

Month-End Report Certification Readiness Checklist

Yes (NA)		Completed Task
_____	1.	All unfinished BC documents for the month being certified are completed, approved, and posted.
_____	2.	The suspense account (Account 99999999899 / Center 99999999998) has a zero balance for all companies.
_____	3.	The Payroll Suspense account (Account 531999 / Center 9999), the Health Benefits Suspense account (Account 531998 / Center 9999), and the Mail Service Center Suspense account (Account 532849 / Center 9999) have a zero balance for all companies.
_____	4.	Any other agency specific suspense account 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.	If the month being certified is at the quarter-end, then the quarterly reversion entry has posted with the correct dates and to the correct accounts.
_____	8.	The AP encumbrances and PS encumbrances listed on the Box Totals report (C-GL-BOX TOTALS) are zero for all companies.
_____	9.	All company totals on the Box Totals report (C-GL-BOX TOTALS) are equal to zero.
_____	10.	The ending cash balances on the Statement of Cash, Receipts, Disbursements, and Balances (BD704) report are correct for all special revenue funds.
_____	11.	All steps in the Report Reconciliation Procedure for General Funds have been completed.
_____	12.	All steps in the Report Reconciliation Procedure for Federal Funds have been completed.
_____	13.	All steps in the Report Reconciliation Procedure for Capital Improvement have been completed.
_____	14.	All steps in the Report Reconciliation Procedure for Special Funds have been completed.
_____	15.	The agency notified the OSC Support Services Center at support.services@osc.nc.gov that it is ready to pre-certify reports.