
Suggested ABM End of Month Checklist

Data Entry Tasks

1. Check that all sales invoices have been entered.
2. Check that all sales orders are still outstanding and invoice/deliver where appropriate
3. Check that all purchase invoices have been entered
4. Check that all purchase orders are still outstanding and invoice/deliver where appropriate
5. Download bank statement and complete bank reconciliation in ABM
6. Get all users out of ABM
7. Run a Tools – Data check on the server

Reconciliation Tasks

1. Run the following reports:
 - a. Customer Aged Balance Listing Now and balance to Trade Debtors in GL
 - b. Supplier Aged Balance Listing Now and balance to Trade Creditors in GL
 - c. Customer Outstanding Orders
 - d. Supplier Outstanding Orders
 - e. Quantity and Value Summary and balance to Stock on Hand in GL
 - f. Supplier Not Invoiced Accrual and balance to Stock Delivered not Invoiced Accrual in GL
 - g. Outstanding Orders by Job and balance to Job Delivered not Invoiced Accrual in GL
 - h. Bank Reconciliation and ensure there are no out of balance errors in the report – if so, correct the error or post difference to Suspense for correction later
 - i. Trial Balance
2. Ensure that Trade Debtors, Trade Creditors, Stock sub ledger and Supplier Not Invoiced Accrual reports agree to the relevant linked accounts on the Trial Balance. If not, seek assistance with reconciliation from Ajendico Support Team.

End of Month Tasks

1. Run EOM customer statements (if required)
2. Close the current financial period (not mandatory) and set the next month as the report period under Financial and Tax Periods (recommended)
3. Log out of ABM as at 31st of the month
4. Log back into ABM on 1st of the month
5. Continue processing for the new month

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