** Month End Processing Checklist**

 **For the Month of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Batch Analysis**

***Make sure all batches are posted***

 ***Note:*** *TI batches do not have to be posted True for the amounts to be included in the financial*

*reports. This is the only book of entry that this applies to. All other batches must be posted True*.

**Timesheet Reports**

 ***Timesheet Charges by Activity – Current Month***

***Timesheet Charges by Employee – Current Month***

***Timesheet Charges by Activity – Fiscal Year to Date***

 *Report Totals: Salaries:*

|  |  |
| --- | --- |
| Reg Time |  |
| OT |  |
| COMP |  |
| **Total Fiscal YTD Timesheet Charges**  |  |

 ***Timesheet Charges by Employee– Fiscal Year to Date***

**G/L Listing**

**Note:**

* *30000 accounts should not appear except for fund balances or net asset accounts.*
* *Account 50500 and 59700 should not appear until “Final Year End Run”.*
* *Transfer codes used in special allocation programs should not appear until “Final Year End Run”.*

**** ***Transaction Code Listing***

 Total Debits must equal Total Credits.

 ***Project/Element Charge Listing***

 ***General Ledger with Current Detail***

**Note:**

*All asset and liability accounts should be reconciled to appropriate documents, i.e. Cash accounts to reconciled bank statements, accounts payable account to accounts payable analysis.*

General Ledger balance should be zero.

Salaries (Account 50000) should equal **TOTAL Fiscal YTD Timesheet Charges.**

 **Cost Allocation**

***Leave Cost Allocation***

If annual leave is accrued:

 From the Leave Rate Computation and Analysis Report ~ Total Accrual at the bottom of Listing of Employee Leave Balances section $ **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** should **equal** accrual from the Leave Rate Computation and Analysis Total Report

(2) Compute Leave Pool - Current Liability $ **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.**

Total Lv Costs **\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Less Total Lv Taken **\_\_\_\_\_\_\_\_\_\_\_\_\_**=**\_\_\_\_\_\_\_\_\_\_\_\_\_** Total Lv Allocated

****From the Leave Rate Computation and Analysis Total

Section (1) “Salary Recap”. Total salaries should match **Total Fiscal YTD Timesheet Charges.**

**Fringe Cost Allocation**

**** The YTD Fringe Benefit Totals should equal the totals Fringe Benefit Allocated.

****YTD Fringe Benefits Total **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**.

**Indirect Cost Allocation**

****Total Common Costs **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** Total M & G Costs **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**.

**Cost Allocation Summary**

****Check the Regular Time, Overtime, and Comp Time columns. They should equal the respective totals on the YTD Timesheet Charges by Activity Report.

**** Check the Total Leave Allocated. It should equal Total Leave Cost minus Total Leave Taken Charges on the Leave Rate Computation and Analysis.

****Check the Benefits total. It should equal the YTD total reported on the Fringe Benefit Analysis and Rate Computation.

**** Check the Indirect Cost total. It should equal the YTD total reported on the Indirect Cost Rate Computation and Analysis.

 **Financial Reports**

**** ***Balance Sheet***

****Account Payable Control GL Code Amount should be cross referenced with AP Analysis Total using the month end date on the report. \_\_\_\_\_\_\_\_\_

****If using Supplement #336 Accounts Receivable, Accounts Receivable Control GL Code Amount should be cross referenced with AR Analysis total using the month end date of the report. \_\_\_\_\_\_\_\_

****If using, Monthly Allocations, Service Unit Allocations or Special Allocations check to make sure the project balances are **ZERO**. \_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_

****Reconciling items on the last page of the balance sheet should be reviewed for accuracy.

****Salaries paid should equal timesheet show. If not, differences should be identified.

**** ***Revenue/Expense Report by Program Element***

***Revenue/Expense Report by Project***

**** All Project balances in the Project Total column must agree with Project balances shown on the Balance Sheet.

**Note:** *Upon completion of month-end processing, an analysis should be done of each asset and liability account verifying the balances.*

**** ***Agency wide Revenue/Expense Report***

**Supplements**

**Month End Button**

**Backup Database**

**Change Month End Period Tools→ User Setup →Month End Period** (this is optional)