

End of month processes

Best practice:

- ✓ process a *fee schedules run* to generate your management fees invoices
- ✓ process a *supplier payment run* to pay your fees to your general account
- ✓ generate income and payment analysis reports
- ✓ upload your bank statements to the cash book
- ✓ reconcile all bank accounts
- ✓ print and send any financial reports that are due to be sent to committees
- ✓ prepare BAS statements for any due buildings

Don't forget:

- to check the *cash book bank reconciliation* tab every day to ensure there are no discrepancies in your bank accounts
- if there are discrepancies, they should be fixed before you process the bank reconciliation