

Fort Hancock ISD – Finance EOM Checklist

FINANCE END OF MONTH REPORTS CHECKLIST

MONTH _____

YEAR _____

RUN THE FOLLOWING REPORTS:

STEP 1: RECONCILE BANK ACCOUNTS (1ST Business Day of next month)

- _____ GENERAL LEDGER INQUIRY (ALL CASH ACCTS – 1101, 1103)
- _____ GENERAL FUND
- _____ STUDENT ACTIVITY FUND
- _____ CAPITAL FUND

STEP 2: EOM ACTIVITIES (After reconciling all bank accounts)

- _____ FIN1000 – CASH RECEIPTS JOURNAL
- _____ FIN1050 – EXPENDITURE/LIQUIDATION JOURNAL
- _____ FIN1100 – ENCUMBRANCE JOURNAL
- _____ FIN1200 – CAPITAL OUTLAY (COPY TO DP SPECIALIST)
- _____ FIN1250 – CHECK REGISTER
- _____ FIN1300 – CHECK PAYMENT LIST (EMAIL TO EXEC DIRECTOR IN EXCEL)
- _____ FIN1600 – BATCH PROCESS BALANCE ERROR LISTING (VERIFY ACCTS ARE IN BALANCE)
- _____ FIN2150 – OUTSTANDING PURCHASE ORDER LISTING
- _____ FIN3050 – BOARD REPORTS (ALL FUND) (BOARD MEMBERS)
- _____ FIN3050 – BOARD REPORTS RECAP FUNDS 101, 199, 211, 212
- _____ FIN3000 – SUMMARY GENERAL LEDGER (BY FUND - ALL FUNDS)

STEP 3: RUN EOM REPORTS PRIOR CLOSING EOM

- _____ FIN1150 – GENERAL JOURNAL (BY FUND - ALL FUNDS)
- _____ FIN1400 – DETAIL GENERAL LEDGER (BY FUND - ALL FUNDS)
- _____ FIN1600 – BATCH PROCESS BALANCE ERROR LISTING (VERIFY ACCTS ARE IN BALANCE)

STEP 4: CLOSE EOM

- _____ BACKUP
- _____ UTILITIES: EOM CLOSING
- _____ FINANCE TABLE UPDATES: CHANGE ACCOUNT PERIODS ON THE 1ST DAY OF THE FOLLOWING MONTH
- _____ NEXT ACCOUNT PERIOD
- _____ PURCHASING
- _____ ACCOUNTS RECEIVABLE
- _____ FIN 1800 – YTD CHECK REGISTER

EOM Processed by: _____ Date: _____
(Signature)