INSTRUCTIONS FOR DEPARTMENT TO RECONCILE NON-STUDENT ACCOUNTS RECEIVABLE:
How To Reconcile the SSRS Aging Report to Banner, Account #103995:

1. Determine which funds are included in your department from your Business Officer. On the SSRS Detail Code Report, search for your department and find the detail codes and funds that are associated with your department. Write down all of the funds associated with your department.

2. In Banner, FGIBDST, pick up the balance in your fund(s), account #103995 for FY13, 6/30/13 and each 6/30/xx year end after 6/30/13. Also pick up the balance in account #103995 for the current year as of the day you are reconciling.

3. Add all of the account #103995 balances together and total.

4. Run the SSRS report: Non-Student Aging report by department FOR YOUR DEPARTMENT ONLY

5. On the Non-Student Aging report by department, total all columns at the bottom of the report EXCEPT the future column (invoices in the FUTURE column will show up on the report, but they will not feed to Banner Finance until the date occurs and they are true receivables).

6. Compare the totals from #3 to #5

7. If the totals agree, you are reconciled.

8. If the totals don't agree, this can be caused by: (THE BILLING DEPARTMENT WILL RESEARCH ANY DISCREPANCIES FOR YOU)
1. Payments posted on the previous day, but the cashier's office hasn't finalized and fed the cashier session to Banner Finance yet (most likely because they are still working on reconciling cash from the previous day).
2. A new invoice was entered for your department on the previous day and the cashier session created has not yet been finalized and fed by the Cashier's office.