

Month-End Report Certification Readiness Checklist

Yes (N/A)	Completed Task
_____	1. All unfinished BC documents for the month being certified are completed, approved, and posted.
_____	2. The suspense distribution (account 99999999899 / center 999999999998) has a zero balance for all companies.
_____	3. The statewide interface suspense accounts have a zero balance for all companies: Payroll Interface Suspense - Account 531999 / Center 9999 Health Benefits Suspense - Account 531998 / Center 9999 Mail Service Center Suspense - Account 532849 / Center 9999
_____	4. Any other agency specific suspense distribution has a zero balance for all companies.
_____	5. There are no error batches in the Suspended Batch Master (SBM) file with effective dates for the month being certified.
_____	6. The Disbursing Account (111250) for all companies has a zero balance.
_____	7. The AP encumbrances and PO encumbrances listed on the Box Totals report (C-GL-BOX TOTALS) are each zero for all companies.
_____	8. The TOTAL DEBITS equals the TOTAL CREDITS on the Box Totals report (C-GL-BOX TOTALS) for all companies.
_____	9. The ending cash balances on the Statement of Cash, Receipts, Disbursements, and Balances (BD704) report are correct for all special revenue funds.
_____	10. All steps in the Report Reconciliation Procedure for General Funds have been completed.
_____	11. All steps in the Report Reconciliation Procedure for Federal Funds have been completed.
_____	12. All steps in the Report Reconciliation Procedure for Capital Improvement Funds have been completed.
_____	13. All steps in the Report Reconciliation Procedure for Special Funds have been completed.
_____	14. The agency has submitted OSC certification form that it is ready to pre-certify reports.