

Quick Guide - Monthly Reconciliation Checklist

Verify Fund Balances

The first step on the Monthly Reconciliation Checklist is to compare your fund balances from the General Ledger and the Bank Reconciliation Modules

- To view the General Ledger Fund Balances:
 - General Ledger Module
 - Accounts
 - Account Maintenance
 - Find the following accounts and write in the amounts
 - 10100-0-000-000-000-OCU – Operating Checking
 - 10300-0-000-000-000-OCU – Savings
 - 10500-0-000-000-000-OCU – Certificates of Deposit

- To view the Bank Reconciliation Fund Balances:
 - Bank Reconciliation Module
 - Bank Account
 - Account Maintenance
 - Find the following accounts and write in the amounts
 - Operating Checking
 - Savings
 - Certificates of Deposit

Compare the two modules and verify that the balances match each other, if not then notify CM Support. These balances need to balance in the two modules on a monthly basis.

Reports

After reviewing your balances, the next step is to pull the following reports and complete the Monthly Reconciliation Checklist. One suggestion is to print all reports except the Published Report - Year End Report until all reports are balanced.

The following reports should be pulled from inside the Cougar Mountain system.

- Balance Sheet
- Budget Report - Showing Current Month and Year to Date
- Bank Reconciliation – Bank Register – Current Month

The following reports should be pulled from the outside ISU Reports.

- Monthly Financial Statements
- Year-End Reports

The following are steps that you use to create the reports from inside Cougar Mountain.

Balance Sheet

- General Ledger Module
- Reports
- Balance Sheet
- Type in the Ending Period (ex. 04/01/2009 would be period 10)
- Skip Zero Balance should be checked to not print accounts with zero balance
- Print Account Number should be checked to print account numbers
- Select the radio button for Use Advanced Filter if you have an agency account
- Type the letter "O" in the Account Filter (this is done to remove AGY accounts from report)
- Click OK
- Send to Screen to View Report Prior to Printing
- View & Print

Budget Report – Current Month/Year to Date

- General Ledger Module
- Reports
- Budget Reports
- Enter in the Current Starting Period (ex. 04/01/2009 would be period 10)
- Enter in the Current Ending Period (ex. 04/30/2009 would be period 10)
- Enter in the YTD Starting Period (ex. 07/01/2008 would be period 1)
- Enter in the YTD Ending Period (ex. 04/30/2009 would be period 10)
- Select the radio button for Use Advanced Filter if you have an agency account
- Type the letter "O" in the Account Filter (this is done to remove AGY accounts from report)
- Click OK
- Send to Screen to View Report Prior to Printing
- You can enter in the YTD Budget Carry-Over Figure or leave it blank
- Click OK
- View Report & Print

Bank Reconciliation – Bank Register

- Bank Reconciliation Module
- Reports
- Bank Register
- Select All for the following: Activity Type, Status & Source Modules
- Type in Starting Date as the Beginning of the Current Month (ex, 04/01/2009)
- Type in Ending Date as the End of the Current Month (ex, 04/30/2009)
- Click OK
- Send to Screen to View Report Prior to Printing
- View & Print

The following are steps that you use to create the reports from the outside ISU Reports. To access the Outside Reports, you will need to use the Outside – ISU Reports Shortcut on your Citrix Desktop.

Monthly Financial Statements

- Type in Current Month Date Range for Current (ex. April 04/01/2009 and 04/30/2009 or use period 10 for both Starting and Ending Date)
- Type in Current Year to Date Range for YTD (ex. Currently in 07/01/2008 and 04/30/2009 or use period 1 for the Starting Date and 10 for the Ending Date)
- Select Beginning Balance from Drop Down List
- Select Print Account Numbers to print the account numbers on the report
- Select Continue
- Select Start
- Spreadsheet includes Three Reports
 - Director's Balance Sheet
 - Director's Revenue & Expense Statement
 - Council's Revenue & Expense Statement

Year-End Reports

- Type in Starting and Ending Date/Period
 - If you want to review one month – ex. April - 04/01/2009 and 04/30/2009 or Period 10 for Both Starting and Ending Date/Period
 - If you want to review current year to date – ex. July - 07/01/2007 and 04/30/2009 or Period 1 for Starting Date/Period and Period 10 for Starting Date/Period
- Select Beginning Balance from Drop Down List
- Verify Create Detail Page is selected
- Select Continue
- Select Start
- You may receive a message alerting you to vendor differences, this is ok and you can click on OK and continue with the report. This is a system message for the programmer and support if needed.
- Published Report Review Screen - Make Adjustments to Vendors and click OK
- Three Screens Appear Asking for Balances that are used on the Reconciliation Report for Year-End and you can enter the balances for each month or you can wait until year end
 - Checking Account Balance – From Bank Statement at Month End
 - Savings Account Balance – From Bank Statement at Month End
 - Deposits in Transit Amount
- Spreadsheet includes Three or Four Worksheets
 - Published Report
 - Published Report Detail
 - Published Report Removed Transactions – If none removed then not provided
 - Reconciliation Statement