SchoolInsight Financials

Monthly Checklist 20___

			JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
1	Data Entry	Add New Vendors (if needed)												
2	Data Entry	Add New Account Numbers (if needed)												
3	Data Entry	Create/Issue Purchase Orders (if needed)												
4	Data Entry	Receive Shipments (if needed)												
5	Data Entry	Create Vendor Invoices												
6	Data Entry	Create EFT Payments												
7	Data Entry	Print Check Runs												
8	Data Entry	Create ACH Payments (if needed)												
9	Reports	Run Saved Report - *Expenses by Fund*												
10	Data Entry	Create Receipts												
12	Data Entry	Create Deposits												
13	Reports	Run Saved Report - *Revenues by Fund*												
14	Data Entry	Add Journal Entries (if needed)												
15	Data Entry	Create Bank Transfer (if needed)												
16	Data Entry	Complete Bank Reconciliation												
17	Reports	Run *Bank Reconciliation Summary* (with Show Transactions checked)												
18	Data Entry	Close Month												
19	Reports	Run Balance Sheet												
20														
21														
22														
23														
24														