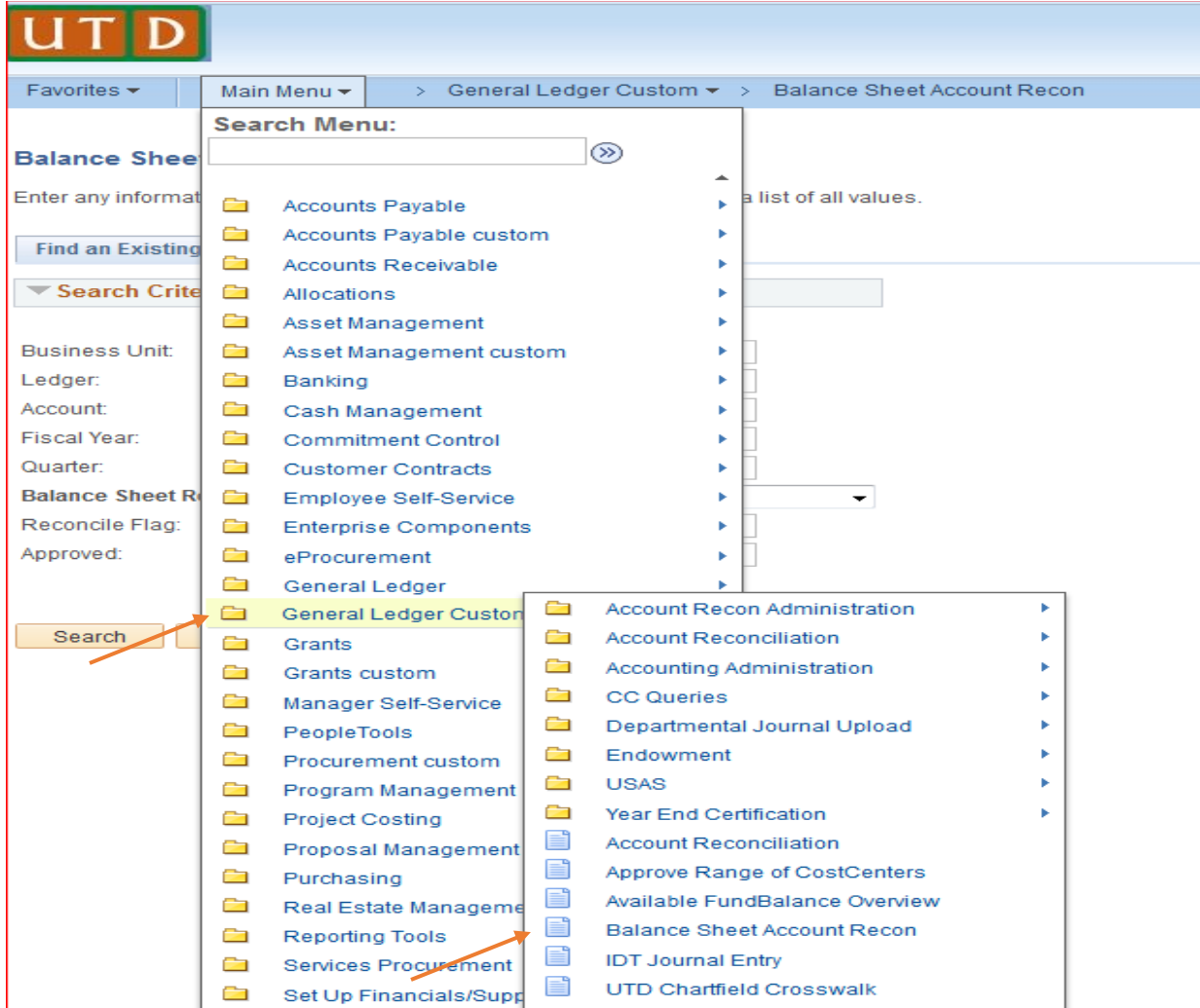


Balance Sheet Reconciliation Guide

Balance Sheet Recon Analyst

Start a new reconciliator:

PeopleSoft Financials > Main Menu > General Ledger Custom > Balance Sheet Account Recon



Balance Sheet Reconciliation Guide

Select "DAL01" for Business Unit

Enter "Actuals" for Ledger

Select "Reconciler" for Balance Sheet Recon Role

Click "Search"

UTD

Favorites ▾ Main Menu ▾ > General Ledger Custom ▾ > Balance Sheet Account Recon

Balance Sheet Account Recon

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Business Unit:	begins with ▾	DAL01
Ledger:	begins with ▾	ACTUALS
Account:	begins with ▾	
Fiscal Year:	= ▾	
Quarter:	= ▾	
Balance Sheet Recon Role:	= ▾	Reconciler ▾
Reconcile Flag:	= ▾	
Approved:	begins with ▾	

Search Clear Basic Search Save Search Criteria

Search Results

Balance Sheet Reconciliation Guide

Select account for reconciliation.

