



## ***GL Reconciliation Checklist - GL Details Recon Module***

What to look for in ANY project	Notes & Explanations Where Action is Required
Have all transactions been coded to a revenue project? <input type="text" value="Revenue Project Flag"/> Y	
Has appropriate documentation been retained, including deposit receipt forms & bank deposit slips, and does it match to the posted entries?	
Are there expected transactions which are NOT on the report?	
Do you see any unexpected transactions?	
Have all transactions been coded with the correct JE Source and Category?	
Have all transactions been coded to the correct Entity?	
Have all transactions been coded to the correct Fund Source (Full List - GL Reference Module in UBI)?	
Have all transactions been coded to the correct Object Code (Full List - GL Reference Module in UBI)?	
Have all transactions been coded to a GL Only Module Flag?	
Have all transactions been coded to the correct Organization?	
If this is Clearing Project, is the total zero? If not, have actions been taken to move items to their ultimate location?	
Is this project nearing its "close date"?	
Has all documentation been filed?	