



### LEDGER RECONCILIATION CORRECTION RECORD

Department Name: \_\_\_\_\_ Fiscal Year: \_\_\_\_\_ Accounting Period: \_\_\_\_\_

DeptID	Fund Code	Journal ID of Discrepancy	Description & Correcting Action	Journal ID of Correction	Journal Date of Correction

Completed By: \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Name \_\_\_\_\_

Title \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_