

START

FOCUS creates monthly invoices for recurring standard payables

FOCUS creates monthly journals for recurring standard payables

Information is reviewed and added to FOCUS AP & GL.

END

START

Property submits all bank statements to FOCUS

FOCUS reviews bank statement to verify all deposits

FOCUS reconciles checks returned and not reported

FOCUS reviews to verify all automatic deductions

FOCUS reviews for any transfer of funds not reported

MONTHLY PROCESS

Bank Statement & Credit Card Reconciliations

Any discrepancies are discussed with management

Any adjusting entries processed by FOCUS

Financial information added to FOCUS GL and vendor history

END

START

Property submits all credit card statements to FOCUS

FOCUS compares credit card commissions taken with bank statement

FOCUS creates journal entries to record credit card commissions

Journal entries are posted to FOCUS GL

END