


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.