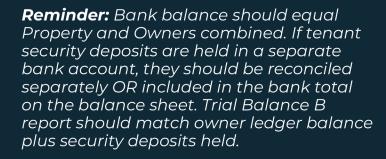
End-of-Year Accounting Tasks in Rentec Direct

(49.50) 16 400 400 (80.18) 80 (41.50)

WRAP UP 2023

- Post expenses that need to be entered
- Review and change "Uncategorized" transactions using the category ledger report (or operating statement B report) by:
 - ☐ All Properties
 - ☐ All Bank Accounts
- Tenant & Owner Balances -Review for accuracy
- ☐ Check Tenant Security Deposits for accuracy
 - Your Tenant Security Deposit report will give you a current view
- Reconcile bank accounts
- Pull Balance Sheet* reports to make sure accounts balance
 - ☐ All Properties
 - □ Bank Accounts
 - Owners

*The Balance Sheet will help with your three-way reconciliation tasks



- Confirm that you've completed three-way reconciliation each month
- Send out any required statements to owners and vendors
 - Owners Send Year to Date Statements
 - ☐ Vendors -Send vendor ledger report
 - ☐ Tenants Send multi-tenant ledger report if required



IMPORTANT NOTE:

To save time and keep financial records accurate it is highly recommended to perform three-way reconciliation monthly on operating and deposit accounts.

