Run the Prepare Receivables to General Ledger Reconciliation Process

1. Open Web Browser, navigate to OFC Home Page
2. Enter User Name and Password, click Login
3. Select Tools, select Scheduled Processes
4. Select Schedule New Process

5. In the Name field, search and select:
   a. Click Search hyperlink on bottom left for the Search and Select: Name dialog box to display
   b. In Name, enter Prepare Receivables to General Ledger Reconciliation click Search
   c. Select the row and then click OK, twice
6. Enter a Request Name (e.g. AR_TO_GL_initials_date), select UCSD as the Ledger, an Accounting Period, Business Unit (optional), and check the box, Notify me when this process ends

7. Click Submit in upper right
8. In the Confirmation dialog box, click OK
9. Click the Refresh icon, until all Process and Subprocess lines appear with Succeeded as the Status

Return to Receivables work area to view Receivables to Ledger Reconciliation Report

1. From the Scheduled Process work area, click Home icon in the top right of the page
2. Click on Receivables and select Accounts Receivable
3. On the right Tasks menu, scroll down, in Accounting select Receivables to Ledger Reconciliation
4. When the report displays, select the **Ledger** and **Request Name** (name created in step #6), from the **Process** run above.

![Receivables to General Ledger Reconciliation](image)

5. To understand the Report:
   a. **Receivables Amount** column contains the balances for Transactions (Invoices, Adjustments, Payments, etc.) generated in the Receivables sub ledger (work area).
   b. **Accounting Amount** column contains balances for Transactions (Invoices, Adjustments, Payments, etc.) that have been posted from the Receivables sub ledger to the General Ledger.
   c. **Difference** column is the variance between what has been generated/recorded in the Receivables sub ledger but has not been posted to the General Ledger.
   d. *Note: Amounts are only for the Accounting Period selected.*

   When completing this exercise, there may not be Differences to explore given the timing, lack of transactions in the system, etc.
6. Click on any of the listed numbers in the **Difference (USD)** column of the report to review details of **Transactions** causing the discrepancy and to derive potential reasons for the difference

   a. Why hasn’t an **Invoice/Adjustment/Payment** been posted to the **General Ledger**?
   b. Is the **Transaction** pending approval e.g. **Refund** or **Adjustment**?
   c. Is the **Distribution** invalid?

**Next Steps:** Work to correct discrepancies and Post to Ledger

**Helpful Tips:**

- Reconciliation may be performed at various intervals throughout a period (daily, weekly, bi-weekly) but are necessary/required prior to Month End Close
- Resolving discrepancies may require collaboration with Users across the Organization, so communication sooner rather than later is best practice
- Transactions that are not posted to the General Ledger prior to Month End Close may be brought forward into the next Accounting Period