



Debtors End of Month Check List

(Print and tick when Completed)

DATE: _____

1.	Print all Debtors Statements – (check all Billing are the batches finalised that you want to show on statements)	
2.	Receipts batches finalised	
3.	Invoice batches finalised	
4.	Run Account Validity – make sure no errors – DO NOT PROCEED UNTIL ALL ACCOUNT IN BALANCE – (if any find out why – Account Master File Family/ check family and work out which is the correct balance, make sure Opening balance is correct – and ring PCSchool for assistance) RE-run Account Validity until all correct	
5.	Debtors reconciliation report (Debtors Transactions – drop down box Debtors Reconciliation report) = 0.0 Variance	
6.	Debtors Transaction Listing – Family List – drop down box - Print or save to PDF (if required)	
7.	Print Family Based Debtors – Save PDF (if required)	
8.	In Finance > Run a Trial Balance to see if it balances – as most times when it is out it could be a Debtors receipt batch (this saves doing rebuilds later on which can take time) - If you do not have access to this get your Finance person to run it – before rolling your Debtors.	
9.	Stop everyone Processing	
10.	Backup Debtors Module	
11.	Run End of Period	
12.	Finalise Batch of Accrual Journals for Period End	