



SchoolInsight
Financial Management System

Yearly Rollover Checklist

20__ to 20__

Done

Before July 1st

1	Create new fiscal year	
2	Create pay periods	
3	Create pay period groups	
4	Roll over employee positions	
5	Roll over employee payroll items	
6	Fix invalid rolled over pay periods	
7	Update salaries for 12-month employees	
8	Create work calendars	
9	Roll over payroll item templates	
10	Update payroll items	
11	Add retiree health insurance (IL only)	

After July 1st

12	Roll over and update time off	
13	Review and update existing options	
14	Roll over purchase orders	
15	Roll over uncleared checks	
16	Create closing entries	
17	Roll over ending balances	
18	Close the previous fiscal year	
19	Update external year-to-date totals	