![mri REAL ESTATE SOFTWARE]

NZ - What to do if you run your End of Month Process and Files Update Before 1 April

Overview

If you run your End of Month process and Files Update prior to 1st April, **do not** complete another Files Update. You have already closed off the month of March.

On the 1st April or the first working day in April, you will need to follow the checklist below to comply with your audit requirements.

Checklist

On the **1st April** or the first working day of the month, do not receipt any cash/cheque receipts in Rest, do manual receipts if required, as these funds will be banked in April. Make sure the banking is cleared in **Cash Book > Banking**
On the **1st April** or first working day of the month, download the bank statements
Receipt all funds from your bank statement dated up to and including the **31st March only.** Make sure you change the **banked date** on the receipts and download to the date on the bank statement i.e. 31st March
Perform a **Bank Reconciliation** reconciling to the **current date** but change the **Date of Bank Statement** to 31st March. Make sure the Bank Reconciliation is successful. **Save & Print**
Print Trust Trial balance report: **Reports > Owner > Trial Balance > Current period**
Print Creditor Trial balance report: **Reports > Creditor > Trial Balance > Current period**
Print Cash book receipts: **Cashbook > Cashbook Receipts > Current period**
Print Cash book payments: **Cashbook > Cashbook Payments > Current period**
Print Journals report: **Cashbook > Journals Report > Current period**
Print all Owner Ledgers including internal accounts: **Reports > Owner > Ledger Report > Current period**
Print Tenant Ledgers: **Reports > Tenant > Ledger/History Report > Current period**
Print Creditor Ledgers: **Reports > Creditor > Ledger Report > Current period**

Print Debit Occurrence Report: **Reports > Other > Debit Occurrence > Current period**
Print File Changes Report: **Reports > Other > File Changes > Current period**
Back up your data select: **Files > Archive > Backup > Current Data** - Nominate where you would like the backup to be saved to **(USB or hard drive)** - You must rename the file to End of Financial Year 31.03.xxxx - Follow the prompts to complete your backup. Ensure a copy of your backup is kept offsite
File all the reports into a file marked: **End of Financial year 31.03.xxxx**
Very Important: Do not run a files update after you have completed this backup.

22/03/2023 1:11 pm AEDT