



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)

<i>Fund</i>	<i>Organization</i>	<i>Program</i>

Reconciled by: _____

Approved by: _____

Date: _____

Date: _____