

## Helpful Hints – Monthly Reconciliation Checklist

### Reports to Help with Balancing

- Audit Trail
  - This report is a great one to use to look for an amount that is out of balance. You can run this report to look for an amount during a select time period. When you select to run this report and a report does not appear then it means that there are no balances that match your amount.
    - GL, Reports, Audit Trail
    - There is a search tab that you will need to fill in to look for specific amounts.
- Vendor History
  - This report can be used to look for unpaid liabilities. This report can be used to view invoices and payments during a selected time frame.
    - AP, Reports, Vendor History
- Reprint Posting
  - This report will show you all of your transactions for the select time period. You can use this report to look for adjustments for the balancing spreadsheet. When you review the AP postings for the month you may notice that you wrote a check against a revenue account and you will need to list that as an adjustment on the balancing spreadsheet. This is the same if you were to deposit against an expense account. You can also use this report to compare to your Published Report to look for any other differences.
    - GL, Reports, Reprint Posting

## Items to Review if Published Report Does Not Balance

If the Published Report does not balance to the Revenue & Expense Report, please identify the problem(s) and notify support.

### Potential issues:

#### A. Checks written in previous fiscal year & voided during current year:

- a. If voided - expenses are reduced and cash increased.  
No disbursement is made.

**Negative expense should be reported on the Published Report resulting in a net decrease for the vendor.**

- b. If voided & reissued - disbursements are increased with no net affect to expenses

**Disbursement should not be included on the Published Report.**

#### B. Refunds (Example: County returns registration fee)

- a. Check is written – cash is decreased & Fee Income is decreased

**Disbursement should not be included on the Published Report**

#### C. Reimbursement (Example - County receives funds for overpayment of printing job)

- a. Cash is deposited and printing expense is decreased.

**Negative expense should be reported on the Published Report resulting in a net decrease for the vendor.**

#### D. Journal entries (transfer between revenue & expense)

- a. If expenditures are increased - **should be included on the Published Report**

- b. If expenditures are decreased – **decrease in disbursements to this vendor must be included on the Published Report**

#### E. Returned Checks - Checks from clients deposited into bank account and charged back to us because of non-sufficient funds. These checks are reflected in the revenue accounts and should not be included in the disbursement section of the Published Report.