|  |  |  |
| --- | --- | --- |
| AGENCY | | |
| Completed | Date | Description |
|  |  | 1. Review the Trial Balance   1. Using GL On-Line Inquiry Download 2. Using SHARE Trial Balance Report 3. Use SHARE General Ledger Query and Summary Pivot Table |
|  |  | 2. Validate Allotments |
|  |  | 3. Validate Bank Deposits |
|  |  | 4. Validate Expenditures |
|  |  | 5. Validate Operating Transfers |
|  |  | 6. Validate Payroll Expenditures and Payroll Liabilities by Fund |
|  |  | 7. Ensure **all** journal entries are edited and posted to the General Ledger   1. All system generated journals (AP, ALO, PR, DJ, GM, AR, AM, BI, INV, TR) 2. All agency generated journals (AGY, CFR, CSH, OPR) 3. All unposted agency generated journals SHOULD BE deleted |
|  |  | 8. Validate Other General Entries   1. Due To & Due From transactions are recorded with proper affiliate and affiliate fund 2. Accruals are recorded or reversed 3. Travel Advances are properly closed out 4. Any clean-up journal entries done at the Department, Budget Reference, and Class Code level of detail |
|  |  | 9. Run Budget Status Reports/Budget Overview  *Budget Status*  *NMS Budget vs Actual* |
|  |  | 10. Run Encumbrance Detail Reports (Purchasing Module)  *NMS Single-Year Detail Encumb*  *NMS Multi-Year Detail Encumb* |
|  |  | 11. Close Purchase Orders/Encumbrances |
|  |  | 12. Run the Ledger vs. Journal Integrity Report  If differences are identified, notify [FCDSU.help@state.nm.us](mailto:FCDSU.help@state.nm.us) |
|  |  | 13. Review Outstanding Warrants |
|  |  | 14. YEAR-END   * Ensure accounts payable, accrued revenue and expenditures are recorded. * Ensure prior year accruals are reversed * Enter reversion journal entry * Submit Representation Letter certifying audit readiness to DFA Financial Control Division |
|  |  | 15. BEGINNING OF THE NEXT FISCAL YEAR   * Prepare and Submit the Reversion Accrual by August 31 of the year * Relieve all amounts recognized as Due From Other Funds/Agencies and Due To Other Funds/Agencies |