

Your July Finance Checklist

EOFY Cleanup + FY27 Kickoff

EOFY cleanup	FY27 kickoff
• Reverse all June accruals as actual invoices arrive • Process any pre-30 June invoices that arrived after cutoff • Lodge Q4 BAS by 28 July • Reconcile your AP ledger to opening FY27 balances • Clear any unresolved vendor disputes from June • Review and close any remaining open POs from FY26 • Lock FY26 in your accounting system if not already done • Archive inactive suppliers and clean vendor master data	• Reset spending limits and approval thresholds • Set and communicate expense submission deadlines to all staff • Review and update your expense policy • Update cost centre and general ledger mappings if team structure changed • Brief your team on any process changes for FY27 • Schedule monthly accrual reviews into your close calendar • Set your first budget vs actuals review for end of July

ProSpend's Expense Management and AP Automation modules make most of this list run automatically. Book a demo see the difference in your next close.

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