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End-of-Month Procedure

Start on 15th

Accounting >
Change Current
Period > Run
Analysis

Reminder:
Make sure all
transactions for the
month are complete!

Reminder:
Make sure you run
analysis periodically
throughout the month!

Ensure all items
have green
checks ✓
and/or !

At Close of Business on the last business
day in the month, or as soon as possible
on the first day of the new month

Change Period

Hint:
This step is optional.

Reports >
Property
Summary >
Print

Reminder:
Must be completed within
the same month!

Accounting >
Post Recurring
Charges

Post charges with a date of the 1st
of the month, even if you're doing
it on the 2nd or 3rd.

RESMAN
RESIDENTIAL MANAGEMENT APPLICATION