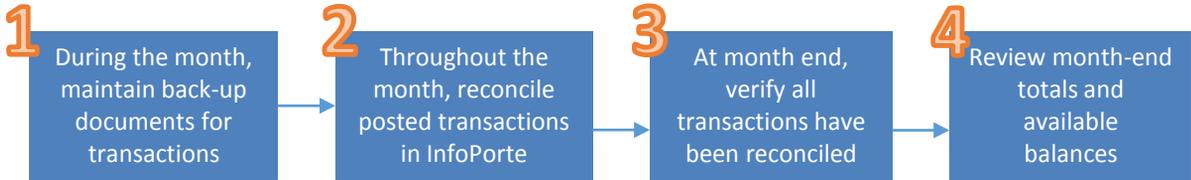


What is Reconciling?

Reconciling is the process of accounting for the transactions entered on your department each month and reviewing the total amounts and available balances at month end to verify they are correct. Reconciling is a critical internal financial control. The basic reconciling process is:



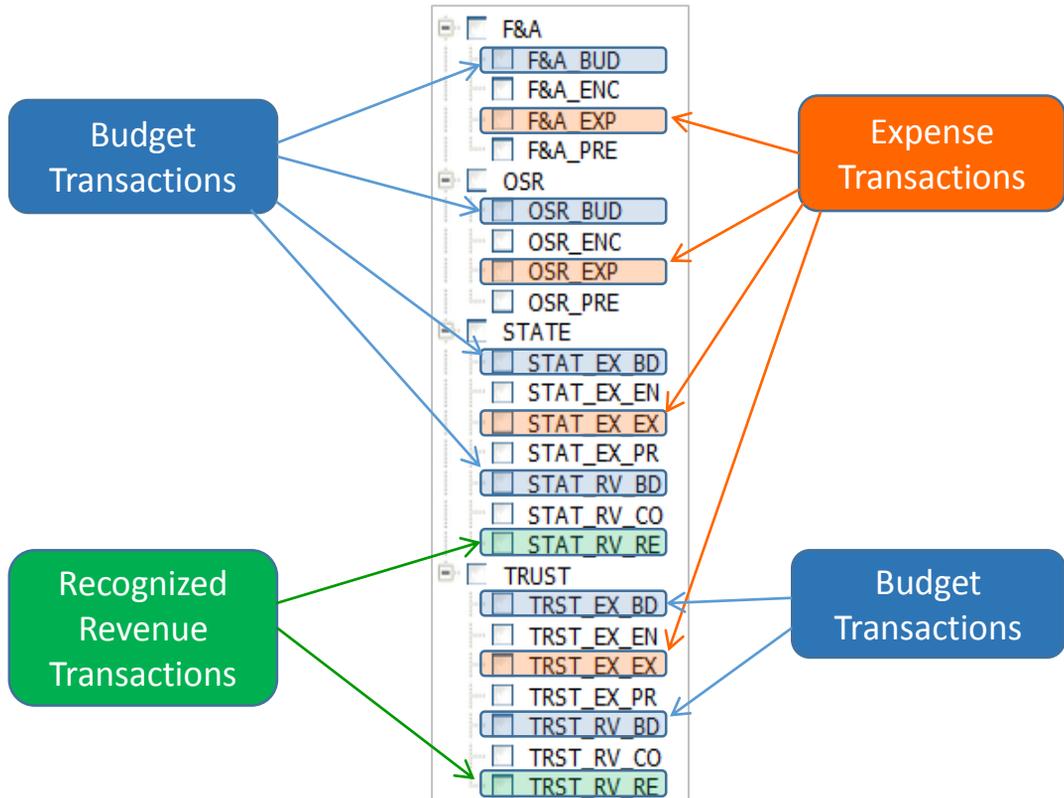
2 Reconcile Posted Transactions

Follow these steps to reconcile posted transactions:

1. Navigate to Home > Finance > Dept Accounting > Transactions.



2. Select the ledgers associated with the transactions you want to reconcile. You only need to reconcile transactions from budget, expense, and recognized revenue ledgers.



Reconcile Posted Transactions in InfoPorte, continued

3. Select the fiscal year and budget period for the transactions you are reconciling.
4. Select the accounting period for the transactions you are reconciling.
5. Select the applicable chartfields for the fund type. See the blue table below.
6. Click the **Search** button.

