



End-of-Year Tasks IN RENTEC DIRECT

CHECKLIST

- ☐ **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***

Reminder: Bank balance should equal Property and Owners combined. If tenant security deposits are held in a separate bank account, they should be reconciled separately OR included in the bank total on the balance sheet. Trial Balance B report should match owner ledger balance plus security deposits held.

- ☐ **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.