



Activity: Student Activities End-of-Month Reconciliation (Internal Accounts)
Munis > Financials > Student Activity > Check Reconciliation

Reconcile Receipts

1. Navigate to **Check Reconciliation**
Munis > Financials > Student Activity > Check Reconciliation
2. Click **Define**
 - a. Input 1XXXX in the **Batch number** field (replace XXXX with cost center)
 - b. Input or select the last date of the month to be reconciled in the **Clear Date** field
 - c. Input the **Cash Code** for Checking Account (1111XXXX – replace XXXX with cost center)
 - d. Select **Receipts** from the **Transaction type** drop down
 - e. Select **Date** in the **Clear by** field
 - f. Enter date range to clear in the **Date** field
 - i. Start date is typically the first date of the month being reconciled
 - ii. End date is the last date of the month being reconciled
 - iii. The dates will need to be reviewed carefully and may be different than the deposit date by the bank, as cut off times for deposits may affect the date the bank posted the deposit
 - g. Tab to **Cleared Checks** and ensure that the box is *not* checked
 - h. Click **Accept**
 - i. A message displays the number of receipts selected in the Clear/Unclear list at the bottom of the screen
3. Click **Unclear**
 - a. System lists all receipts that have not been cleared within the specified date range
 - b. Verify that the **Cleared Amount** at the bottom of the screen equals the total deposits on your bank statement
 - i. If the two totals match and all of the receipts are verified, there is nothing that needs to be done on this screen, as Munis has already selected all of the receipts to be cleared – click **Return**
 - ii. If the two totals do not match, click **Clear/Unclear**
 1. Uncheck receipts that did not clear
 2. Click **Accept**
 3. Verify that the Cleared Amount at the bottom of the screen equals the total deposits on your bank statement
 4. Click **Return**
4. Click **Output-Post**
 - a. System message 'Reconciliation report to print errors only?' appears – click **No**
 - b. Select **Save** to direct the system to save the document to **My Saved Reports**
 - c. Leave the default value for all other settings
 - d. Click **OK**
 - e. System message 'Do you wish to clear the selected transactions at this time?' appears – click **Yes**
5. A system message displays at the bottom of the screen with the number of cleared/uncleared receipts

Reconcile Outstanding Checks

1. Navigate to **Check Reconciliation**
Munis > Financials > Student Activity > Check Reconciliation
2. Click **Define**
 - a. Input 1XXXX2 in the **Batch number** field (replace XXXX with cost center)
 - b. Input or select the last date of the month to be reconciled in the **Clear Date** field
 - c. Input the **Cash Code** for Checking Account (1111XXXX – replace XXXX with cost center)
 - d. Select **Disbursements** from the **Transaction type** drop down
 - e. Select **Date** in the **Clear by** field
 - f. Enter date range to clear in the **Date** field
 - i. Start date is the date of the oldest uncleared check
 - ii. End date is the last date of the month being reconciled
 - g. Tab to **Cleared Checks** and ensure that the box is *not* checked
 - h. Click **Accept**
 - i. Enter **Journal Information**
 - i. **Fiscal Year** and **Fiscal Period** default based off of the system's current period
 - ii. *CHANGE the Fiscal Period* to that of the month to be reconciled
 - iii. The **Effective date of changes** is the last day of the month to be reconciled
 - iv. Input CLCHK in the **Reference** field
 - v. Click **Accept**
 - vi. The display returns to the reconciliation screen and a message displays the number of checks selected in the Clear/Unclear list at the bottom of the screen
3. Click **Unclear**
 - a. System lists all checks that have not been cleared within the specified date range
 - b. Verify that the **Cleared Amount** at the bottom of the screen equals the total of the checks on your bank statement
 - i. If the two totals match and all of the checks are verified, there is nothing that needs to be done on this screen, as Munis has already selected all of the checks to be cleared – click **Return**
 - ii. If the two totals do not match, click **Clear/Unclear**
 1. Uncheck checks that did not clear
 2. Click **Accept**
 3. Verify that the Cleared Amount at the bottom of the screen equals the total of the checks on your bank statement
 4. Click **Return**
4. Click **Output-Post**
 - a. Select **Save** to direct the system to save the document to **My Saved Reports**
 - b. Leave the default value for all other settings
 - c. Click **OK**
 - d. System message 'Do you wish to post the Check Reconciliation Journal?' appears – click **Yes**
5. A system message displays at the bottom of the screen with the number of cleared/uncleared checks

Print Reconciliation Report

1. Navigate to **My Saved Reports**
Munis > Departmental Functions > My Saved Reports
2. Select the report labeled RECEIPT RECONCILIATION that matches the date the report was run
 - a. Click **PDF**
 - b. Print the report
3. Select the report labeled CHECK RECONCILIATION that matches the date the report was run.
 - a. Click **PDF**
 - b. Print the report