

Monthly/Period Processing Checklist

The following checklist can be used as a guide for your monthly or period processing cycle. We understand that not all firms are alike when it comes to procedures. Therefore, we encourage you to modify this checklist as needed to best fit your firm's practices.

The items are presented in the recommended processing order. Note, however, that the first three processes are typically done throughout the month or period and are, therefore, presented first.

Updating

- Update Clients, Staff, Activities, and Projects as needed during the month.

Time and expense data entry

- Enter time and expenses. It is best if WIP is entered as it is done or on a daily basis.
- Import Remote Time Entries, if used.
- Print the Time and Expense Journal and/or Time and Expense Listing.
- If using Posting & Approval, approve and post all time and expense entries. It is best if WIP is approved and posted on a daily or weekly basis.

Receipts and adjustments data entry

- Enter receipts and adjustments. Enter daily or as often as bank deposits are made.
- Print the Receipt and Adjustment Journal.

Calculate service charges

- Assess service charges before generating invoices and statements

Print Billing Worksheets (if used)

- Print Billing Worksheet.
- Distribute worksheets to the staff making billing decisions.

Bill

Note: Depending on how your firm bills, you may use only one or any combination of the billing methods listed below.

- Prepare Detailed, Quick, Zero, and/or Standard Bills.
- Prepare Recurring Bills.
- Print Invoice Journal.
- If using Posting & Approval, approve and post all invoices.

Statements

- Prepare Statements.

Projects

- Update Project and Task Tracking Descriptions to reflect current status.
- Enter Project and Task completion dates.
- Extend Projects that are past due date.
- If using manual generation options, generate the next occurrence of each Project.

Tip: Update projects and tasks throughout the month during time and expense entry.

Staff Management

- Update Staff Benefits as needed, by entering adjustments.

Print management reports

- Print Accounts Receivable Summary Report
- Print Work-in-Process Summary Report
- Print Production Analysis Report
- Print Billing Analysis Report
- Print other reports as needed by management.

Update Period

- From the Actions menu, choose Change Periods. Verify your current period dates are correct and choose Create New Period. Verify the new period dates are correct and click OK. Click Yes to the message making your current period dates permanent.

Tip: For more information on what is affected by changing periods, please see the topic [Understanding periods](#) in the Help & How-to Center.

Year end processing

In addition to these monthly tasks, you should do the following at the end of each year:

- Create a new benefit year from the Firm setup, Benefits tab
- Update the firm holidays for the new year from the Firm setup, Benefits tab
- Print annual management reports as needed
- Create new Staff Targets from the Staff setup, Targets tab. You may then copy a target to other staff from the Edit Multiple Staff function.
- Create a new Staff Rate from the Staff setup, Rates tab. If your staff billing rates are not changing you can ignore this step.

Update Period and Year

- From the Actions menu, choose Change Periods. Verify your current period and current year dates are correct and choose Create New Period. Verify the new period and year dates are correct and click OK. Click Yes to the message making your current period and current year dates permanent.