: The more frequently you've done this checklist, the less work you'll have to do at year-end.

Do the steps in order, eg, you need to know the bank reconciliations are completed correctly before you do Debtors and Creditors reconciliations, otherwise you may end up having to do the work over again.

No.	Task	Y/No
1.	Firstly, check that the opening balances have been entered correctly.	
2.	Go through the VAT checklist - note this is something that needs to be done for each VAT period, but for completeness, I'm including it here as well.	
3.	Check the bank/credit card/merchant account/loan reconciliations.	
4.	Check Aged Debtors Report V2 for accuracy.	
5.	Check Aged Creditors Report V2 for accuracy - article or video .	
6.	Check Wages control and PAYE/PRSI/USC/LPT	
7.	Check the P&L report	
8.	Check the Balance Sheet	
9.	Check the Simple Trial Balance report	
10.	Check the Director's Loan Account	
11.	Check Stock	
12.	Close the year	