

END OF MONTH CHECKLIST

This checklist contains the recommended tasks to be completed end of the month for filing an accurate reimbursement claim.

<p>It is recommended to complete all steps in the order listed below.</p> <p><i>Note: Depending on district preferences or processes, Steps 1 and 2 may be not necessary.</i></p>	
<p>1. Resolve Serving Exceptions</p>	<p>Accountability > Transactions > Exceptions *Resolve Duplicate Meals and Eligibility Variance</p>
<p>2. Resolve Edit Checks</p>	<p>Accountability > Edit Checks</p>
<p>3. Add Missing Meals</p>	<p>Accountability > POS *Back Date as necessary</p>
<p>4. Reconcile All Sessions</p>	<p>Accountability > Sessions *All sessions should be in a Reconciled or Deposited status</p>
<p>5. Close the Periods</p>	<p>System > Periods > Manage Periods</p>
<p>6. Create the Reimbursement Claim</p>	<p>Accountability > Claims</p> <p>After creating the claim, review the SNP Reports</p>
<p>7. Review Additional Reports</p>	<p>Accountability > Reports</p> <p>Common Reports to Review include:</p> <ul style="list-style-type: none"> • Cash Collection • Revenue • Site Balance