



# USAS-R Month End Balancing Checklist


1. \_\_\_\_\_ Enter all transactions for the current month
  
2. \_\_\_\_\_ Attempt to reconcile USAS records with your bank(s) by obtaining Bank Statement(s) from your financial institution
  
3. \_\_\_\_\_ To auto-reconcile checks with a file from the bank:
  - Go to **Transactions/Disbursements** and click on **Auto-Reconcile** tab.
  - Enter Reconciliation Date for reconciliation
  - Select Auto-Rec Format
  - Select Bank Account
  - Choose file and click **UPLOAD**
  
4. \_\_\_\_\_ To reconcile checks manually:
  - Go to **Transactions/Disbursements**
  - Use Grid to filter the status of “Outstanding”
  - Click the box next to the checks you want to reconcile
  - Enter Reconcile Date
  - Click on **Reconcile**
  - If errors, **Unreconcile** any check by clicking the box for that check and then clicking on the **Unreconcile** button
  
5. \_\_\_\_\_ To get list of outstanding checks:
  - Generate  the '**Disbursement Summary Report**
  - Enter a Status of 'Outstanding'
  - Leave the Transaction Start Date and Transaction End Date blank to select all checks through the current date.
  - Select desired report format options (i.e. PDF or EXCEL-data) and click **GENERATE REPORT**
  - The options selected on this report should show only those checks which are still outstanding, (i.e.-- checks issued, but not yet cleared through the banking institutions).
  
6. \_\_\_\_\_ Generate  a Cash Summary Report
  - Select desired report format and click on **GENERATE REPORT**

7.\_\_\_\_\_ Add to the fund balance from the Cash Summary Report, the total of the outstanding checks from the outstanding Disbursement Summary Report, (Step #5). Subtract from this total any deposits posted to the system that have not been credited to your account by the banking institution. (This last item would typically be due to a deposit made late in the month that was posted on the computer, but was not posted by the bank on the current bank statement)

8.\_\_\_\_\_ Compute the total of all bank statements, change funds, petty cash funds, and investments.

9.\_\_\_\_\_ Compare the total from Step #7 with the total from Step #8. If they are identical, the banks statements agree, (i.e.---are reconciled) to the financial statement from the computer system.

10.\_\_\_\_\_ Under the Periodic menu, select 'Cash Reconciliation' to enter your cash reconciliation information for the month

11.\_\_\_\_\_ Generate  the 'SSDT Cash Summary' report and the 'SSDT Financial Detail Report'.

- ◇ The Financial Detail Report can be run for the month only to compare MTD totals to the Cash Summary Report.

- ◇ Compare the totals from reports... they should be identical.

12.\_\_\_\_\_ If all above steps are performed and totals all agree, you are in balance and may proceed with the next step.

13.\_\_\_\_\_ Close the Posting Period by going to Core/Posting Period

- Click on 'Close' icon to close the current period
  - Closing the period will trigger the Monthly Report Bundles to run. See Step 14.
- Do NOT make the next month current, until after completing step 14.

14.\_\_\_\_\_ When the Posting Period was closed in step 6, the Monthly Report Bundles started running. Check the status of the report bundle by going to Utilities/Job Scheduler. This could take 15-30 depending on the district size. Do NOT make the next month Current until the reports are done running. The reports can be found under Utilities/File Archive.

Some reports included in the Monthly Report Bundle:

- Cash Reconciliation Report for the month
- Cash-related Reports: Cash Summary Report and a Financial Detail Report for the month
- Budget-related Reports:
  - Budget Summary/Budget Account Activity Report (for the month)
  - Appropriation Summary Report
  - Budget Summary MOE
  - Negative Budget Report; Negative Appropriation Account Report
- Revenue-related Reports: Revenue Summary/Revenue Account Activity report for the month
- PO-related Reports: Purchase Order Detail Report for the month; Outstanding Purchase Order Detail Report
- Invoice-related Reports: Outstanding Invoices by Vendor Name report
- Disbursement-related Reports: Disbursement Summary Report for the month; Outstanding Disbursement Summary Report
- Receipt-related Reports:
  - Receipt Ledger Report for the month
  - Reduction of Expenditure Ledger Report for the month
  - Refund Ledger Report for the month

15.\_\_\_\_\_ Generate any additional month-end reports manually

16.\_\_\_\_\_ Make the next month Current by going to Core/Posting Period

**You are now closed for the month; proceed with your next month's financial transactions.**