

## Budget Tracking Worksheet and Reconciliation

Purpose: Regular reconciliation should be done by your department to provide and correct.

Who should reconcile?

2. Match transactions with supporting documentation. Validate that supporting documentation (electronic or paper), including source documents, matches expense or revenue transactions on the official university record. Ex. quotes, requisition, purchase order, invoice, packing slip and emails for transaction.
3. After the month closes, log into Financials Data Warehouse and run Budget Activity Detail Report for budget to be reconciled. At the bottom of the page select export excel, enable editing and save the excel export as 9573123407032023(dept # with the date the report was downloaded)

5. Investigate and resolve any discrepancies, as necessary. For questions on
  - o Personal Services Budget 229333-5710
  - o Encumbrances Purchasing 229333-5708
  - o Payment Accounts Payable 229333-5708
6. Continue to file and save each source document to review.
7. When finished, document for your records that reconciliation for each budget was completed for that month.
8. Communicate with department members regarding budget priorities and progress
9. Communicate with Dean and/or Vice President to keep them current regarding the changes in needs and the impact for the school's or division's goals
10. Meet yearend deadlines for purchases, etc.