Investment Account Manager
Year-End Audit Checklist

Portfolio name: _____

Action	Check	Comments
Portfolio Transactions (Transactions Menu):		
Update portfolio transactions for each portfolio		
Any unsettled buy or sell transactions?		
Any unsettled income transactions?		
Asset Libraries (Asset Library):		
Update Current Asset Library:		
Update Stock Data - Asset Library Update Data		
Update Mutual Fund Data - Asset Library Update Data		
Update prices - Asset Library Market Prices from Internet		
Check prices - review of Current Asset Library		
Update Historic Asset Library:		
Add new date for 12/31/ xx		
Respond Yes to update historic file for dividends, beta, etc.		
Respond Yes to retrieve prices from Internet		
Manual update prices for any securities not found		
Year-end reports (Reports & Graphs Menu):		
Appraisal Report (As of 12/31/ xx)		
Income Received Report (01/01/xx - 12/31/ xx) show monthly detail		
Sold Report 01/01/ xx - 12/31/xx		
Performance Report 01/01/xx -12/31/ xx store data to table?		
Back-up databases:		
File Menu | Backup Data | select external drive		
Store data backup in a safe place		
Notes:		