

**PeopleSoft General Ledger
Manual of Administrative Processes**

Process Title:	30C State Fund Reconciliation & Report
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Effective Date:	September 1, 2001
Attachments:	Report GLS 7002

30C State Fund Reconciliation & Report

Definition

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

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 USAS 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 = 10500, select Fund = XXXX and Budget Period = BPXXXX
- Report GLS7002 should list Fund, Account and Budget Period 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 State Fund 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 State Fund transaction listing. This process can be expedited by using Access functionality by importing State Fund transaction listing flat file and GL transaction query to Access and perform reconciliation.
- All items listed on the State transaction 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.

Report: GLS7002

Process Chart
Process State Fund Reconciliation

