Reconciliation Document

Location: Month Ending:

Section A

1. a. Total allowance on UFMS $

versus total allowance on CHSMIS $

(this may be based on quarterly spending but CHS has to know their annual recurring allotment and indicate here)

b. Last PO number posted on UFMS versus

last PO number entered on CHSMIS

NOTE: this may tell if a DCR (document control register from CHSMIS) has not reached UFMS through export at month ending. They may be listed on the GEH error report – where PO never populates to UFMS if suspended. Therefore a new PO replaces the previous one to balance and reconcile.

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Section B

1. a. Total obligations CHSMIS DCR $

b. Total obligations on UFMS (Allowance status by Loc – Discoverer Report)
Obligation + IHS finance commitments = YTD Obligations $

c. Total Funds available on CHSMIS $

Total Funds available on UFMS/Discoverer $

NOTE: You might reconcile other line items, i.e., expenditures, canceled between CHSMIS and UFMS to see what the differences in amounts are and which may tell whether you are missing some payments through upload of FI EB file or where payments did not populate to UFMS for some reason, you may see some cancellations did not populate to UFMS from CHSMIS export which may be on your CHS MIS GEH error listing, etc.

Adjustments: Difference between 1a and 1b (section B) $

Journal Voucher in process $

DCR in process for export $

Error corrections (GEH, etc.) $

Export Errors $

TOTAL adjusted obligations $

Figure A-1: Reconciliation form

CHS/MIS, FI, and UFMS

A.1 CHS ADJUSTMENT DOCUMENT

Document #	Amount	Comments
	$	