

# Month-End Checklist

Month \_\_\_\_\_

Done	Description	
<input type="checkbox"/>	Check status of AP and CD Journals (Posted)	<a href="#">General Ledger &gt; Journals &gt; Journal Entry &gt; Create/Update Journal Entries</a>
<input type="checkbox"/>	Close Accounts Payable Period	<a href="#">Set Up Financials/Supply Chain &gt; Business Unit Related &gt; General Ledger &gt; Open Period &gt; Open Period Update</a>
<input type="checkbox"/>	Close Depreciation	<a href="#">Asset Management &gt; Accounting Entries &gt; Close Depreciation</a>
<input type="checkbox"/>	Enter all Journal Entries	<a href="#">General Ledger &gt; Journals &gt; Journal Entry &gt; Create/Update Journal Entries</a>
<input type="checkbox"/>	Check status of Journals (Posted not in Error or Valid)	<a href="#">General Ledger &gt; Journals &gt; Journal Entry &gt; Create/Update Journal Entries</a>
<input type="checkbox"/>	Generate Scope reports for Camps, Activities and Special Events	<a href="#">Reporting Tools &gt; PS/nVision &gt; Define Report Request&gt;Project Management (Detailed)</a>
<input type="checkbox"/>	Enter Recurring Insurance & Allocations	<a href="#">General Ledger &gt; Journals &gt; Journal Entry &gt; Create/Update Journal Entries</a>
<input type="checkbox"/>	Define Allocation Step	<a href="#">Allocations &gt; Define and Perform Allocations &gt; Define Allocation Step</a>
<input type="checkbox"/>	Run Allocation Process	<a href="#">Allocations &gt; Define and Perform Allocations &gt; Define Allocation Step</a>
<input type="checkbox"/>	Close Asset Management Period	<a href="#">Set Up Financials/Supply Chain &gt; Business Unit Related &gt; General Ledger &gt; Open Periods &gt; Open Period Update</a>
<input type="checkbox"/>	Run Detail Operating Statements	<a href="#">Reporting Tools &gt; PS/nVision &gt; Define Report Request</a>
<input type="checkbox"/>	Review Income & Expenses	
<input type="checkbox"/>	Run Draft Financial Statements	<a href="#">Reporting Tools &gt; PS/nVision &gt; Define Report Request</a>
<input type="checkbox"/>	Reconcile Assets & Liabilities	
<input type="checkbox"/>	Adjust Actuals If Needed	<a href="#">General Ledger &gt; Journals &gt; Journal Entry &gt; Create/Update Journal Entries</a>
<input type="checkbox"/>	Adjust Budget Amounts	<a href="#">General Ledger &gt; Journals &gt; Journal Entry &gt; Create/Update Journal Entries</a>
<input type="checkbox"/>	Run Final Financial Statements	<a href="#">Reporting Tools &gt; PS/nVision &gt; Define Report Request</a>
<input type="checkbox"/>	Close General Ledger Period and Open Next Period	<a href="#">Set Up Financials/Supply Chain &gt; Business Unit Related &gt; General Ledger &gt; Open Periods &gt; Open Period Update</a>
<input type="checkbox"/>	Process LC Month-end GL Transmittal	<a href="#">BSA &gt; Local Council Updates &gt; LC Month-end GL Transmittal</a>
<input type="checkbox"/>	Reconcile Bank Accounts	<a href="#">Banking &gt; Bank Statements &gt; Enter Bank Statements (&amp;)</a> <a href="#">Banking &gt; Reconcile Statements &gt; Semi-Manual reconciliation (&amp;)</a> <a href="#">Banking &gt; Reconcile Statements &gt; Select Book To Bank Statements</a>
<input type="checkbox"/>	Reconcile Investment Accounts	