University Controller's Office
Departmental Fund Activity Reconciliation
Month:_____

Step	Procedures	Initial	Comments
	Report e-mailed from Finance for the following funds:		
	Print out Sub Ledger Monthly Report and		
	General Ledger Monthly Report for Non State Funds		
1	Verify that all payroll entries are correct. (accounts 6xxxxx)		
	If errors are determined, you need to work with the Controller's Office to make correction.		
;	For contract service items (account 71xxxx) posted as an expense, make sure amounts paid agree to approved invoices/check requests.		
	If errors are determined, you need to work with the Controller's Office to make correction.		
)	For transactions posted to accounts 72xxxx-78xxxx, agree amounts to supporting documentation.		
	Make sure that the account codes recorded for all items are proper. Bring attention to the Controller's Office of any items that appear misclassified.		
	If errors are determined, you need to work with the Controller's Office to make correction.		
	Verify ending cash balance is correct on general ledger report.		
	Complete certification statement when reconciliation procedures are completed.		
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	Certification that the activity recorded on the Banner Finance monthly reports was classified prope		

	Bring attention to the Controller's Office of any items that appear misclassified.						
	If errors are determined, you need to work with the Controller's Office to make correction.						
E	Verify ending cash balance is correct on general ledger report.						
F	Complete certification statement when reconciliation procedures are completed.						
	Certification						
I certify that the activity recorded on the Banner Finance monthly reports was classified properly and is supported by appropriate documentation. All unusual items were brought to the attention of the Controller's Office and those needing follow up review are noted below.							
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	SIGNATURE		DATE				
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