College of Arts and Sciences
Department Monthly Fiscal Reconciliation Checklist

Org:__________  Fiscal Year: __________  Accounting Period: __________

Instructions: Checklist should be completed for each accounting period within 30 days of the monthly close and retained in the department/unit in accordance with the university records retention schedule.

1. Purchase order vouchers, reimbursement/payment vouchers, and travel reimbursement vouchers have been reconciled using the paid voucher report.
   - Recommended: Compare eRequest eReport, paid voucher report, and the GL 91 report.

2. Purchasing and Travel Card transactions have been reconciled using the pcard reconciliation report. Transactions in the pcard clearing account have been identified, required documentation has been completed, and the expenses have been transferred to the appropriate chartfield(s) via a journal entry.
   - Recommended: Compare pcard reconciliation report to the monthly pcard statement.

3. The telephone and network expenses (https://oam-awi.units.ohio-state.edu/secure/awi_login.php) have been reconciled to the GL 91 report.
   - Phone numbers have been reviewed and accounted for.
   - Long distance personal calls have been identified and reimbursed.

4. All Inter-Departmental Billings (IDBs) have been reconciled to the GL 91 report. These may include Faculty Club, The Blackwell, Stores, FOD, Mail Services, Uniprint, Cost-per-Copy, etc.

5. All Expense/GFSA/Fund Transfer journals have been reconciled to the GL 91 report.

6. Deposits have been reconciled to the GL 91 report.

7. Gift reports have been reconciled to the GL 91 report using TAS gift memo support report.

8. The fund exception report has been reviewed and the appropriate action has been taken to resolve any error(s).

9. Earnings Fund reconciliation includes:
   - Liability and Non-Cash Assets have been reconciled to the AMO61 report.
   - Petty Cash and Change Fund balances have been verified.
   - Customer accounts >120 days have been sent to ARCS (unless circumstances support not referring to collections).

Reconciled by:____________________   Date: _______________