## Monthly Recommended Tasks

**1\_\_\_\_\_\_\_\_Cash Reconciliations:** Reconcile cash/bank accounts on a monthly basis. These accounts would include but are not be limited to: Deposit Accounts, contingent funds, petty cash, change funds etc.

**2\_\_\_\_\_\_\_\_Fund 128 payroll default coding (PRDFLT), (PRSUSP), and account 1000:** Must be zero.

**3\_\_\_\_\_\_\_\_Fund 990 Clearing:** Ensure that the cash balance in fund 990 is zero before the mid July cutoff. All revenue should initially be deposited to fund 990 and should be coded to 9198. Amounts should be cleared from 990 on account 9182. Since the recommended accounts for deposit and clearing crosswalk to the same DOA code, the activity for 990 nets to $0 as required by the State Controller’s Office. Institutions that need to record other account codes in fund 990 for deposit and clearing must consult the DOA crosswalk table on the SFS website to ensure that deposit and clearing occur on the same DOA account code.

**4\_\_\_\_\_\_\_\_Accounts Receivable Write-offs:** Verify that uncollectable accounts receivable have been written off.

**5\_\_\_\_\_\_\_\_Faculty salary advances:** Verify account 6160 has a zero balance. The exception would be if the advance was given in June of the current Fiscal Year.

**6\_\_\_\_\_\_\_\_Travel Advances:** Verify that only accounts 6165 and 6166 are recorded on fund 991. Accounts for travel expenditures may not be used on fund 991. Institutions should be able to substantiate the balance of travel advances recorded in SFS.

**7\_\_\_\_\_\_\_\_Revenue Clearing Accounts:** Verify that all revenue is distributed from any revenue clearing accounts/funds.

**8\_\_\_\_\_\_\_\_Credit Memo Write-offs:** Verify that worthless credit memos have been written off.

**9\_\_\_\_\_\_\_\_Minnesota Reciprocity:** Ensure that all balances on account 9199 are in fund 100.

**10\_\_\_\_\_\_\_Surplus Property Sales:** Ensure that account 9940 (State Share of Surplus Property Sales) is only used with fund 963.

**11\_\_\_\_\_\_\_Review of Small Dollar Encumbrances:** Institutions should review small dollar purchase orders resulting from failure to fully liquidate a purchase order when the obligation no longer exists. Purchase orders that have had no activity in the past 12 months should be closed at fiscal year end. All encumbrances under $50 should be closed by the mid July cutoff.

**12\_\_\_\_\_\_\_Program “R”:**  Verify that there are no expenditures or sales credits on program R.

**13\_\_\_\_\_\_\_Outstanding checks:** Verify that outstanding checks have been reviewed for stale dates procedures have been followed.

**14\_\_\_\_\_\_\_Monitor IUJ’s posted to your Business Unit:** From the UW NVision Report Request Selection Center, Category should equal “JOURNAL” and Sub Category should equal “LINE”. Click on JRNL\_IUJ Detail IUJ Info-Prompts BU, Jrnl Dates. The Nvision report will identify what funding and description was used on the IUJ, identify the user that posted the IUJ, and provide columns to track whether supporting documentation has been received and when, whether the business unit clearing account was used, and to document the journal number used to clear the entry from the clearing account.

**15**\_\_\_\_\_\_\_\_**Monitor Auxiliary PR Division Report in WISER:** Institutions should review departments in the “Unknown” category to determine what action is needed.

* For active departments with PR balances that should be included in the report, update the corresponding accounting tree and reload the tree into WISER.
* For inactive departments with PR balances that should be included in the report, activate departments and reload the corresponding accounting tree into WISER.
* For inactive departments with PR balances that should not be included in the report, re-activate departments to process clean-up entries to zero out balances and make departments inactive again. Reload the corresponding tree into WISER.

**16\_\_\_\_\_\_\_Revenue Transactions in GPR funds:** Verify that there are no revenue transactions in GPR funds except for sales credits. Helpful tip: This could be set up as a combo edit driven off a tree node limiting GPR funds to expenditure transactions.

**17\_\_\_\_\_\_\_Transfers:** Verify transactions using the following accounts net to zero across the system: 9941-Transfer between funds; 9942 - Transfer same fund; 9943 - Transfer – Department Cleanup; 9944 - Department Restructure; 9968 - Transfers-Same Fund/Diff Units; 3915 - Expense transfer.  Any balance on a campus needs to be offset between another campus or UWSA.