

## Tier 1 Reconciliation Checklist

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This checklist is designed to assist Tier 1 reconcilers with performing the reconciliation of the Monthly Financial Reports (sometimes called the departmental ledgers or MFRs). Monthly reconciliation is a key internal control that compares the transactions posted in the myUFL General Ledger to source documents, either electronic or paper, to:

- determine if transactions are complete or outstanding
- confirm accuracy of the transactions
- identify any erroneous transactions that need to be corrected

While reconciling– remember the following three questions:

1. Do I recognize all the charges posted this month?
2. Are there charges I expected to see that did not post this month?
3. Do I see any anomalies?

### Beginning the Reconciliation

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- Retrieve the Monthly Financial Reports from myUFL.
- Gather all source documents that will be used to compare departmental transactions with the myUFL system. *Please note, since myUFL is the official accounting record of the university, documents already attached to a transaction do not need to be “pulled down” from myUFL and re-attached to the reconciliation. Instead, develop a process to review these documents within myUFL.*

**Who to contact:** Record retention guidelines are found [here](#).

- Review the previous month’s reconciliation for any reconciling items that needed correction to ensure that the item(s) were corrected this month.
  - If items are still not corrected, follow-up with the appropriate person or reach out to a core office for assistance.

**Who to contact:** Individual(s) responsible for processing a correction or the Tier 2 for your area. For core office assistance:

- Payroll transactions – *University Payroll Services: 392-1231*
  - Travel, vouchers, employee reimbursement or other payments to vendors – *University Disbursement Services: 392-1241*
  - PCard transactions or purchase orders – *Procurement: 392-1331*
  - Transactions related to sponsored projects – *Contracts & Grants: 392-1235*
  - Journal entries, commitment control – *General Accounting: 392-1326*
- If the department has a shadow system, reconcile it to myUFL Monthly Financial Reports (Remember – myUFL is the official accounting record of the University of Florida).

## Transaction Detail Report

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- Verify the information on the Transaction Detail Report for both expense and revenue transactions is a match with the source document(s).
  - Amount in myUFL matches source document.
  - Vendor or payee name matches source document.
  - Description of transaction matches source document.

**Who to contact:** Individual(s) responsible for initiating the transaction.

- Critically review the source document (required for all transactions over \$100) to ensure the source documentation, either paper or electronic, is adequate to support the financial transaction.
  - If applicable to the transaction, verify there is evidence of receipt/delivery (such as a packing slip).
  - Confirm there is appropriate documentation for specific charges, such as an itemized receipt for travel or a list of attendees for food.
  - Check that there are documented approvals for specific charges (high dollar, certain type of expenditure) as required by the university or unit.

**Who to contact:** Individual(s) responsible for initiating the transaction.

- Confirm the Account Code is appropriate for each transaction. Refer to [Account Groups and Definitions](#) for more information.

**Who to contact:** General Accounting: 392-1326

- Confirm the Fund Code is appropriate for each transaction. Refer to [Fund Groups and Definitions](#) for more information.

**Who to contact:** General Accounting: 392-1326

- Verify each expenditure is allowable according to [UF Policies and Procedures](#).
  - Ensure each expenditure is appropriate.
  - For donor monies, verify that expenditures match the donor's intent.

**Who to contact:** University Disbursement Services: 392-1241

- Validate that charges from interdepartmental transfers have been recorded properly, such as postage, facilities services, print shop, etc. These should be charged to the proper Cost Center as originally authorized by both parties.

**Who to contact:** Correspond with the appropriate service department.

- Confirm there are no duplicate expenditures by checking for repetitive amounts to the same vendor, duplicate invoice numbers, or duplicate transaction descriptions.

**Who to contact:** University Disbursement Services: 392-1241

- Validate that expense reimbursements have been recorded properly. [Cash Expense Refunds](#) are the only receipt of funds to be credited against expense accounts. All other receipt of funds should flow through revenue accounts.

**Who to contact:** If the original expense is related to a grant fund (201, 209, 211, 212, 213, 214) contact Contracts & Grants: 392-1235. Otherwise, contact Treasury Management at 392-9057.

- Confirm that all funds received and deposited were recorded correctly.

**Who to contact:** Treasury Management: 392-9057

- Make notes of unusual entries or any items requiring explanation.

**Who to contact:** The individual(s) responsible for processing the transaction and/or the Tier 2 in your area.

- Investigate any transactions requiring further research (i.e. purchases that do not seem normal for your department, round numbers, etc.)

**Who to contact:** The individual(s) responsible for processing the transaction and/or the Tier 2 in your area.

## Payroll Reconciliation Detail Report

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*Please note, it is essential to coordinate with the Human Resources processor for your department when reconciling the Payroll Reconciliation Detail Report.*

- Verify that each employee listed in the Payroll Reconciliation Detail Report is currently employed by the department.
  - Check that employees hired during the month are shown.
  - Check that employees terminated during the month are removed.

**Who to contact:** The department's Human Resources processor, University Payroll Services at 392-1231 or UFHR at 392-2477.

- Verify that appropriate salary amounts were paid for each employee. For example, a full-time employee's salary should be the same for each Accounting (Pay) Date in the month.

- Investigate any differences in salary amounts for the same employee.

**Who to contact:** The department's Human Resources processor and/or Tier 2.

- Ensure that the employee's FTE is correct.

- If there are any changes in FTE for an employee in the month, verify that these changes are correctly reflected.

**Who to contact:** The department's Human Resources processor or UFHR at 392-2477.

- Verify that employees are being paid out of the right combination code.

- If there are changes in the combination code an employee is being paid from, verify that these changes are correctly reflected.
  - Confirm that employees paid out of multiple combination codes are accurately distributed between each one.

**Who to contact:** The department's Human Resources processor or University Payroll Services at 392-1231.

- Review documentation for lump sum payments, retros, and other special circumstances.

**Who to contact:** The department's Human Resources processor, University Payroll Services at 392-1231, or UFHR at 392-2477.

- Validate the number of paychecks for each employee to ensure no one received more or fewer than expected.

**Who to contact:** University Payroll Services at 392-1231.

## Completing the Reconciliation

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After all transactions on both reports have been reconciled, the unit should have processes in place for further review and approval by Tier 2 and Tier 3. To move to the next step in the process, Tier 1 should perform the following actions.

- Note any errors, omissions, corrections, or items being researched on the reconciliation (can be done electronically).
- Coordinate corrections to the official accounting records in myUFL as appropriate.
- Document the completion of the reconciliation (can be done electronically).