

PeopleSoft General Ledger Manual of Administrative Processes

Process Title: 30B &40C Bank Reconciliation Process & Report
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Attachments: Report GLS 7002

40C Bank Reconciliation Report

Definition

Bank reconciliation process for all Non-Accounts Payable and Payroll banks.

Note: Semi automated bank reconciliation process and reports will be developed for Accounts Payable and Payroll from each module. The process will include uploading electronics bank statement files and voucher information to perform reconciliation. This will be included in a separate Accounting Process.

- Run PeopleSoft GL report GLS7002 for individual bank Account. Navigation: Go -Process Financial Information-Process Journal-Report-General Ledger Activity-Add or Update/Display.
 - Unit Individual Campus Bus Unit #. (Ex: 00730)
 - Ledger Actuals
 - Currency USD
 - Fiscal Year Year (Ex: 2000)
 - Period Range Period to be reconciled (Ex: Oct should be from 2 to 2)
 - Click chartfield Select Account value. Ex: Reconciling UH drawing bank should select account # 10510.
- Report GLS7002 should list bank Account beginning balance, individual transactions, and total of individual transactions and ending account balance for the period. Verify beginning balance with prior period ending balance.
- Obtain bank statement transaction for the period to be reconciled, either hard copy or on flat file format and verify beginning balance with prior period ending balance.
- Each transaction amount on GLS7002 should reconcile with each receipt and disbursement listed on the bank statement transaction listing. This process can be expedited by using Access functionality by importing bank statement transaction listing flat file and GL transaction query to Access and perform reconciliation.
- All items listed on the bank statement listing and not on report GLS7002 are reconciling items on the book side.
- All items listed on report GLS7002 and not listed on bank statement are reconciling items on the bank side.
- Research all reconciling items and take appropriate action.

Process Chart
Process State Fund Reconciliation

