Reconciliation Process

Monthly Reconciliation

1. **Academic Year for Reconciliation of Bookings:**
2. **Is Monthly Reconciliation Allowed?** (Yes/No)
3. **Who Initiates the Reconciliation?** (Property Manager or UniAcco)
4. **Reconciliation Type:** (Central | Property Level)
5. **Reconciliation Frequency:** (Weekly | Monthly | Quarterly | Half-Yearly | Annually)
6. **Deadline for Submitting Monthly Recon Report:** (e.g., 5th of the following month)
7. **TAT for Reply on Monthly Recon (By Property Manager):**
8. **Closing Date / TAT for Completion of Monthly Recon:**
9. **Proofs Accepted for Dispute Resolution:** (Please specify all acceptable types)

Annual Reconciliation

1. **Academic Year for Annual Reconciliation:**
2. **Start Date for Annual Reconciliation Report:**
3. **Reconciliation Type:** (Central | Property Level)
4. **TAT for Reply on Annual Recon (By Property Manager):**
5. **Closing Date / TAT for Completion of Annual Recon:**
6. **Is a PO Required?** (Yes/No)
7. **Payment Terms from Date of Invoicing:**
8. **Scheduled Payment Run Date (if any):**
9. **Proofs Accepted for Dispute Resolution:** (Please specify all acceptable types)

Points of Contact (POCs)

Please share the relevant contact details for each of the below functions:

Role	POC Name Email Phone Number
Monthly/Annual Recon POC	
PO POC (Monthly/Annual)	

Role	POC Name Email Phone Number
Payment POC (Monthly/Annual)	
Finance Department POC	