

GENERAL FUND MONTH END RECONCILIATION

The files linked to from this page are in Adobe Acrobat (.pdf) format. If you do not have this software, please [download the free Acrobat reader](#).

Month

Report	Column Heading	Row Heading	Budget Code
1 These Must =			
BD702	BUDGET	<i>Excess Exp. over/under Rev. per BD701</i>	
BD701-Cert.	*BUDGETED*AUTHORIZED	<i>Appropriation</i>	
AK 04	APPROPRIATIONS	<i>Adjusted Appropriation</i>	\$

2a These Must = 1st Two Months of Quarter			
BD702	UNALLOTTED	<i>Excess Exp. over/under Rev. per BD701</i>	
AK 04	APPROPRIATIONS	<i>Appropriation Balance</i>	\$
2b These Must = Last Month of First 3 Quarters AFTER QUARTERLY REVERSION HAS BEEN POSTED			
* AK 05	BALANCE	<i>As of last entry for month closing</i>	
BD702	UNALLOTTED	<i>Excess Exp. over/under Rev. per BD701 LESS</i>	- ()
	UNEXPENDED QTD	<i>Net Allotment</i>	\$
2c These Must = Last Month the Fiscal Year JUNE			
* AK 05	BALANCE	<i>As of last entry prior to June 30</i>	
BD702	UNALLOTTED	<i>Excess Exp. over/under Rev. per BD701 LESS</i>	- ()
	UNEXPENDED QTD	<i>Net Allotment</i>	\$

3a These Must = 1st Two Months of Quarter			
BD702	UNEXPENDED	<i>Unexpended Appropriation</i>	
BD702	UNALLOTTED	<i>Excess Exp. over/under Rev. per BD701 PLUS</i>	+
	UNEXPENDED QTD	<i>Net Allotment</i>	\$
3b These Must = Last Month of First 3 Quarters AFTER QUARTERLY REVERSION HAS BEEN POSTED			
BD702	UNEXPENDED	<i>Unexpended Appropriation</i>	
BD702	UNALLOTTED	<i>Excess Exp. over/under Rev. per BD701</i>	\$

4 These Must=			
BD702	MTD/QTD/YTD	<i>Ending Cash in Allotment</i>	
BD800DET	BALANCE	<i>Ending Cash Balance</i>	
AK 04	ALLOTMENTS	<i>Month End</i>	
** GL Screen 016	ENDING BALANCE	<i>Period Closing</i>	
Cash 111270			\$

5a These Must =		Expenditures	Revenues
BD702	CURRENT MONTH	<i>Expenditures/Revenues</i>	
BD701-Cert.	*ACTUAL*CURRENT MONTH	<i>Expenditures/Revenues</i>	\$
5b			
BD702	YEAR TO DATE	<i>Expenditures/Revenues</i>	
BD701-Cert.	*ACTUAL*YEAR-TO-DATE	<i>Expenditures/Revenues</i>	\$

6a These Must =			
BD800SUM	YTD RECEIPTS		
* AK 07	YTD RECEIPTS	<i>As of last entry for month closing</i>	\$
6b			
BD800SUM	YTD DISBURSEMENTS		
* AK 07	YTD EXPENDITURES	<i>As of last entry for month closing</i>	\$

7a These Must =			
BD800DET	DEPOSITS/TRANS ADJ	<i>Period Balance</i>	
BD800SUM	CURRENT RECEIPTS		\$
7b			
BD800DET	DISBURSEMENTS/TR ADJ	<i>Period Balance</i>	
BD800SUM	CURRENT DISBURSEMENTS		\$

* Note: Entries in Cash Management (AK05, AK07, AK08) are listed by date entered, not effective date. In order to get the correct month-end balance for the month you are closing, be sure and include any closing month entries made in the current month (or subtract current month entries from ending balance).

** Note: You will not be able to use summary center 999999999999 in cases where there are multiple companies within a budget code or multiple budget codes within a company.