



# 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).



## Back Cover