

eFP Month End Closing Checklist

 Draft

This page is a draft

1. **Enter all transactions for the current month**
2. **Period End - increment the default transaction period by one.**
[Main MenuFund AccountingPeriodic RoutinesPeriod End](#)



Reconciliation of cash/bank statements can be done anytime provided you haven't closed your year. Beginning the next month is NOT dependent on closing the previous month. It is recommend to reconcile every month at the beginning of the month.

3. Reconcile checks

a. Reconcile checks from file

i. Upload Bank file to the server

[Main Menu->e-Forms&Tools->All-Upload Files](#)

1. Browse to find the file copied from the bank
2. Choose your directory, recommend H://rpt
3. Name the File to put on the server (i.e. JUNEAP.SEQ)
4. Click on Ok

ii. Reconcile checks from file

[Main MenuFund AccountingVendor ChecksReconcile Checks from File](#)

1. Select the Bank Format
2. Disbursement Fund
3. Data File Name, will be the same path used to 'Upload file' - (i.e. H://rpt/JUNEAP.SEQ)
4. Check mark if you only want to receive a report about checks that did not reconcile otherwise leave blank to see all checks

OR

b. Post cleared Vendor Checks - manually reconcile checks

[Main MenuFund AccountingVendor ChecksPost Cleared Vendor Checks](#)

- i. Enter check selection criteria
- ii. Enter the date the checks cleared
- iii. Click OK it initiate processing
- iv. Review the information selected
- v. Click on Yes to confirm.



If only a single check is being cleared it will make the update and return the user to the Post Cleared Vendor Checks page.

- vi. If clearing a range of checks the system opens a Post Cleared Vendor Checks listing page
- vii. Un-check the box next to any vendor check that should not be cleared
- viii. Click Ok
- ix. Select the report/error log destination



Error log only prints if one of the selected checks is not cleared.

- x. Click ok

4. Bank reconciliation

[Main MenuFund AccountingPeriodic RoutinesBank Reconciliation](#)

- a. Complete the fields in the Bank Statement Information & Interest Fees Section
- b. Click OK
- c. If there is not any information in a tab it will display a message indicating this.
- d. Reconcile your account (by clearing transactions in the deposits, payments and journal entries tabs.)
- e. Once Satisfied check mark complete and then complete the reconciliation by clicking on Reconcile, select yes to confirm.



Once you check mark it 'complete' and reconcile you will no longer be able to change the records displayed

- f. Generate a report by clicking on Report
 - i. Make appropriate selections
 - ii. click ok

5. Run month end reports and Save to your PC

- a. Detailed po
- b. Detailed check
- c. Detail Expenditure Status
- d. Detail Revenue status
- e. Receipt
- f. OH Cash position
- g. OH Fund Activity Report