

Making News at BAIS

Message from Managing Director – Jim Armstrong

June is here already, and it definitely feels like winter has arrived in Sydney!

Many of you will be getting ready for the End of Financial Year in June. See later in this edition of News@BAIS for reminders and tips to help ensure that the End of Year goes smoothly for you.

We've been busy attending conferences again – first the Steadfast Convention in April followed by the Melbourne UAC Expo in May.

For those having a long weekend this weekend – keep safe and enjoy.

NSW Public Holiday

Monday 11th June 2018

Please note that **Monday 11th June is a public holiday in NSW and our office will be closed.** Should you need urgent support assistance Robert will be available on 0418 453 082. Less urgent support issues should be logged via the “Log a Support Call” icon on the ibais Home screen or sent to support@bais.com.au and they will be attended to as soon as possible when we return on Tuesday 12th June.



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Steadfast Convention

2018 Melbourne

Congratulations to Leo Driessen of Driessen Insurance Brokers who visited our stand at the Steadfast Convention and won the Google Home.



Hopefully some of you had the opportunity to meet one of our Support Team – Deb Telford – who joined Robert at our stand.

We were also happy to have Your Finance Formula joining us at our stand with their launch of this exciting new revenue stream for ibais users.



End of Financial Year

Important Reminders

Another June is nearly over! As we approach 30th June many of you are also approaching the end of your financial year – if you run a July to June fiscal year, then the June End of Month will also roll your End of Year.

This is just a quick reminder of some things you might like to action before closing off to ensure you will have everything in order for your auditors.

BEFORE you run your period 12 End of Month, it is recommended that you:

- Process your Brokerage & GST transfer and withdraw the relevant amount
- Complete all banking/receipts in ibais and ensure all deposit slips have been printed
- Issue all payments to insurers (and stat charge creditors if relevant), payment to subagents and client refunds in ibais

Tidy up as many unallocated cash/credits as possible.



BAIS is a proud supporter of Feel the Magic Foundation and Camp Magic – A Place for Grieving Kids to Grow

www.feelthemagic.org.au

Sheri is doing the City to Surf to raise funds for Feel the Magic - to support this worthy cause [Click here](#)



When you actually run the End of Month ensure that all staff are logged out – this is very important! Make sure everyone knows not to log back in until you have confirmed that everything is completed (including staff who log in remotely)

We strongly advise that the EOM process is run either first thing in the morning or last thing in the evening, not during the middle of the day.

AFTER running the End of Month/Year you should:

- **BEFORE you allow staff to continue processing - Check that the EOM process completed and all financial periods have successfully rolled over into the new year** (Support can assist with how to check this if needed)
- Ensure you have any reports you need for your auditors in the EOM Report Cabinets (if you want reports that are not in the normal End of Month suite of reports you can run them manually and store them in the EOM Cabinet)

Once you have checked all is in order you can allow staff back into the system to continue processing.

If you are unsure of anything contact the Support Team for assistance.

Are We Talking to the Right People?

You are receiving this newsletter as you have previously been put forward as one of the main contact points for our team to communicate with. Please let us know :

- If you do not wish to receive any further communication from us
- If there is anyone else who should be added to our distribution list

Changes to who we direct these and other general communications to can be advised by email to sheri@bais.com.au.

If you receive these newsletters please ensure that they are being distributed to all ibais users. Thank you.