Financial Reconciliation Checklist

The following is a checklist that may be used when preparing fund reconciliations. You should review all transaction types and ensure you have the appropriate (as listed), approved, backup for each transaction.

- **Transaction Detail Report**
- **Revenue Related Documentation**
  a. A/R invoices processed
  b. ID Charges
  c. Deposit forms for cheques
- **Payroll Expense Documents**
  a. Payroll Authorization Reports
  b. Payroll Verification Reports
  c. Related GL Correction/Journal Voucher Entries
- **Travel and related Expenses**
  a. Concur Travel Expense Report
  b. Travel Advance forms
  c. Guest/Student Travel & Expense Forms
  d. Petty Cash forms
- **Goods & Services related Expenses**
  a. EPIC Monthly Operating Reports *(MOR and MOR - Non-PO Invoices)*
  b. EPIC Approval History Report
  c. EPIC Invoice Summary by Contract and Contract Amount Left Reports
  d. Paper documents for transactions processed outside of EPIC (invoices, Banner PO, Aramark food charges etc.)
- **Other Expenses**
  a. Journal Entries *(with supporting backup describing the purpose of the entry)*
  b. ID Charges
  c. Visa Purchasing Card Transaction summary
  d. Courier (waybills) & Postage (tracking sheets)

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Fund   Organization   Program

Reconciled by: __________________________  Approved by: ___________________________
Date: __________________________________  Date: __________________________________