



### Account Reconciliation Job Aid

Step 1	Maintain items necessary for the reconciliation process. On a monthly basis, maintain a departmental record of all expenses that are initiated and approved by your department. Keep copies of source documents that are submitted for processing.
Step 2	At the end of month, run the Budget Activity Report for the Fund and Department that you want to reconcile.
Step 3	Review each line on the Budget Activity Report. Compare those transactions to the transactions on your departmental record. Verify the amount, vendor chartstring/account code and type of transaction.
Step 4	Investigate transactions NOT on your departmental record that are being recorded as expenses on your Budget Activity Report. Contact the department initiating the transaction to obtain a copy and validate the transaction. Maintain evidence of the review and corrective action taken. Must ensure that corrections are completed and finalized. Update your departmental record if the transaction is valid.
Step 5	Investigate transactions NOT on your Budget Activity Report that are recorded on your departmental record. Determine if the transaction should be posted or whether there is a budget error preventing it from being posted. If you are certain the transaction should have posted to your account, contact the Office of the Controller.
Step 6	Review any Budget Amendments to determine if all requested amendments have been posted. Remember to reflect these transactions on your departmental record.
Step 7	Once the comparison has been made between the two reports and all transaction corrections have been made, the remaining balance on your Budget Activity Report should match the remaining balance on your departmental record.
Step 8	If a transaction on your Budget Activity Report was expensed incorrectly, initiate an Expenditure Transfer form to have the expense moved to the correct account.
Step 9	Submit completed reconciliation to the person who will be performing the review of the reconciliation. Include a cover letter that states the reconciliation month, any anomalies found and corrective action taken as well as a signature line for the reconciler and the reviewer.
Step 10	Reviewer should review the reconciliation for unusual transactions, duplicate payments, correct account numbers, reasonableness, transactions that are not allowable per policy and any reconciling items. Sign the cover letter acknowledging review.
Step 11	Acknowledgement/attestation will need to be completed by Department Manager as required by Controller.