

New financial year, same ERP?

Here is how to make it work harder.



1

Review and refine your chart of accounts

- ☐ Consolidate inactive or unused accounts.
- ☐ Ensure alignment with your current business structure.
- ☐ Make adjustments to support improved reporting and budgeting accuracy.

2

Close off the previous year cleanly

- ☐ All transactions posted and reconciled.
- ☐ Inventory counts finalised.
- ☐ Fixed assets updated.
- ☐ Year-end journals posted.

3

Revisit security roles and permissions

- ☐ Who has access to what.
- ☐ Whether role-based permissions are still appropriate.
- ☐ Any segregation of duties requirements for compliance.

4

Update budgets and forecasts in system

- ☐ Input budget figures for each department or business unit.
- ☐ Activate any alerts or workflows for budget controls.
- ☐ Consider integrating Power BI or other reporting tools for visibility.

5

Clean up your data

- ☐ Remove duplicate or inactive customer, supplier, and product records.
- ☐ Check for inconsistent formatting (e.g. ABNs, addresses, email domains).
- ☐ Run data quality reports where available.

6

Review key reports and dashboards

- ☐ Review KPIs for relevancy.
- ☐ Automate reports where possible.
- ☐ Ensure dashboards reflect this year's business goals.

7

Train (or re-train) your team

- ☐ Provide refresher training on key ERP functions.
- ☐ Share updates or changes that impact users.
- ☐ Encourage feedback on what's working, and what's not.

8

Plan for system improvements

- ☐ Investigate underutilised features that could help you.
- ☐ Consider exploring automation or AI capabilities.
- ☐ Assess integrations with other systems and if they need attention.



Let's talk

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