**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!*