MONTH END CHECKLIST

1. _____ Send Julie the Audit file of UA_FIMSMGR mechanical changes.

2. _____ Check Bank 01 for Charts C, L, N, T for utility charges that need to be moved.

3. _____ Check Cash accounts 101106 and 101108 on Charts C, L, N, T to be sure that all deposits have been moved to Chart A.

4. _____ Check Control Reports for problems.

5. _____ Check for items to be moved from A-97001-900450 such as WOFF (write offs) and DISN or DISP (disposals).

6. _____ Run Monthly Crystal Reports – SNA summary, SRECNA summary, FBM080 to check transfers, fund deductions/additions and fund balance (net assets).

7. _____ Check for journal entries or FUPLOADs that have not posted.

8. _____ Multiple Chart Invoices mechanical.

9. _____ Flat Amount Mechanical Entry for Chart A (Meredith).

10. _____ Run Remove Mechanical Chain (OIT_F_LDGR_MECH_REMOVE_CH).

11. _____ Run Appworx Chain Part 0(OIT_F_LDGR_MECH_PART0_CH). Verify document B5 posted.

12. _____ Run Appworx Chain Part 1(OIT_F_LDGR_MECH_PART1_CH). Verify that the following documents posted CP, Q1, Q2, Q4, Q5, Q6, Q7, Q8, Q9, C1

13. _____ Run Appworx Chain Part 2(OIT_F_LDGR_MECH_PART2_CH). Verify that the following documents posted A1, A2, A3, A4, A6, A7, A8, A9

14. _____ Run Appworx Chain Part 3(OIT_F_LDGR_MECH_PART3_CH). Verify that the following documents posted B1, B2, B3, B4, B8

15. _____ Run Appworx Chain Part 4(OIT_F_LDGR_MECH_PART4_CH). Verify that the following documents posted B6, B7, Q3, C6****

16. _____ Run Appworx Chain Part 5(OIT_F_LDGR_MECH_PART5_CH). Verify that the following documents posted C2

17. _____ Run Appworx Chain Part 6(OIT_F_LDGR_MECH_PART6_CH). Verify that the following documents posted B9, C4, C5****

18. _____ Run Appworx Chain Part 6A(OIT_F_LDGR_MECH_PART6A_CH). Verify that the following documents posted C3, C7

19. _____ Run Appworx Chain Part 7(OIT_F_LDGR_MECH_PART7_CH). Verify that the following documents posted AB, BJ ****

20. _____ Run Appworx Chain Part 8(OIT_F_LDGR_MECH_PART8_CH). Verify that the following documents posted BA, BB, BC, BE, BF, BG, BH, BI, BK, BN, BO, BP, BQ – Check with Peggy

21. _____ Close the period on FTMSYR – appworx module A-C-D-E-L-N-T.
(OIT_F_LDGR_CLOSE_PREV_FSPD) ****different fiscal years
MAR 2014

REPORTS TO RUN AFTER MONTH END CLOSING

1. Run appworx chain USR_F_LDGR_MONTH_END_REPORT_CH for monthly reports for Eprint including FGRBDSC (all charts), FRRGITD (all charts), FGRODTA by month (all charts), FGRODTA-YTD (all charts), and Operating Deficits by category (chart A only). If reports have to be run manually in Banner, the job id can be noted from appworx and production control can place on eprint based on the job id.


4. Run Appworx chain OIT_F_LDGR_BUD_SUM_CH for Budget Summary for Eprint.

5. Run USR_F_LDGR_PROD_DATABASE_CH for the reports for automated email distribution.

6. Agency Funds - Choose the following orgns from the eprint reports FGRODTA and Fund Balance. Save as pdf files and email. (Org 900201 and Org 900204 Greek Resources and are emailed to Beth Brewer – Beth@greekresourceservices.com, Org 900202 is Delta Chi and is emailed to Stan Williams – aswilliams@bellsouth.net and Beth Brewer, Org 900203 is Sigma Nu and is emailed to Lloyd Shelton – lloydshelton@go2cpa.com).


9. Run USR_F_LDGR_Pods_DATABASE_CH for the reports for automated email distribution. (USE 4 digit year ex. 2011 instead of 11) Must wait until the day after close to run since PODS is one day behind.

10. Run OIT_F_LDGR_COMP_MON_YTD_CH for the Comparative Statement of Revenues, Expenses and Transfers by Month and Year-to-date.

