



## Quick Guide: Preparing a General Ledger Quarterly Reconciliation

### Resource Links:

Accounting and Administrative Manual Reference:

<https://www.uaf.edu/finserv/files/finance-accounting/General-Ledger-instruc.pdf>

Instructions for using Banner FGRGLTA screen:

[https://drive.google.com/file/d/1e\\_IKjGYS3EckT8umYGvpNeKZR9ABFOML/view](https://drive.google.com/file/d/1e_IKjGYS3EckT8umYGvpNeKZR9ABFOML/view)

Instructions for completing General Ledger Quarterly Reconciliation Report

1. Review Accounting and Administrative Manual Section 100, G-03 "General Ledger Balance Sheet Account Reconciliation" to determine the support required. General Ledger accounts fall into the following categories:
  - a. Petty Cash and Change Fund
  - b. Travel and Miscellaneous advances
  - c. Accounts receivable clearing accounts
  - d. Inventories (recon annually)
  - e. Prepaid Expenses
  - f. Deferred Income and Deposits
  - g. Financial Aid
2. Locate and copy the previous quarter's reconciliation, clearing all entries in the cover sheet and FGRGLTA tabs and entering current quarter information.
3. Run FGRGLTA process in Banner, export report as an excel sheet, then copy and paste report into FGRGLTA tab. This Banner report is a part of the required backup.
4. Use Cleanup tab to extract line detail from FGRGLTA report, then copy/paste that data into the Tracking tab.
5. Use the Tracking tab to determine which transactions have cleared the general ledger and delete those from the Tracking sheet. Review all transactions that have not cleared-these are the outstanding items that should be referenced on the cover page.
6. Complete the cover page and submit the completed and signed Quarterly Recon to the Cash Manager via [uaf-ofa-cash@alaska.edu](mailto:uaf-ofa-cash@alaska.edu).

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