Fund type	Chartfields to enter:
State	Dept ID
F&A	Dept ID + Source code 14101
OSR	Project ID
Trust	Source code. If source is shared across departments, also enter the Dept ID. If source is for a foundation, enter foundation business unit.

7. Review the transactions in the search results against your back-up documents:

The **Description**, **Trans Type**, **Trans ID**, **Reference 1**, and **Reference 2** fields provide the key information for reconciling. The information in these fields is different for each transaction type. Below is an example of an expense ledger transaction, a campus voucher. See Tables 1 and 2 at the end of this document for a complete list of transactions.

Expense ledger example – campus voucher:

Ledger	Description	Trans Type	Trans ID	Reference 1	Reference 2	Recon Ready?
STAT EX EX	0000036982_TRIANALYTIC INC.	AP_VOUCHER	50582603_2312	899781_0000166862		Y
Ledger	Vendor ID & name		Voucher ID _Invoice ID	Paymt ID _Paymt Date	NA	Y = posted

8. Mark transactions as reconciled:
 - a. Select the checkbox next to the transaction.

Ledger	Description	Trans Type	Trans ID	Reference 1	Reference 2	Recon Ready?
<input checked="" type="checkbox"/>	UNCCH STAT EX EX 0000036982_TRIANALYTIC INC.	AP_VOUCHER	50582603_2312	899781_0000166862		Y

- b. Click the **Reconcile** button.

Result: A blue checkmark appears after you click the **Reconcile** button.

3 At Month End, Verify Transactions Have Been Reconciled

At month end, follow these steps to verify you have reconciled all transactions:

1. In the Basic search section, enter the same filters you did to reconcile transactions throughout the month.
2. In the Advanced search section, select “No” from the Reconciled field.
3. Click Search. Any transactions that appear in the search results are not reconciled.

4 Review Month End Totals and Available Balances

Follow these steps to find month end totals and available balances:

1. For **Trust, State, and F&A** funds, navigate to: Finance > Dept Accounting > Ledger Rollups > Main Ledgers tab
 2. Select the ledger for the balance you want to see – State, F&A, or Trust.
 3. Select the **prior and current** fiscal years.
 4. Select the current budget period.
 5. Select the accounting period for the period you want to reconcile.
 6. Select the applicable chartfields, the same you selected to find transactions.
 7. Click the **Search** button.
1. For **OSR** funds, navigate to: Finance > Dept Accounting > OSR Ledger
 2. The Ledger field default is OSR.
 3. The Fiscal Year default is all fiscal years to date selected. If you are looking for a prior-year balance, de-select the applicable fiscal years.
 4. Select the accounting period for the balance you want to reconcile.
 5. Select the applicable chartfields, the same you selected to find transactions.
 6. Click the **Search** button.

Review the totals and available balance:

- Look at the **Pre-encumbered** and **Encumbered** columns. Do you know what those transactions are and do you want to do anything about them?
- Look at the **Available Balance**. Is it what you expect based on the month’s transactions?
- Look at the **Expenses MTD** amount. It should match the total of your expenses for the month. If it does not, go back and make sure you’ve accounted for everything.

Budget	Pre-Encumbered	Encumbered	Expenses	Available Balance	Budget MTD	Expenses MTD
0.00	0.00	0.00	0.00	0.00	0.00	0.00
8,574,114.81	-15,936.75	-34,062.61	7,185,929.30	1,438,184.87	147,854.53	761,797.43