Balance Sheet Account Recon

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Business Unit:	begins with	DAL01
Ledger:	begins with	ACTUALS
Account:	begins with	
Fiscal Year:	=	
Quarter:	=	
Balance Sheet Recon Role:	=	Reconciler
Reconcile Flag:	begins with	
Approved:	begins with	

Search

Clear

Basic Search



Save Search Criteria

Search Results

View All

First 1-7 of 7 Last

Business Unit	Ledger	Account	Description	Fiscal Year	Quarter	Balance Sheet Recon Role	Reconcile Flag	Approved
DAL01	ACTUALS	12100	Due From UT System	2016	4	Reconciler	N	N
DAL01	ACTUALS	13000	Inventory	2016	4	Reconciler	N	N
DAL01	ACTUALS	15007	Prepaid Expenses	2016	4	Reconciler	N	N
DAL01	ACTUALS	15008	Prepaid - CC Travel	2016	4	Reconciler	N	N
DAL01	ACTUALS	15010	Postage Meter	2016	4	Reconciler	N	N
DAL01	ACTUALS	15011	Bulk Mail/Misc	2016	4	Reconciler	N	N
DAL01	ACTUALS	22100	Due to UT SystemS	2016	4	Reconciler	N	N

Balance Sheet Reconciliation Guide

Balance Sheet Account Reconciliation

Business Unit DAL01 Account 13000 Inventory Fiscal Year 2017 Quarter 2 Approver Melody Monjabez

Role Reconciler

1 **5**

General Ledger Balance		Corrections / Notes to the Ledger		Personalize Find [?] [x]		First	1 of 1	Last
Transaction Date	Description	Adjustment Date	Reference	Ledger Adjustments \$	Add Attachment			
1				0.210	Add Attachment			

2 **6**

Supporting or Subsidiary System Balance		Corrections/Notes to the Supporting or Subsidiary System		Personalize Find [?] [x]		First	1 of 1	Last
Transaction Date	Description	Adjustment Date	Reference	Sub Ledger Adjustments \$	Add Attachment			
1					Add Attachment			

7

Balance Should Zero Adjusted Total 282,302,850

Reconcile Reconciled By Reconciled Date/Time

Approve Approved By Approved Date/Time

Deny Notes

Account Purpose:

Save Return to Search Previous in List Next in List Notify

1. Verify "General Ledger Balance" agrees with Ledger balance.
2. Enter "Sub Ledger Balance" from subsystem or report, for example: bank statement balance, AP report from AP subsystem, UTIMCO reports balance, etc.
Click "Add" to attach subsystem report
(This is a required field and attachment is mandatory)
3. Review the activity posted to the account to ensure that detail items are:
 - a. Properly classified to the account,
 - b. Authorized in accordance with University policies, State and Federal laws and regulations, and specific sponsor or donor requirements or restrictions, and
 - c. Within the guidelines of the stated purpose of the account.
4. Ensure that all expected activity appears in the account.
5. Enter required information for any adjustments to the Ledger. Please note: these fields are for correcting journal entries to the *Ledger* ONLY. A journal entry must be prepared and submitted to Accounting in a timely manner. Note: Transaction Date is the original date when the reconciling item occurred.
Click "Add Attachment" to attach supporting documentation (Attachment is mandatory if an entry is made)
Click to add more lines as needed
6. Enter required information for any adjustments to the Subsidiary Schedule. Please note: these fields are for corrections that should be entered in the subledger (for example: Student Financials, Accounts Payable vouchers, adjustments by the bank). A request should be submitted for correction in a timely manner. Note: Transaction Date is the original date when the reconciling item occurred.
Click "Add" to attach supporting documentation (Attachment is mandatory if an entry is made)
Click to add more lines as needed
7. Balance should be zero, review and enter corrections if needed. This field is auto calculated

Balance Sheet Reconciliation Guide

Once the analysis is complete, all supporting documents are attached and balance is zero; click "Reconcile" to finalize the reconciliation.

