Clearing and ASA Reconciliation Assistance

OMES will be holding two (2) three-hour training sessions specifically designed to assist Higher Education agencies with their reconciliation of the Clearing and/or ASA accounts on May 8th  and May 9th. The sessions will be held at the OMES Central Accounting and Reporting offices at 5005 N Lincoln, Oklahoma City from 9am to noon. The training room will accommodate up to 20 users, first come first served. To register for one of the sessions send attendee’s name, agency, email address and preferred date to [Stephanie.brown@omes.ok.gov](mailto:Stephanie.brown@omes.ok.gov). Requests should be received by April 30, 2018.

Who should attend? Form 11 preparers and reviewers. Space is limited. We will enroll up to two individuals per agency with additional seats being released after May 1.

The session will be an interactive training with OMES staff available to provide individual assistance. We will be covering the requirements of Form 11 and the necessary reports (internal and state reports). The session will include options for running reports and suggested methods for completing the reconciliation.

Participants should bring any internal reports or files that are used in the reconciliation. Internet connectivity will be available for those that have the capability to log in remotely to their internal systems. Suggested reports or files would include: deposit registers, check registers, activity reports, and credit card reports.