Close The Year With Control, Clarity And Confidence

End-of-financial-year shouldn't feel like a mad dash to the finish line. With the right checks in place, it's your moment to lock in accuracy, prove compliance and set the whole business up for smarter, faster spending decisions next year. Use this ten-point health-check to keep bottlenecks at bay and finish strong.

1. Finalise every expense & reimbursement

Chase any lingering claims, approvals or repayments so your accounts show the full picture.

Why it matters: Missing expense data skews reports and can blow out budgets.

2. Reconcile corporate card spend in real time

Match each transaction to a receipt and the right category while it's fresh.

Why it matters: Live reconciliation slashes manual work and speeds month-end close.

3. Review budgets vs actuals by department

Spot the over-spends and under-spends, then reset targets.

Why it matters: Accurate insights today mean better-aligned budgets tomorrow.

4. Close or cleanse open purchase orders

Cancel what's no longer needed and accrue what's still on the way.

Why it matters: Keeps liabilities honest and your balance sheet tidy.

5. Run compliance and audit checks

Export policy-audit trails straight from your system.

Why it matters: You'll breeze through external audits and sleep easier at night.

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6. Refresh supplier data

Archive inactive vendors, update bank details and merge duplicates.

Why it matters: Clean data = fewer payment errors and faster processing.

7. Tune your approval workflows

Realign roles and limits to match any team changes.

Why it matters: Strong governance now prevents rogue spending later.

8. Lock and store year-end reports

Generate ledgers, back-up digital records and secure them centrally.

Why it matters: One source of truth speeds any future queries or audits.

9. Audit your finance tech stack

List what helped, hindered or cost more than it saved.

Why it matters: Identifies quick wins for automation or integration upgrades.

10. Roll over for the new year

Reset budgets, update policies and share the plan with managers.

Why it matters: A crisp reset keeps everyone proactive – not reactive – from day one.

Want EOFY to run itself next year?

ProSpend's connected spend-management platform automates these ten steps – so you finish the year faster and start the next with confidence.

Book a quick demo and see how proactive finance feels.

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