



step1

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1. Prepare for end-of-month closing:

Prior to starting end-of-month closing, verify the following processes are complete:

- All entries for the month have been posted.
 - All bank statements have been reconciled.
 - All cash receipts have been posted.
 - All POs have been posted.
 - All district-written checks have been posted.
 - All journal entries have been posted.
 - Payroll interface is complete in both paying funds and payroll clearing fund (863X).
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Verify that all fund totals are zero

Log on to file ID C.

[Finance](#) > [Inquiry](#) > [General Ledger Inquiry](#)

Run an inquiry to verify that **Fund Total (YTD)**, **Fund Total (Current)**, and **Fund Total (Next)** amounts are zero.

Note: If amounts are not zero, contact your regional ESC consultant for further assistance.

