

Your End of Year Checklist

In advance, have you:

- Got your formatted enigma disk/tape specifically for year end?
- Let us know the date and time of your automatic routines?
- Checked your list of taught reports and programs?
- Made sure that all redundant reports have been removed?
- Checked that your Yearly Interest Payout is taught if you pay out your interest on September 30th?
- Checked the Prudential Scheme Groups Report (PRUDGRPS) for any new sites?
- Made sure that all staff members and directors are included in your loans to officers report?

On the day, make sure:

- You've turned off the nightly automated routines if you think they'll clash with your end of year routines
- Your Year End tape/disk has been inserted or attached!
- You've reminded tellers not to run their end of day routines after balancing up
- Your system is set to the 30th of September, especially if you normally close on a Friday
- You contact us to let us know when all your routines are completed, and to help you out if you have any issues

The next day, double check:

- You've removed your end of year backup disk/tape at the same time you normally remove your backup disks
- You have somewhere safe to store your end of year backup disk, ideally off-site
- Your nightly 11.30pm routines have been switched back on
- You've sent your feedback to the team at Wellington IT