

## THINGS THAT CAN TRIP YOU UP WITH RECONCILING AND BALANCING CASH

- **Someone voiding an Accounts Payable or Payroll check after the Outstanding Check Listing (CDS.660) has been run in WVEIS, with the void date being in the month that you are trying to reconcile.**
  - The voided check is still on Outstanding Check Listing (CDS.660) and Voided Check Register (CRS.540), but the void has been posted to cash.
- **Void of a payroll direct deposit:**
  - When employee repays net payroll direct deposit amount, be sure the receipt is coded to the cash account, 11.00101.001
    - This forces WVEIS to post the debit and credit from the receipt to the cash account, 11.00101.001
- **Bank statement date other than last day of month:**
  - Make sure receipt date for interest revenue is the date on the bank statement
  - Make sure WVEIS Outstanding Check Listing (CDS.660) is for the end date on the bank statement
- **WVEIS Outstanding Check Listing:**
  - Leave the “From” field blank
  - Enter the bank statement date in the “To” field
  - Don’t include voided checks
- **Posting payroll with a date in one month but payroll check date in following month.**
  - Don’t do this, WVEIS posts half the entries in one month and the other half the entries in the following month.
- **Waiting until the end of the year to balance cash:**
  - You will more than likely never find what is causing cash to be out of balance coupled with the fact that you don’t have the time to find it.
  - Reconcile cash every month.

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- **Adjusting journal entries, checks or deposits being coded directly to the cash account, XX.00101.001, instead of an expense or revenue account.**
  - This would mean that the debit and credit posted to the cash account and the total is zero.
  - Download a Transaction Activity Report (GNL.560) for the cash account, XX.00101.001, and review for something that shouldn't be there.
- **Still can't find the amount that you are out:**
  - Download a Transaction Activity Report (GNL.560) for the cash account, XX.00101.001, pull it into Excel and use filters on the columns. In the TRANSACTIONS column use a filter and look for the amount that you are out of balance. Sometimes you can get lucky and the amount that you are out is just one transaction.
  - Look for any voided transactions