**Month End Closeout**

Month \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Staff Initials \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Office \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  Print last commission sweep (all checks owed to company)

[ ]  Confirm Owner Paybatch shows nothing pending to process

[ ]  Confirm Vendor Paybatch shows nothing pending to process

[ ]  Confirm Deposit Receipts shows nothing pending to process

[ ]  Run Uncut Check report to confirm no pending checks to process (Report #18)

1. Confirm all checks have printed
2. If no checks pending, still print screen

[ ]  Run Owner Balances Report – print all pages (Report #15)

1. Select property status of ALL
2. Select date range for last day of month

[ ]  Run General Ledger Report – print all pages (Report #76)

1. Select date range for today’s date of report being ran
2. Very Important that this ending balance matches the owner balance or you may not continue

[ ]  Run Check Accumulative Report – print screen to include all (Report #4)

1. Select date range from first of month through last day of month (IE: 1/1/15 – 1/31/15)

[ ]  Run Voided Entries Report – print screen to include all (Report #21)

1. Select date range from first of month through last day of month

[ ]  Run Deposit Summary Report – print screen to include all (Report #10)

1. Select date range from first of month through last day of month

[ ]  Run Rental Analysis (Report #47)

1. No date range is selected; just Search & Print

[ ]  Run Ledger Code Analysis – print all pages (Report #33)

1. Select date range from first of month through last day of month

[ ]  Run Security Deposit Report (Report #17)

1. Confirm both totals match before able finalize month end and continue to next month

[ ]  Run Security Deposit Ledger Report (Report #77)

1. Select date range from first of month through last day of month

[ ]  Run Paylease report for returned items if applicable – print screen

1. Select date range from first of month through last day of month

Attach all reports behind and put into your accounting book to be packaged with all work for the month