




## Monthly Procedures

<b><i>Update open batches</i></b>		
 <b>Customer Processes</b>		
Post Dated and Recurring Batches		
Removing Quotations and Sales Orders		
Customer Interest		
Open Item Allocations		
Customer Reconciliations		
Customer Statements		
Commission Reports		
Reports		
 <b>Supplier Processes</b>		
Post Dated and Recurring Batches		
Removing Purchase Orders		
Purchase Order Assistant		
Supplier Reconciliations		
Supplier Remittances		
Reports		
 <b>Other Processes</b>		
Bank Reconciliation		
Petty Cash Reconciliation		
VAT Report		
Stock Take		
Period Increment		
Other Reports		