**Detailed Checklist for Xero Month Ending**

1. **Download your Bank Statement (PDF) to Xero files**
   1. Note you will need to download the statement from your bank account, save it to a file on your computer, and then upload it to the Xero files using the following steps:
      1. Click on name of Conference i.e. on Dashboard, and File will appear below name
      2. Click on “**FY2020-2021 EOM Reports, etc.”**
      3. You will see an **“Upload”**, click on that and Upload the bank statement.
         1. Go to the file on your computer where you saved the bank statement, and Open this file. It will upload into the Xero files
2. **Reconcile your bank Statement**
   1. See SOP for Reconciliation details
3. **Account Transactions Report (See SOP)**
   1. We highly recommend you run this report to make sure your transactions are in the right category such as rent, utilities, etc. If you find an error you can edit that transaction before completing you reports. You choose the date range of your report before your start.
   2. You can find this report under the “Accounting” tab – “Reports”
4. **Publish your “Reconciliation Report”**
   1. Make sure the bank balance agrees with your bank statement
   2. If not go back and check for errors
   3. To Publish this report
      1. When you are in “Account Transactions” look to the right of your screen and you will see **“Reconciliation Report”**
         1. Click on this and choose the date for the end of the month you are reconciling, then choose “**Úpdate”**
         2. If you the report agrees with your bank statement balance, and you agree with any outstanding checks, then you balance.
         3. Click on **“Publish”** – this will take you to a screen that allows you to rename your report. I suggest you identify it as the account you are reconciling such as “Checking or Saving”.
         4. The report will Publish and you will see it under the **Reports – Published** section.
5. **Do Manual Journal Entries for In-Kind items Received and Given Out**
   1. See SOP for Non-Cash In-Kind for details on how to do this
   2. **REMEMBER TO DO THE JOURNAL ENTRIES BEFORE YOU DO THE INCOME STATEMENT PROFIT LOSS REPORT!** If you don’t the In-Kind numbers will not be reflected.
6. **Do Manual Journal Entries for Gift Cards/Vouchers Donated & Gift Card/Vouchers Given Out**
   1. See SOP for Gift Cards and Vouchers for details on how to do this
7. **Run “Income Statement Profit & Loss” Report**
   1. Go to “Accounting” tab
      1. Reports, and Choose “Income Statement profit & Loss Report
      2. Choose date range for this report – starting with 1st of month and ending with last of month date.
      3. On the right side of screen click on “More” and choose “Show Acct Codes”
      4. Then choose “update”
8. **Publish the Income Statement Profit & Loss Report** – This will act as your 1st page of the End of Month Report
   1. To Publish go to **“Save As”** at bottom of screen, and click on this. Choose **“Publish”**
      1. This will put the report under the Published Reports under the Accounting tab in Xero.
      2. You can change the title name if you want and we also recommend you check “Show decimals” at the bottom of the page before you Publish
9. **Upload 2nd page of End of the Month Report**, which shows the totals of the In-Kind received and given out items, and the hours and mileage for the Vincentians
   1. You will upload this page to the same spot as you added your bank statement (see Step 1 above – FY2020-2021 EOM Files under your Conference Name
10. **Upload any other documents you feel will help as backup files**, such as receipts, donation details, etc.
    1. Upload in the same section as the Bank Statement in Step 1 above.
11. **Send E-mail to** [**reporting@svdpsa.org**](mailto:reporting@svdpsa.org) stating that your month is closed and posted in Xero
12. Once you have done Steps 1 thru 9, you will have completed your End of the Month Report requirements. Good job!