



Department of Financial Services  
***Month-End Close Checklist***

***Month-End Close Checklist***  
**Last Update:** November 07, 2024

### **Month-End Close Checklist**

This document highlights and provides guidance for monthly activities that should be considered and completed prior to closing the month. These practices will help agencies prepare for required monthly closing activities as Financials and Payroll transition into Florida PALM.

#### **General Guidance**

- Review Schedule of Allotment Balances (SAB) to identify any negative allotments and to validate expenditures are aligned with budget.
- Review Trial Balance to identify:
  - Outages,
  - Timing issues,
  - General ledgers that are out of balance, and
  - General ledgers that may have atypical balances.
- Identify and correct any funds that may have negative cash.
- Continually monitor cash, releases, allotments, and other transactional activities to validate accounting entries are correct and identified in a timely manner.

#### **Expenditures**

- Review Vouchers in an N status to determine what actions must be taken.
- Review warrants in a Stop status to determine if they should be cancelled or reissued.
- Record warrant cancellations with TR58s/TR96s
- Reconcile between Departmental FLAIR and Central FLAIR, reconcile with FACTS, and agency business systems.
- Review encumbrances to identify ones that can be closed. Be sure to consider any blanket and multi-year encumbrances.

#### **Accounts Payable/Accounts Receivable**

- Review the sum of records on subsidiary files reconciles to the balance of accounts payable/accounts receivable GL(s) on the Trial Balance.
- Monitor payables/receivables that net to zero or reflect a negative balance. For zero balances, the system should automatically close and remove the entries from the subsidiary file. Negative balances require investigation and corrective action.
- Review payables used as liabilities to validate they are still owed, and the payment has not already been issued.
- Review payables used for accruals to confirm were properly recorded or removed.

#### **Transfers**

- Communicate with other agencies to verify timely processing and that proper coding is used.



Department of Financial Services  
***Month-End Close Checklist***

- Communicate with other agencies to confirm Form 3 (Ex: Due To/Due From) transactions are reported with the same amounts and appropriate offsetting general ledgers.

**Interest Penalties**

- Review interest penalties to verify penalties are paid within 15 days in accordance with F.S. 215.422

**Deposit**

- Review and identify any debit memos and confirm the necessary transactions have been processed to move the cash from the default account to the correct FLAIR account code via a zero-treasury receipt.
- Review the Unreconciled Deposits Report from Florida PALM to determine if any cash receipts need to be input into Departmental FLAIR.
- Review reports to identify any unverified deposits.
  - ARR024 Debit Memo Report
  - ARR007 Deposit Report
  - ARR021 Unreconciled Deposit Report
  - ARR020 Reconciled Deposit Report
- Confirm the receiving sides of JTs have been processed with TR96 or TR99.
- Review receivables to determine if the payment has been received or if the receivable is still valid.

**Disinvestments**

- Verify journals have posted to Central FLAIR.
- Review entries in Florida PALM to determine if any journals may need to be processed with the RED distribution to keep the systems in sync.
- Review Florida PALM GLR083 – Investment Activity Report and validate activity and balances are correct.

**Property**

- Review the Property Pending File to validate that pending items are worked and added to the Property Master File regularly.
- Review property general ledgers from the Trial Balance and reconcile to the Property Master File.

**Payroll**

- Verify accounting entries related to payroll have been recorded in Departmental FLAIR (TR58s).
- Review designated payroll accounts to determine that there are no negative cash balances; or clear any items that are recorded to the default fund as result of payroll processing. These should be continually monitored.
- Verify timesheets are approved on time and that there are no salary overpayments.

For more detailed training on any of the checklist items, please refer to the Month-End Close training available in People First LMS.