Reconciliation of MISCA, STATE, EDWCH, SPNSR and Other Funds

Policy and Procedure
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Reconciliation of MISCA, STATE, EDWCH, SPNSR and Other Funds

Policy and Procedure

**Policy:** Entries into the MISCA, STATE, EDWCH, SPNSR and other fund accounts must be reviewed and validated monthly.

**Purpose:** The Reconciliation of MISCA, STATE, EDWCH, SPNSR and Other Funds policy and procedure are intended to ensure entries for MISCA, STATE, EDWCH, SPNSR and other funds are valid and accurate.

**Scope:** Finance
Reconciliation of MISCA, STATE, EDWCH, SPNSR and Other Funds Procedure

1. Once month closes, run the following queries from PeopleSoft
2. OU Activity for each chartfield
3. OU Cash for each chartfield
4. HR Activity report for each chartfield
5. Once the queries done, use the information on the queries to update for current month’s reconciliation files (files are located: CON\1-Finance\fiscal month
6. Reconciliation’s are due within 5 business days of PeopleSoft monthly close. Once completed, sign and date the reconciliations and have the designated approver review and sign the reconciliations.
7. Make sure you have back up for all expenditure and revenue.
8. File the report and back up in the filing cabinet in the reconciler’s office.

Revision History

<table>
<thead>
<tr>
<th>Revision</th>
<th>Date</th>
<th>Description of Changes</th>
<th>Requested By</th>
<th>Approved By</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.0</td>
<td>9/1/2011</td>
<td>Initial Release</td>
<td>Harriet Parmar</td>
<td>Assistant Dean for Financial Affairs</td>
</tr>
<tr>
<td>2.0</td>
<td>4/8/2014</td>
<td>Changed policy name, updated link references and update procedure to reflect current practice.</td>
<td>Sandra Fix</td>
<td>Assistant Dean for Financial Affairs</td>
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</tbody>
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