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**BOOKKEEPER CHECKLIST**

# Daily

□ Teacher and SPED EA coverage

□ Has leave been entered for those absent

* All employees-Visions

□ If leave has not been entered by employee, contact to rectify

□ Review TimeClock punches for the previous day to ensure all employees have clocked out

□ Review TimeClock punches for current day to ensure all employees have clocked in

□ Login to Visions

□ Check your Control Panel for newly approved Purchase Orders

□ Send new PO’s to vendors

□ Enter any requisitions received the previous day

□ Review open PO’s for the following:

* Has the order been received
  + If not, follow up with the vendor and make note of contact on File Copy
* Has the invoice been received
  + If not, follow up with the vendor and make note of contact on File Copy
* Has the AP packet been submitted
  + If not, submit it to Accounts Payable

□ Deposits

* Accept from teachers/staff
* Prepare for bank
* Take to the bank (Not by you!)
* Send documentation to Accounts Payable

# Bi-Weekly

□ Submit payroll by due date

* Sub report
* Confirm that all TC+ entries are made and approved by Employee and Admin

□ Review your budgets

□ Submit Intra-bars