11. Run Endowment Report from Fundriver and email to Production Control to place on eprint as F_CR_ENDOW_REP.

12. Run OIT_F_LDGR_ENDOW_YTD_CH for the Endowment Fund Balance, YTD Activity and Projected Income (spreadsheet should change in October for units).

13. Run USR_F_LDGR_ATHL_BBA_CH for the Athletics BBA report and Comparative Athletics Report (for parameters use chart A period for first posting period and Athletics period for second posting period – always use chart A year).

14. Extract data for the current month from FGITRND A-49019, field code YTD. Summarize for Tikeisha Lang in the System Office. tlang@uasystem.ua.edu.

**Update Closing Report Assessment – W drive in Month End Closing Folder.**
MONTH END DISTRIBUTED REPORTS BY EMAIL
Run 2 appworx chains

Name
USR_F_LDGR_PROD_DATABASE_CH

Athletics-FundBalance
FBM080 - Fund BalanceAthletics
Deficit Fund Balances
Comp 1831-SRECNA by period detail HOUSING
Comp 1831-SRECNA by period HOUSING
Comparative HousingSRECNA for audit - detail
Comparative HousingSRECNA for audit - summary
Crimson Tide Fund Balances
FBM080 - Fund BalanceCTF
SRECNA summary by fund type
UA FBM080 - FundBalanceWOFTYP41&81
Departmental Cash Receipts by Orgn
Departmental Cash Receipts by Orgn 630 YE
SNA summary 4 column NetAsset type
SNA summary by fund type 6 column
SRECNA summary by net asset type
Alumni Stmt of Financial Position by period
FBM080 - Fund BalanceAlumni (3) by period
FBM080 - Fund BalanceCapstone by period
Capstone Foundation SOFP by period - update0226
FBM080 - Fund BalanceLSF by period - all
Endowment Fund Balance, Cash, UASPEF
Comp_month_YTD_SA_ChartA
Comp Month_YTD_SA_ChartC
Activity Code Summary CS
Activity Code Summary SA
Activity Code Trans Detail SA
Law School SOFP update0226 by Period
To Be Endowed Report
Claim on Cash
Comparative SNA
Comparative SRECNA
Capstone Village SRECNA detail
Capstone Village SRECNA summary
FBM080 Agency Funds
Student Orgn Loans
Unspent Bond Proceeds
Possible Funding Sources
Fiscal Yr Plant Funds that need funding
FBM080 Fiscal Year Plant Funds
FBM080 Perm R&R Funds
New Plant Funds
FBM080 ROI Funds
Claim on Cash - summary group
Deficit Fund Balances C&G
Dept Cash Receipts by Acct Code

USR_F_LDGR_PODS_DATABASE_CH
Payroll Deduction Report - sort by date chart A
Payroll Deduction Report- Chart C sort by date
Payroll Deduction Report - Chart A sort by date - excel format
Payroll Deduction Report - Chart C sort by date - excel format
Plant Grant Ledger BBA - software
Plant Grant Ledger BBA - complete
Plant Grant Ledger BBA - CIP
Plant Grant Ledger BBA - R&R
Alumni Surplus
Capstone Stmt of Activities by Period change
Alumni Statement of Activities with Subreport Yr
LSF Stmt of Activities Yr Revised a
Supply Store Inventory
JV approver docs
Funding Sources for Capital Projects in Process
Utilities Report
Monthly E-print Reports

Budget Status
Organization Detail
Organization Detail-YTD
Grant Inception to Date Report
Grant Expenditures Report
Changes in Fund Balance
Statement of Revenues, Exp, & Transfers
Comparative Statement of Rev, Exp, & Transfers
Comparative Revenues, Expenses, & Transf with bud
Budget Summary
Comparative Revenues, Expenses, & Transf
  (Month & YTD)
Endowment Fund Balances, YTD Activity
  & Projected Income
Fund Balance Report
Operating Deficits by Category

FGRBDSC
FGRODTA
FGRODTA-YTD
FRRGITD
FRRINDC
_F_CHG_FB_REP
_F_CR_ATHL_BBA
_F_CR_ATHL_COMP
_F_CR_BUD_COMP_YTD
_F_CR_BUD_SUM
_F_CR_COMP_MON_YTD
_F_CR_ENDOW_YTDFB_REP
_F_CR_FB_REP
_F_CR_OPER_DEFICITS