

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 <b>Ctrl+M</b> )	(Reports > Loan reports > Credit control)	<b>DELINQUENCY CREDIT CONTROL</b> (Reports > Loan reports > Delinquency credit control)	<b>DELINQUENCY CREDIT CONTROL</b> (Reports > Loan reports > Delinquency credit control)	(Year end > Year end update)
Process deposits, withdrawals, repayments (Processing > Transaction posting <b>Ctrl+T</b> )		CUNA Mutual LP/LS analysis (Statistics > CUNA Mutual LP/LS <b>Ctrl+I</b> )	FSA Quarterly return (Reports > Nominal reports > Quarterly return)	
Process standing orders/direct credits (Processing > Direct credit posting <b>Ctrl+G</b> )		Accruals (Processing > Nominal posting > Journals)	Growth Fund quarterly MI (DWP > Quarterly spreadsheet)	
Process loan applications (Enquiry > Member enquiry > Calculator <b>Ctrl+E</b> )		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 <b>Ctrl+L</b> )		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 <b>Ctrl+C</b> )		Bank reconciliation (Processing > Bank reconciliation <b>Ctrl+B</b> )		
Bank reconciliation (Processing > Bank reconciliation <b>Ctrl+B</b> )		Trial balance (Reports > Nominal reports > Trial balance)		
<b>AUDIT</b> (Reports > Audit <b>Ctrl+A</b> )		Balance sheet (Reports > Nominal reports > Balance sheet)		
<b>IMPORTANT</b>		Profit and loss account (Reports > Nominal reports > P & L account)	<b>IMPORTANT</b>	
End of day (Help > End of day <b>Ctrl+Z</b> )		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 <b>Ctrl+Z</b> )	
<b>DELINQUENCY CREDIT CONTROL</b> (Reports > Loan reports > Credit control)		<b>DON'T FORGET</b>	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 <b>Ctrl+V</b> )	