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| --- | --- | --- | --- |
|  | **A relevant section of the Guidance on preparing month end reports with Bank Feeds section added in** |  |  |
| **Step 1: Preparation before inputting information to the accounts system** | |  |  |
| **Gather source documents and assign codes** | Cash receipts |  |  |
| Remittances/Other documents supporting direct lodgements |  |  |
| Online payments system analysis reports |  |  |
|  | Purchase invoices |  |  |
|  | VAT/RCT records |  |  |
|  | Cheque payments |  |  |
|  | Bank statements |  |  |
|  | Payroll cost reports for each payroll run |  |  |
|  | Petty cash book (if not maintained on system) and vouchers/receipts |  |  |
|  | Credit card and invoices/receipts |  |  |
| **Step 2: Recording accounts information in the accounts package** | |  |  |
| **Daily/weekly** | Record all cash receipts |  |  |
|  | Record receipts from DE |  |  |
|  | Input purchase/supplier invoices |  |  |
|  | Record all cheque payments in sequence |  |  |
|  | Record all EFT payments |  |  |
|  | Record direct debits and credits |  |  |
|  | Record the weekly payroll journal (if applicable) |  |  |
|  |  |  |  |
| **Bank Feeds** | Download bank feeds |  |  |
|  | Match Transactions |  |  |
|  | Pick up/ Create any entries listed on Bank Feeds and not in Sage |  |  |
|  | Create rules when in the confirmed tab |  |  |
|  | Continue to check reconciliation regularly throughout the month |  |  |
|  |  |  |  |
|  |  |  |  |
| **Monthly** | Finalise all Bank reconciliations for month end, check bank rec report and click reconcile |  |  |
|  | Record petty cash payments. |  |  |
|  | Record credit card payments |  |  |
|  | Record the monthly payroll journal (if applicable). |  |  |
|  | Record online payments per analysis report (if applicable) |  |  |
|  | Record RCT/VAT journals (if applicable) |  |  |