**Year-End Punch/To-Do List**

* Ensure all necessary items are exported to QuickBooks from HawkSoft
* Confirm your receivables and payables match between HS and QB/QBO
* Reconcile all accounts
	+ Bank accounts
	+ Credit card accounts
	+ Other asset and liability accounts
* Identify and handle all stale-dated items on ledgers

*It’s not a good idea to delete/void anything from a closed period!*

* Run YTD financials compared to last year, look for variances

*Why is there a variance? Was there growth? Were things allocated differently, etc?*

* Run reports for your accountant
	+ Trial Balance
	+ Sub ledger details
* *Close your books!*