End of Day

- Close cashier sessions
  - SMC – End of Day Cashier Close Out
- Approve cashier sessions (make sure all cashier sessions are closed and approved for the end of the month)
  - SMC – Approve Deposit
- Run GENERAL LEDGER POSTING PROCESS
- Run GL Report (summary only) in OSCA Reports
- Run Open Items Report in OSCA Reports
  - Summary Only if you ae preparing and printing checks the same day.
  - If not preparing and printing checks until the end of the month, run in Detail and Summary
- Reconcile Reports

End of Month

- Follow standard End of Day procedures
- Payable Creation and Maintenance
  - Click circle under End of Month Payables
  - Enter date of cutoff
  - Save Payables
- Check Printing
  - All Pending Payables
  - Search (it will bring up each payable separate)
  - Click Select ALL
  - Print checks (at this time it will combine like Payees)
  - It will give you a beginning and ending check number
  - If all checks print correctly enter the last check number
- Print Post Check Register Report in JIS (CAICKRG)
- Run GENERAL LEDGER POSTING PROCESS
- Run GL Report (summary only) in OSCA Reports
- Run Open Items Report in OSCA Reports
  - Detail and Summary
- GL and Open Items Reports should balance
- Print Municipal Summary Report in Cognos