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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)  |   |   |