



# step1



# Table of Contents



---

## 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).



To avoid month-to-month balance discrepancies, **it is recommended** to confirm that all fund totals are zero on a monthly basis.

### Log on to file ID C.

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

Verify the bank account group fund fiscal year.

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.





## Back Cover