



Best Business Practices Checklist

DAILY		
✓	Step	Action
	1	Verify the nightly backup processed.
	2	Check for errors and skipped files.
	3	Label and store the backup of <i>K:\SECOND*.*</i> to CD, DVD, or USB with logs.
	4	Insert another backup CD, DVD, or USB for the next scheduled backup.
MONTHLY		
✓	Step	Action
	1	Reconcile cash.
	2	Check and balance Fund 199 (Payroll Withholding Fund).
	3	Set up the necessary receivables.
	4	Run month-end reports and verify each fund on the General Ledger (G/L) is in balance. Check the fund balancing totals.
	5	Verify the General Ledger's Cash on Hand (102) equals zero for each fund.
	6	Verify the monthly <i>Expenditure</i> and <i>Revenue Detail</i> or <i>Summary Report</i> totals equal the G/L's 302 and 602 control accounts by fund.
	7	Run the <i>Open Accounts Payable Report</i> by fund and balance it with the G/L's payables accounts (421, 422 , etc.) by fund.
	8	Run the <i>Open Accounts Receivable Report</i> by fund and balance it with the G/L's receivable accounts (141, 153 , etc) by fund.
	9	Run the <i>Open Purchase Order Report</i> by account number sequence and balance to the G/L's encumbrance accounts (603, 753 , etc) by fund.
	10	Rerun monthly reports, if necessary, and perform the month-end close-out. No more than two months should be open at one time.
	11	Run a listing of all receipts and a listing of all checks. Keep with monthly reports.

MONTHLY (Continued)		
✓	Step	Action
	12	Print the <i>DE046 Conversion Report</i> , make the necessary additions / deletions / modifications.
	13	Transmit the <i>DE046 Financial Report</i> . Check for errors, make corrections, and retransmit if necessary.
	14	Check the <i>DE420</i> for errors and make the necessary corrections to the records.
QUARTERLY		
✓	Step	Action
	1	Process the payroll <i>Earnings History (Summary by Employee)</i> and correct errors.
	2	Identify and correct the payroll and W-2 errors when completing the <i>941 Report</i> .
CALENDAR YEAR-END		
✓	Step	Action
	1	Refer to the <i>Payroll System Operations Guide, Payroll Processing Checklists, Calendar Year-End Closing Procedures Checklist</i> for information on the calendar year-end procedures.
FISCAL YEAR-END		
✓	Step	Action
	1	Refer to the <i>Payroll System Operations Guide, Payroll Processing Checklists, Fiscal Year-End Closing Procedures Checklist</i> for information on the fiscal year-end procedures.

Revision History

Date	Version	Description	Author
3/2/2016	2.0	16.01.00 – Update Logo and Footers.	S. Scrivens
07/02/2014	1.0	14.02.00 – New document.	D. Ochala