SchoolInsight
Financial Management System

Monthly Checklist Year 20___

			JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
1	Data Entry	Add New Vendor (if needed)												
2	Data Entry	Add New Account Numbers (if needed)												
3	Data Entry	Create Purchase Orders (optional)												
4	Data Entry	Issue Purchase Orders (optional)												
5	Data Entry	Receive Shipments (optional)												
6	Data Entry	Add/Create Vendor Invoices												
7	Data Entry	Print Check Runs (if needed)												
8	Reports	Run Saved Report - Ex - Expenses by Fund												
9	Data Entry	Add Receipts												
10	Data Entry	Add Customers (optional)												
11	Data Entry	Create Deposits												
12	Reports	Run Saved Report - Ex - Revenues by Fund												
13	Data Entry	Add Journal Entries (if needed)												
14	Data Entry	Bank Transfer (if needed)												
15	Data Entry	Bank Reconciliation												
16	Data Entry	Close Month (optional)												
17	Reports	Balance Sheet												