

Instructions for the Monthly Reconciliation of JMU FIS Transaction Form

Instructions for preparing the Monthly Reconciliation of JMU FIS (Financial Information System) Transactions checklist:

GENERAL PURPOSE

This form can be used as checklist to ensure all signatures and documentation are present when the department is performing the required monthly reconciliation. This form may contain both sets of signatures (Reconciler/Fiscal Contact and the Approving Authority) instead of on the Monthly Detail Report. If this checklist is used, it should remain with the reconciliation for auditing purposes.

FORM PREPARATION

The top of the form should include:

- Fiscal Year of reconciliation
- Accounting Period of reconciliation
- Department Name and DeptID of reconciliation
- Reconciler's signature and printed name
- Date of reconciliation
- Reconciler's Mail Stop Code
- Approving Authority's signature and printed name and date

The remainder of the form incorporates questions designed for the reconciler to answer YES or NO to ensure that all required information and documentation are present in the reconciliation process. Such items include:

- All supporting documentation for expenditures and encumbrances have be retained
- Monthly Detail Report and Summary Financial Report are present
- All documents have been sanitized of payment card numbers, Social Security numbers, or other such sensitive data
- There are no unexpected transactions
- All expected transactions are present
- All coding is correct (DeptID and accounts)
- All SPCC (Small Purchase Credit Card) transactions have been re-distributed from default account code 130900 to the appropriate expenditure account code