

Batch Analysis

Make sure all batches are posted

Note: TI batches do not have to be posted True for the amounts to be included in the financial reports. This is the only book of entry that this applies to. All other batches must be posted True.

Timesheet Reports

Timesheet Charges by Activity – Current Month

Timesheet Charges by Employee – Current Month

Timesheet Charges by Activity – Fiscal Year to Date

Report Totals: Salaries:

Reg Time	
OT	
COMP	
TOTAL FISCAL YTD TIMESHEET CHARGES	

Timesheet Charges by Employee– Fiscal Year to Date

G/L Listing

Transaction Code Listing

Total Debits must equal Total Credits.

Project/Element Charge Listing

General Ledger with Current Detail

General Ledger balance should be zero.

Salaries (Account 50000) should equal **TOTAL FISCAL YTD TIMESHEET CHARGES**.

Note:

- 30000 accounts should not appear except for fund balances or net asset accounts.
- Account 50500 and 59700 should not appear until "Final Year End Run".
- Transfer codes used in special allocation programs should not appear until "Final Year End Run".

Note:

All asset and liability accounts should be reconciled to appropriate documents, i.e. Cash accounts to reconciled bank statements, accounts payable account to accounts payable analysis.

Cost Allocation

Leave Cost Allocation

If annual leave is accrued:

From the Leave Rate Computation and Analysis Report ~ Total Accrual at the bottom of Listing of Employee Leave Balances section \$ _____ should **equal** accrual from the Leave Rate Computation and Analysis Total Report

(2) Compute Leave Pool - Current Liability \$ _____.

Total Lv Costs _____ Less Total Lv Taken _____ = _____ Total Lv Allocated

From the Leave Rate Computation and Analysis Total

Section (1) "Salary Recap". Total salaries should match **TOTAL FISCAL YTD TIMESHEET CHARGES**.

Fringe Cost Allocation

The YTD Fringe Benefit Totals should equal the totals Fringe Benefit Allocated.

YTD Fringe Benefits Total _____.

Indirect Cost Allocation

Total Common Costs _____ Total M & G Costs _____.

Cost Allocation Summary

Check the Regular Time, Overtime, and Comp Time columns. They should equal the respective totals on the YTD Timesheet Charges by Activity Report.

Check the Total Leave Allocated. It should equal Total Leave Cost minus Total Leave Taken Charges on the Leave Rate Computation and Analysis.

Check the Benefits total. It should equal the YTD total reported on the Fringe Benefit Analysis and Rate Computation.

Check the Indirect Cost total. It should equal the YTD total reported on the Indirect Cost Rate Computation and Analysis.

Financial Reports

Balance Sheet

Account Payable Control GL Code Amount should be cross referenced with AP Analysis Total using the month end date on the report. _____

If using Supplement #336 Accounts Receivable, Accounts Receivable Control GL Code Amount should be cross referenced with AR Analysis total using the month end date of the report. _____

If using, Monthly Allocations, Service Unit Allocations or Special Allocations check to make sure the project balances are **ZERO**. _____, _____, _____, _____

Reconciling items on the last page of the balance sheet should be reviewed for accuracy.

Salaries paid should equal timesheet show. If not, differences should be identified.

Revenue/Expense Report by Program Element

Revenue/Expense Report by Project

All Project balances in the Project Total column must agree with Project balances shown on the Balance Sheet.

Agency wide Revenue/Expense Report

Supplements

Month End Button

Backup Database

Change Month End Period **Tools** → **User Setup** → **Month End Period** (this is optional)

Note: Upon completion of month-end processing, an analysis should be done of each asset and liability account verifying the balances.