

Steps to Process a Fund

This checklist reflects the suggested order of processing for funds to achieve the most efficient outcome. It should be used along with the Best Practice Checklist which outlines what processes should be followed at the start and end of year for a fund.

Steps	Type	Complete
Load Data	Cash Transactions	<input type="checkbox"/>
	Buys and Sells	<input type="checkbox"/>
Reconcile Investments	Process Corporate Actions	<input type="checkbox"/>
	Match off opening balance accrued distributions <ul style="list-style-type: none"> Cash Distribution Reinvestments 	<input type="checkbox"/>
Automation Tools	Generate Income	<input type="checkbox"/>
	Auto-match	<input type="checkbox"/>
	Transaction Rules	<input type="checkbox"/>
Manual Events	Single Events (Match to new)	<input type="checkbox"/>
	Rental Statement	<input type="checkbox"/>
	Create any Accruals (not for Listed Securities)	<input type="checkbox"/>
Year End	Valuation <ul style="list-style-type: none"> Business & fund level unlisted securities Property Custom Holding Accounts 	<input type="checkbox"/>
	Tax Statements	<input type="checkbox"/>
	Exception Report	<input type="checkbox"/>
	Period Update	<input type="checkbox"/>
	Tax Finalisation	<input type="checkbox"/>