Property Tree End of Month Checklist – Day of End of Month

1. Process Receipts

- **Accounting > Create Receipt or Tenancy Download**
- Receipt all transactions from the Bank Statement as usual

2. Clear the Banking

- **Accounting > Banking > Create Bank Deposit**
- Review the cash, cheque and EFT transactions and clear as normal

3. Complete the Bank Rec

- **Accounting > Bank Reconciliation**
- Complete the Bank Reconciliation using the Bank Statement as usual

4. Pay Creditors

- **Accounting > Payments > Pay Creditors**
- Select creditors to pay (Batch, Specific, One Creditor at a time).
- Invoice Due Dates can be selected based on 10, 30, 45 days or all invoices

5. Pay Ownerships

- **Accounting > Payments > Pay Ownership**
- Select whether to pay owners with funds and statements or just funds only
- Use the relevant tag if you only disburse to certain owners at mid-month

Note: Ensure all owners have payment information entered prior to processing the payments by scanning the 'Pay Amount' column.

6. Pay Agency

- **Accounting > Payments > Pay Agency**
- Review a breakdown of fees available to pay out prior to or after paying the agency