University of Mary Washington
Training, Compliance and System Support

# eCommerce Reconciliation Checklist

## Reconciliation Checklist Requirements

Monthly eCommerce reconciliations must be **completed and signed by the 10th of the following month** by both the reconciler and the event/program manager. Maintain this checklist and all supporting documents in a reconciliation file and provide it to TCSS, Accounting, or Audit upon request. **Retain all records for three fiscal years from the signature date.**

## eCommerce Site Information

Site Name

Name of Reconciler

Reconciliation Month

## Supporting Documentation

- ☐ eCommerce Payment Detail Report(s) showing monthly total and all supporting documentation (credits, refunds).
- ☐ Banner Budget Summary report . Include list of Misc AR Invoices, when applicable, and payment confirmations.
- ☐ Third-party System Payment Summary report with Calculations *(when relevant).*

***When using a system other than eCommerce to manage registrations, include a summary of expected revenue***

To reconcile additional payments received, follow the Procedure for Handling & Reconciling Incoming Payments

## Monthly Reconciliation

Indicate whether the eCommerce Payment Detail Report , Banner Budget report, and Third -party systems match. If not, please provide an explanation of the discrepancy.

- ☐ eCommerce Report (s), Banner Budget Transactions report and Third-party system (if applicable) **MATCH.**
- ☐ eCommerce Report (s), Banner Budget Transactions report and Third-party system (if applicable) **DO NOT MATCH** (explain discrepancy below).

Explanation of Discrepency

## Verification & Signatures

By signing below, I confirm that the eCommerce transactions for the site and month listed above have been properly managed, accurately reconciled with Banner and any applicable third-party systems, and reviewed in accordance with the eCommerce Reconciliation procedure.

Date

Reconciler Signature

By signing below, I acknowledge that the reconciliation was completed in accordance with UMW's Reconciliation policy.

Date

Event or Program Manager Signature