1. Review your Cash Allocation Report (Financial Statement in General Ledger), the total unallocated cash, utility cash clearing and accounts receivable cash clearing accounts should equal zero. 
2. If the unallocated cash does not balance, run “Create Allocations” in the General Ledger. If it still does not balance, look for journal entries entered to a cash clearing account.
3. If the Utility Cash Clearing account does not balance: 
	1. Look in account inquiry for possible journal entries
	2. Verify journal totals equal sub-modules and that sub-modules are updated
	3. Run reports to make sure sub-modules tie to each other
		1. Cash Receipt – Receipt Register 
		2. Utility Management - Transaction Register
4. Accounts Payable should zero out or tie to the Unpaid Invoice Report each month
	1. Review in Account Inquiry or create a report to show balance of all fund account payable accounts each month (ie Trial Balance) 
	2. Run the Unpaid Invoice Report
5. Tie out Payroll liability accounts each month. They should zero out or you should be able to identify the balance.
	1. Examples – Federal Withholding, Social Security/Medicare Withholding , State Withholding, Health Insurance, Garnishments

Review in Account Inquiry or create a report to show balance of all payroll liability accounts each month (ie Trial Balance)  

* 1. Run a Pay Code Transaction Report or Table List from Payroll to match the PC and PB amounts     
	2. Show/track reconciliation 