Monthly Checklist for Dealership Controllers

“Behind every good business owner there is a great accountant.”

# Week 2:

* Create A/P Checks
* Payroll
* Review outstanding Floorplan payables
* Reconcile manufacturer statements
* Pay due balances
* Update Bank Reconciliation each week (or day) and clear checks, deposits, JE’s etc. that have cleared the bank
* Close previous month once all reconciliation has been complete
* Post any outstanding GL transactions
* Verify Subledger Balance report is balanced
* Verify cash on-hand and bank account is balanced

# Week 4:

* Create A/P Checks
* Payroll
* Review contracts in transit
* Update Bank Reconciliation each week (or day) and clear checks, deposits, JE’s etc. that have cleared the bank
* Meet with Service Manager to review WIP
* Meet with Parts Manager to review Open Purchase Orders
* Review unmerged credits on AR accounts
* Post Interest and run AR statements
* Review unit inventory balance sheets and compare subtotals
* Reconcile parts pad with GL and do a gap analysis where applicable

# Week 1:

* Create A/P Checks
* Payroll
* Update Bank Reconciliation each week (or day) and clear checks, deposits, JE’s etc. that have cleared the bank
* Print sales analysis and profit reports to review for the previous month
* Pull commission report for sales in previous month
* Run Trial Balance for previous month to find any discrepancies


# Week 3:

* Create A/P Checks
* Payroll
* Review aged A/R ahead of running statements
* Update Bank Reconciliation each week (or day) and clear checks, deposits, JE’s etc. that have cleared the bank
* Run Sales Tax report to pay state taxes


# Daily:

* Post daily Point of Sale batches
* Input all money received – cash, checks, credit cards, wire transfers, etc.
* Update Bank Deposit
* Review End-of-Day reports
* On Parts End-of-Day review for parts selling below cost and low margins
* On Accounting End-of-Day verify Subledger Balance report has no variances
* Input all Accounts Payable invoices received in mail, email, or automatic debits from bank
* Input all Unit Inventory that has arrived
* Input all Completed Unit Sales (Post Deals)
* Enter Equipment Rental invoices as needed
* Post GL Transactions

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