

# EOFY Bank Statement Checklist

Seven steps to get every client's bank statements from PDF into Xero — without the June 30 scramble.

## SEVEN STEPS · END OF FINANCIAL YEAR

- 1 Collect statements before June 30**  
Send a bulk request in the first week of June. Require native PDFs — no screenshots or Excel. Set a hard deadline of June 25 to guarantee BAS lodgement on time.
  - 2 Verify PDFs are machine-readable**  
Try highlighting a transaction row. If selectable individually, you're good. If the whole page highlights as one image, run through OCR first.
  - 3 Check opening and closing balances**  
 $\text{Opening} + \text{credits} - \text{debits} = \text{closing}$ . If it doesn't balance, fix before importing. A discrepancy caught here saves backtracking through 12 months.
  - 4 Normalise all dates**  
Use **DD/MM/YYYY** for Xero and MYOB. Watch for June 30 transactions that post on July 1 — check the actual transaction date, not the posted date.
  - 5 Categorise transactions correctly**  
Separate debits, credits, internal transfers, and GST. **CBA**: separate columns. **ANZ/Westpac**: DR/CR indicators. **NAB/Macquarie**: negative amounts for debits.
  - 6 Export for your platform**  
**Xero**: CSV (Date, Amount, Payee, Description, Reference in order). **MYOB**: QIF (more flexible). Double-check regional date settings.
  - 7 Reconcile before lodging**  
**Weeks 1-4**: collect and convert. **Week 5**: reconcile in Xero. **Week 6**: final check — opening balances for the new year must match closing for the old.
- i Pro tip:** Convert PDFs as they arrive — don't wait until you have 30 to batch. **ReckonFlow** turns a bank statement PDF into balance-verified CSV in about 30 seconds.

# Checklist