

EOM Closing Checklist

(Enter Month and Year)

AR--Verify all transactions are present and posted to GL...

Print GL Audit Trail for the month (not for sales tax)

Make sure total of Cash (1120) equals total of deposit slips \$ _____

Make sure that all invoices are present numerically _____ - _____

Revenue of invoices \$ _____

Plus service charges applied this month +\$ _____

Must equal total revenues on Trail =\$ _____

Print GL Audit Trail for the month, this time for sales tax.

Is sales tax collected and computed correctly? \$ _____

Print Aged Accounts Receivable

Last month's closing Aged + GL Trail must = this month's Aged \$ _____

AR--EOM closing steps...

Post current transactions OK: _____

For FSST, post as an invoice to AP, apply discount to 4180 \$ _____

Print statements, let Craig review before sending them or doing the... OK: _____

(F4 from a menu, then) PKZIP__-a__1999.eom\1999mmap__ar*.* OK: _____

End-of-Month Rollover -- do NOT erase anything (transactions/accounts/orders). OK: _____

AP--Make sure that all invoices received for the month are entered...

Print Purchases Report for the month

Is the total of purchases equal to the manual totals. \$ _____

Make sure that postings are correct for the Control accounts--

2110 General

2111 CBS Cash Outlays

2112 MasterCard

2113 Nelly Cash Outlays

Print Check Register trapping for checks issued for the month. \$ _____

Print Aged Accounts Payable

Last months' Aged + Purchases - Checks = this month's Aged \$ _____

Print Payee Summary for the month. OK: _____

PKZIP__-a__1999.eom\1999mmap__ap*.* OK: _____

End-of-Month Rollover -- do NOT erase anything. OK: _____

Generate the next month's GROUPS, print audit trail--entry numbers: _____ - _____ OK: _____

AP--Reconcile the bank statement (whenever it manages to arrive) --

Record all checks and deposits as paid OK: _____

Balance debits and credits to equal the bank's figures Dr\$ _____ Cr\$ _____

Print final "PAID" report and bundle with the bank statement/checks/dep slips. OK: _____

If any corrections affect what has been done above, make the changes NOW! OK: _____

Edit the "OPEN" check record with the bank's balance and new date. \$ _____