Table 1: Key Fields by Ledger and Transaction

Expense Ledger Transactions

Trans Type	Transaction	Description	Trans ID	Reference 1	Reference 2
AP VOUCHER	Campus Voucher	Vendor ID_ Vendor Name	Voucher ID_ Invoice ID	Payment Reference ID_ Payment Date	Not used
	Travel voucher	Vendor ID_ Vendor Name	Voucher ID_Travel ID_Invoice#	Payment Reference ID_ Payment Date	Not used
	Purchase Req <u>after</u> expensed	Vendor ID_ Vendor Name	Voucher ID_ Invoice ID	Payment Reference ID_ Payment Date	PO ID_ Requisition ID
	Purchase Order <u>after</u> expensed	Vendor ID_ Vendor Name	Voucher ID	Payment Reference ID_ Payment Date	Requisition ID
GL JOURNAL	Campus Journal	Journal Line description, if there is one	Journal ID_ Journal Date	Ref from Journal line if one exists	Not used
	File uploads like CBM	See Table 2	See Table 2	See Table 2	Not used
HR_ PAYROLL	Payroll expenses	Emp Last Name, First Name	Run Date_ Seq	PID	Journal ID_Journal line number
PO_ENC	Purchase Order <u>before</u> expensed	Vendor ID_ Vendor Name	PO ID	Not used	Requisition ID
REQ_ PREENC	Purchase Req <u>before</u> expensed	Not used	Requisition ID	Not used	Not used

Budget Ledger Transactions

Trans Type	Transaction	Description	Trans ID	Reference 1	Reference 2
GL_BD_JRNL	Budget journals and budget transfers	Long description, if there is one	Journal ID_ Journal Date	Ref line from budget journal if one exists	Journal line description from budget journal

Recognized Revenue Ledger Transactions

Trans Type	Transaction	Description	Trans ID	Reference 1	Reference 2
AR_MISCPAY	Deposits	Not used	Deposit unit_ Dep ID	Not used	Not used
GL_JOURNAL	Revenue such as a gift or money market allocation	Description of the income source	Journal ID_Journal Date	Journal reference	Not used

Payroll Projections

Trans Type	Transaction	Description	Trans ID	Reference 1	Reference 2
HR_PROJECTIONS	Payroll projections	Emp Last Name, First Name	Not Used	PID	Not Used

Table 2: File Upload Expenses such as CBM

Charge	Trans Type	Description	Trans ID	Reference 1	Reference2
CABS	GL_ JOURNAL	Traveler Name	CAB151023_ 28-OCT-2015	C567124	
University Mail Services	GL_ JOURNAL	UNIVERSITY MAIL SERVICES	1422:UMS_ 29-JAN-2016		
eCommerce (FEDEX, AirGas, Fisher, Mini Storeroom)	GL_ JOURNAL	FEDEX, AIRGAS, etc.	1132:ECD_ 22-NOV-2015		
PCard	GL_ JOURNAL		PCD2015116_ 30-NOV-2015		
Carolina Inn	GL_ JOURNAL	Room Food/Non-Alcoholic Bev	1468:INN_22 - Feb-2016	5409524	
Facilities	GL_ JOURNAL	Facilities Billing Services	0000133507_ 23-NOV-2015		
Carolina Copy	GL_ JOURNAL	Machine R10952 B&W	1291:CCC_ 19-JAN-2016	74041	
Telecom	GL_ JOURNAL	Telecom Equip Rental	GL1115T001_ 23-NOV-2015		
Computer Repair Center	GL_ JOURNAL	CRC Tkt 132222 RFS Tkt 3156643	1465:CRC_ 22-FEB-2016 1066:OC1_02- NOV-2015	132222	
Student Stores	GL_ JOURNAL	Dept Charges at SS	1248:SSC_22- DEC-2015	S315703170	
Environmental Health and Safety	GL_ JOURNAL	IMMUNIZATION REVIEW	1254:EHS_ 22-DEC-2015	2015894	
Iron Mountain Annual Renewal	GL_ JOURNAL	ITS Software Acq. Billing	1341:BKP_ 22-JAN-2016	SACCD00006	
Carolina Dining Services	GL_ JOURNAL	Carolina Dining Services	1075:AUX_ 06-NOV-2015	24226	
Public Safety - Parking (PRK)	GL_ JOURNAL	MOREHEAD PAYLOT RESERVATION	1451:PRK:22- FEB-2016		
Printing	GL_ JOURNAL	SOG Nametags 8-25-15	1129:PRT_22- NOV-2015	4095	
Friday Center	GL_ JOURNAL	25037	1339:FRI_22 - JAN-2016	FC25037	
Remedy Annual Maintenance	GL_ JOURNAL	Remedy License Maint Billing	1227:RFS_22- DEC-2015	3137852	
Laundry Services	GL_ JOURNAL	3745	868:LSV_13 - AUG-2015	3745	