

Quick Reference Guide

Reconciling Accounts

RECONCILING ACCOUNTS

Different financial reports will be used for reconciling the different types of accounts that are used at UNI. The three basic account type reconciliations are described below.

GENERAL FUND ACCOUNTS

Use the reports listed below to reconcile General Fund accounts.

1. **Statement of Account** ("Show Detail") - This report provides budget, expense, encumbrance, and free balance information. It features drill down capabilities that make researching any item easy by just clicking.
2. **Transaction Detail** - Obtain a complete listing of all account activity; especially helpful if you have several months to reconcile.
3. **Personnel Expenditures Detail** - If you monitor salary expenditures, this is the report for you. This report provides budget, expense, encumbrance and free balance (salary savings) information for students, faculty and staff.

GRANT ACCOUNTS

Use the reports listed below to reconcile Grant accounts.

1. The **green bar report** from Grants and Contracts – This report is the only one that should be used to determine how much has been spent in the grant and what is the grant balance.
2. **Transaction Detail** - this is the report to use to see the detail of which expenses have gone through the grant account.

NON-GENERAL FUND ACCOUNTS

1. **Statement of Account Financial Summary** (hint: enter only the fund # and verify the low segment is all zeroes and the high segment is all 9's) – This is the only report that will reveal the beginning and ending balances.
2. **Transaction Detail** - Get a complete listing of all account activity.
3. **Statement of Account** – (hint: enter only the fund #) If there are questions about any items appearing on the transaction detail, use the drill down functionality of Statement of Account report to research the item.

For questions, please contact the Help Desk at 3-5555 or email ebusiness-help@uni.edu.

For questions about this document, please contact Pat Whitt, MEMFIS Trainer, at 3-6881.