

DAILY TASKS	WEEKLY TASKS – DELINQUENCY CREDIT CONTROL	MONTHLY TASKS	QUARTERLY TASKS	ANNUAL TASKS – YEAR END UPDATE
Add new members / amend member details (Maintenance > Membership > Member maintenance Ctrl+M)	(Reports > Loan reports > Credit control)	DELINQUENCY CREDIT CONTROL (Reports > Loan reports > Delinquency credit control)	DELINQUENCY CREDIT CONTROL (Reports > Loan reports > Delinquency credit control)	(Year end > Year end update)
Process deposits, withdrawals, repayments (Processing > Transaction posting Ctrl+T)		CUNA Mutual LP/LS analysis (Statistics > CUNA Mutual LP/LS Ctrl+I)	FSA Quarterly return (Reports > Nominal reports > Quarterly return)	
Process standing orders/direct credits (Processing > Direct credit posting Ctrl+G)		Accruals (Processing > Nominal posting > Journals)	Growth Fund quarterly MI (DWP > Quarterly spreadsheet)	
Process loan applications (Enquiry > Member enquiry > Calculator Ctrl+E)		Prepayment reversals (Month end > Accrual reversal)	Dividend and interest calculation (Reports > Member reports > Dividend and interest > Calculation and reporting)	
Post loans to member accounts (Processing > Manual loan allocation Ctrl+L)		Fixed asset depreciation (Month end > Depreciation calculation)	Dividend and interest posting (Processing > Dividend and interest posting)	
Cash book posting and nominal journals (if any) (Processing > Nominal posting Ctrl+C)		Bank reconciliation (Processing > Bank reconciliation Ctrl+B)		
Bank reconciliation (Processing > Bank reconciliation Ctrl+B)		Trial balance (Reports > Nominal reports > Trial balance)		
AUDIT (Reports > Audit Ctrl+A)		Balance sheet (Reports > Nominal reports > Balance sheet)		
IMPORTANT		Profit and loss account (Reports > Nominal reports > P & L account)	IMPORTANT	
End of day (Help > End of day Ctrl+Z)		Budget report (Reports > Nominal reports > Budget analysis)	Daily back-up (See Icon on screen)	
Teller treasury reconciliation (Help > Teller treasury reconciliation)			End of day (Help > End of day Ctrl+Z)	
DELINQUENCY CREDIT CONTROL (Reports > Loan reports > Credit control)		DON'T FORGET	Teller treasury reconciliation (Help > Teller treasury reconciliation)	
Daily back-up (Close Curtains and see Icon on screen)		Month end update (Month end > Month end update)	Balance/Transaction validation (Help > Balance/Transaction validation Ctrl+V)	