

Month End Checklist

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Month End Checklist

Deadline Schedule

Month end is due two business days following the last day of the month. ****Extensions will not be granted!****

Checklist

- Post all receipts for the current month,
- Post all invoices for the current month,
- Ensure that all payable transfers have gone through,
- Code all non-RO invoices,
- Post all credits,
- Finalize deposit book,
- Close POS machine,
- Ensure all time tickets are posted for all hourly and flat rate employees,
- Count/submit petty cash report.

Reports

To be sent to Skye, Nicole, and Tanis when month is closed.

- Open Ros Report (#176)
- Labor Efficiency Report (#19)
- Profit Summary by Profit Center – Closed (#164)
- Parts Return Report (#67)

- Paint Scale Report (accessed through the paint department computer or emailed from Rondex)
- Rental Revenue Report (Found in Teams as an Excel document)
- Safety Performance Tracking (Found in Teams with the Monthly Facility Inspection)

- A/R List (Kept in Teams and managed throughout the month) – do not need to email this

How to Label the Reports

All the reports should be titled in the same manner:

Store Name – Month Year – Report Name and Number

Example:

- Chevrier – May 2023 – Open Report #176
- Dugald – May 2023 – AR
- Fife – May 2023 – Labour #19
- Gimli – May 2023 – Profit Closed RO #164
- Henderson – May 2023 – Parts Return #67
- Saskatchewan – May 2023 – Scale Report
- St James – May 2023 – Rental Income
- Stonewall – May 2023 – Safety Report

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Month End Courier Package

The following items need to be sent to the Accounting Team as a part of the courier package at the end of the month.

- All deposit book logs and supporting paperwork:
 - Copies of EFT payments,
 - POS machine receipts,
 - Cheques/stubs that have been deposited throughout the month,
 - Any bank deposits from the month.
- All RC invoices that have accumulated throughout the month,
- All non-RC invoices
- All statements
- Any misc. mail remaining for the current month,
- Petty cash report,
- Any other documentation as requested by the Accounting Team.