

Account Reconciliations: HELPFUL HINTS & SUGGESTIONS

When reconciling or reviewing monthly activity, look for:

- Unusual dollar amounts
- Duplicate charges
- Appropriateness:
 - Was the correct account used?
 - Was the expense allowable per policy and/or spending restrictions?
- Unfamiliar vendor names
- Incorrect GL codes
- Match with p-card log transactions

Each reconciling item (*those identified as an issue, error, or that you do not understand*) should be researched and, if necessary, corrected.

If you suspect fraud, take action immediately!

- Email and discuss with your supervisor without delay.
- Notify the [TSUS Office of Internal Audit](#): (512) 245-2533
- Anonymous Hotline: 866-294-0987

To obtain additional information about a transaction:

- Contact any employees involved in the transaction for more information.
- The financial system Document Headers show a Document Type, Parked/Posted by User ID; double-click to view contact information.
- P-Card: p_card@txstate.edu
- JU (Automated IDTs): See Parked by User ID
- e-IDTs from Service Departments: Contact Provider Department directly, as they are responsible for documenting and retaining point of sale and work order information:

JA	Parking Services	JC	Copy Services
JD	Duplicating	JF	Facilities
JH	Computer Repair	JO	Copy Machine
JP	Print Shop	JW	Postal Retail Unit
JZ	Postage Due		

In general:

- Review overall expenses to ensure they are where you expect them to be for this point in time and plan for the remainder of the year.
- Review encumbrances:
 - Are they still necessary and/or do the amounts need to be increased or decreased?

Contact Information

Accounts Payable: (512) 245-2777 | payables@txstate.edu

Budget: (512) 245-2376 | budget@txstate.edu

Financial Reporting & Analysis: (512) 245-2541 | financialreporting@txstate.edu

General Accounting Office: (512) 245-2541 | gao@txstate.edu

Payroll & Tax Compliance: (512) 245-2543 | payroll@txstate.edu

Purchasing: (512) 245-2521 | purchasing@txstate.edu

Travel: (512) 245-2775 | (512) 408-4400 | travel@txstate.edu

[Frequently Asked Questions – Who Should I call?](#)