

MONTHLY FINANCIAL REPORT CHECKLIST

Monthly school financial reports are due by the 15th of the following month. (Example: Monthly financial reports for the month of September 2014 are due by October 15, 2014.)

To ensure all correct information is included in monthly reports kept in school files, please follow these steps.

Receipt Register:

- Click on Registers
- Click on Receipt
- Select date range for the current month
- Click on Generate Report
- Click on printer icon and print report

Check Register:

- Click on Registers
- Click on Check
- Select date range for the current month
- Click on Generate Report
- Click on printer icon and print report

Journal Entry Register:

- Click on Registers
- Click on Journal Entry
- Select date range for the current month
- Click on Generate Report
- Click on printer icon and print report

Open P. O. Report: (1st day of the month before activity)

- Click on Reports
- Click on Purchase Orders
- Click on Open PO's
- Click "Sort by PO Number" box
- Generate Report
- Click on printer icon and print out report

Trial Balance:

- Click on Reports
- Click on Account
- Click on Trial Balance
- Select Report End Date
- Leave "All Accounts" selected
- Generate Report
- Click on printer icon and print out report
- Total Debits and Total Credits MUST match before report is submitted

- July*
- August*
- September*
- October*
- November*
- December*
- January*
- February*
- March*
- April*
- May*

MONTHLY FINANCIAL REPORT CHECKLIST

- Deposit in Transit:**
 - Step #3 in Bank Reconciliation Process
 - Click box "Print DIT"
- Outstanding Checks:**
 - Step #4 in Bank Reconciliation Process
 - Click box "Print Out Checks"
- Cleared Checks:**
 - Step #4 in Bank Reconciliation Process
 - Click box "Print Cleared Checks"
- Bank Reconciliation:**
 - Step #7 in Bank Reconciliation Process
 - Click box "Generate Recon Report" or "Generate All Recon Reports"
"Generate All Recon Reports" will print all reports (Bank Recon, DIT, OS Checks, Cleared Checks) at once- no need to print at each step.
 - After printing all reconciliation reports, click on the **green FINISH button**.
- Receipts and Disbursements Detail (with encumbrances added):**
 - Click on reports
 - Click on Receipts and Disbursements
 - Change report ending date if necessary
 - Report Detail is checked
 - Uncheck** "Exclude Beginning Year Balances"
 - Leave "Exclude Encumbrances" box **NOT** marked
 - Generate Report
 - Click on printer icon and print report
- Profit and Loss Statement (run after completion of event – may not need to run each month if events are still in progress):**
 - Click on Reports
 - Click on Event Code
 - Click on Profit Loss
 - Select Date Range
 - Click box Filter by Event Code
 - Select Event Code
 - Generate Report
 - Click on printer icon and print out report
- Original signed checking account bank statement(s)—include pages with images of cancelled checks.**
- Original signed savings account/CD bank statement(s) if applicable—include copy of quarterly statement when received.**
- Send the following signed reports to Debbie McCauley at Board Office:**

MONTHLY FINANCIAL REPORT CHECKLIST

- Monthly School Financial Statement Review Verification Form signed by principal
- Bank Reconciliation
- Deposits in Transit
- Outstanding Checks
- Cleared Checks
- Journal Entry Register (Principal Signature)
- Open PO Report (Principal Signature)
- Receipts and Disbursements detail
- Checking account bank statement including pages with cancelled checks (Principal Signature)
- Savings or CD bank statements