Notify Approvers via e-mail. There are no automated notifications at this time.

Balance Sheet Recon Approver / Reviewer

Review a new reconciliaton:

PeopleSoft Financials > Main Menu > General Ledger Custom > Balance Sheet Account Recon

The screenshot displays the PeopleSoft Financials interface. At the top, the UTD logo is visible. The breadcrumb navigation path is: Main Menu > General Ledger Custom > Balance Sheet Account Recon. A search menu is open, showing a list of folders. The folder "General Ledger Custom" is highlighted in yellow. A sub-menu is open for "General Ledger Custom", showing a list of folders and documents. The document "Balance Sheet Account Recon" is highlighted in blue. An orange arrow points to the "Search" button on the left side of the search menu.

UTD

Favorites ▾ Main Menu ▾ > General Ledger Custom ▾ > Balance Sheet Account Recon

Search Menu:

Enter any informat

Balance Shee

Find an Existing

Search Crite

Business Unit:

Ledger:

Account:

Fiscal Year:

Quarter:

Balance Sheet R

Reconcile Flag:

Approved:

Search

- Accounts Payable
- Accounts Payable custom
- Accounts Receivable
- Allocations
- Asset Management
- Asset Management custom
- Banking
- Cash Management
- Commitment Control
- Customer Contracts
- Employee Self-Service
- Enterprise Components
- eProcurement
- General Ledger
- General Ledger Custom
- Grants
- Grants custom
- Manager Self-Service
- PeopleTools
- Procurement custom
- Program Management
- Project Costing
- Proposal Management
- Purchasing
- Real Estate Managem
- Reporting Tools
- Services Procurement
- Set Up Financials/Supp

- Account Recon Administration
- Account Reconciliation
- Accounting Administration
- CC Queries
- Departmental Journal Upload
- Endowment
- USAS
- Year End Certification
- Account Reconciliation
- Approve Range of CostCenters
- Available FundBalance Overview
- Balance Sheet Account Recon
- IDT Journal Entry
- UTD Chartfield Crosswalk

Balance Sheet Reconciliation Guide

Select "DAL 01" for Business Unit

Enter "Actuals" for Ledger

Select "Approver" for Balance Sheet Recon Role

Click "Search"

The screenshot displays the UTD (University of Tennessee) system interface for the "Balance Sheet Account Recon" function. The breadcrumb trail indicates the path: Favorites > Main Menu > General Ledger Custom > Balance Sheet Account Recon. Below the breadcrumb, the title "Balance Sheet Account Recon" is shown, followed by the instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." A button labeled "Find an Existing Value" is present. The "Search Criteria" section contains the following fields:

Business Unit:	begins with	DAL01
Ledger:	begins with	ACTUALS
Account:	begins with	
Fiscal Year:	=	
Quarter:	=	
Balance Sheet Recon Role:	=	Approver
Reconcile Flag:	begins with	
Approved:	begins with	

At the bottom of the form, there are four buttons: "Search", "Clear", "Basic Search" (with a magnifying glass icon), and "Save Search Criteria". An orange arrow points to the "Search" button.

Balance Sheet Reconciliation Guide

Select account for review and approval.

UTD

Favorites ▾ Main Menu ▾ > General Ledger Custom ▾ > Balance Sheet Account Recon

Balance Sheet Account Recon

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ Search Criteria

Business Unit: begins with ▾ DAL01

Ledger: begins with ▾ ACTUALS

Account: begins with ▾

Fiscal Year: = ▾

Quarter: = ▾

Balance Sheet Recon Role: = ▾ Approver ▾

Reconcile Flag: begins with ▾

Approved: begins with ▾

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First ◀ 1-95 of 95 ▶ Last

Business Unit	Ledger	Account	Description	Fiscal Year	Quarter	Balance Sheet Recon Role	Reconcile Flag	Approved
DAL01	ACTUALS	10300	Cash Treasury Deposit	2016	4	Approver	N	N
DAL01	ACTUALS	10301	Cash Treasury Prior Exp	2016	4	Approver	N	N

The reviewer / approver verifies that:

- Analysis includes all of the transactions within this balance sheet account.
- Ending balances agrees to the general ledger.
- Ending balances are substantiated with supporting documents.
- All activity is appropriate and reasonable.
- Adjustments or corrections, if necessary, have been initiated.

Click "Approve" if ALL requirements are met.

Click "Deny" and enter notes if all requirements are NOT met. This will allow account reconciler to make necessary corrections and re-submit for review and approval.