Student Financials Receivable Reconciliation Procedures

1. Create Student Financials Trial Balance report.

Run query UB\_SF\_AR\_BALANCE and enter month-end date.

This is the correct total of student and organization accounts that were posted as of the month-end date.

1. Identify any transactions that were not interfaced by the end of the month.

Run query UB\_SF\_NO\_GL\_INTERFACE and enter month-end date.

These are the transactions that were posted by the end of the month (included in the previous query) but were not interfaced to the GL by the end of the month (not in the ledger balance for account 103010). They should be reconciling items (timing differences) on your Student Financials Receivable reconciliation that should clear by the next month.

If the ‘Post GL DTTM’ is blank, the transactions still have not interfaced. You may need to check the item type to verify that it is marked to interface.

1. Compare the daily amounts interfaced to the GL and the daily journal lines updating account 103010.

Run query UB\_SF\_DAILY\_TRANSACTIONS and enter the data range (first day of the month and last day of the month) to get the daily amounts interfaced. Save the query results in an Excel spreadsheet.

Run query UB\_SF\_DAILY\_JOURNALS and enter the data range (first day of the month and last day of the month) to get the daily journal lines to AR. Insert the results (columns) to the right of the results form the previous query.

Add a column that identifies the difference each day between the interface amount and posted amount. The transactions that make up these differences will need to be identified in the next step.

1. Identify and enter journals to correct transactions that make up daily differences.

For each day that there is a difference, run query UB\_SF\_GL\_DAILY\_OUT\_OF\_BAL and enter the date.

The query will provide the transaction(s) that did not interface the correct amount to account 103010. Note: If performance problems prevent running the query, contact the OTS developer to run the query in 2-tier and have the Excel results sent to you.

To view the full journal entry (debits and credits) that was made for a specific transaction, run UB\_SF\_GL\_DETAIL\_TRANS and enter the Run Date, ID and Item Nbr from the previous query results.

After reviewing the item type to determine what the entry should have been, enter a journal that corrects the account 103010 balance.