



Office of Minority Affairs Reconciliation Checklist

Monthly Reconciliation Checklist	Date	Initial	Errors	Error Correction Transaction ID
Stores: <ul style="list-style-type: none"> • Compare requisition form to GL • If necessary, utilize Inventory Billing Report (eReports - General Procurement Reports) 				
Phone bills: <ul style="list-style-type: none"> • Compare OIT T&N billing statement against General Ledger Detail • Confirm all personal calls are marked 				
University Development: <ul style="list-style-type: none"> • Fund Transfer Report (mailed to department) to the General Ledger 				
Payroll: <ul style="list-style-type: none"> • Print HRB130 Schedule 3.3 & 3.7 or HRB140 Schedule 4.4 (eReports HR) and compare to General Ledger • After the Bi-weekly and Monthly checklists have been verified they should be initiated 				
Non-Cash Assets & Liabilities: <ul style="list-style-type: none"> • For units without non-cash assets and liabilities - review the -61 report to verify no amounts appear in the NCA/L columns • For units with non-cash assets and liabilities - Print and review 6OS-91 balance sheet and follow OAA guidelines on non-cash assets and liabilities 				
Fund Exception Report: <ul style="list-style-type: none"> • Run monthly report (eReports - Other General Ledger) • This report will analyze posted journals to identify cases in which a journal line has posted to an incorrect Fund/Org combination. 				

UPON COMPLETION, PLEASE SIGN THIS FORM, RETAIN A COPY WITH YOUR RECONCILING AND SUBMIT ORIGINAL TO FISCAL ADMINISTRATOR.

Reconciler Signature: _____

Date: _____

Fiscal Officer Signature: _____

Date: _____