

## **End of Financial Year Procedure**

### **Before the Last Day of Financial Year**

#### 1. Stocktake

- It is recommended NOT to leave Stocktake till the last day of the financial year. Stocktake can be done a few days or weeks BEFORE.
- After Stocktake, make sure you adjust stock quantity in Vision, so that the stock quantity in Vision is exactly the same as what is in the store. *(As long as you adjust the quantity, there is no need to keep a manual record of what you sold after the stocktake. On 30th June, all you need to do is to print a Detail Stock Report.)*

- #### 2. Trial run of all the reports that you will run on the last day of the Financial Year (see below) to make sure everything will work.

### **On the Last Day of Financial Year (after Closing)**

1. Close Banking period
2. Close all Bulk Billing periods
3. Print Outstanding Account Report under Financial
4. Print Detail Stock Reports for Frames
5. Print Detail Stock Reports for Sundries
6. Print Supplier Invoice/Credit Summary Report under Financial (leave the Dates and Supplier Code blank)
7. Backup Vision. These backup disks should then be labelled and dated, put away and not to be re-used again.

### **Important:**

You must print those reports on the last day of financial year (30<sup>th</sup> June), not afterwards, because you cannot backdate those reports.