

Monthly Processing Checks & Balances

Each month as you prepare and print your monthly reports you should be verifying the accuracy of each report. To assist you in determining this accuracy, we have a handy tool in the GMS Help Manual. This is located under Help, Help, General Ledger, Monthly Processing where you will see Monthly Processing Procedures at a Glance.

Throughout Monthly Processing Procedures at a Glance you will see bullet points like this:

These empty circle bullet points indicate items within a report that should be checked for accuracy or when totals from one report should match totals from another report.

Take the time each month to confirm the items listed with each of these bullet points and audit time will not be nearly as intimidating because you'll know your reports are accurate and reconciliations have been completed.