

Reconciliation Training

PRESENTED BY DAVID LONGA, MBA UNIT RESEARCH ADMINISTRATOR, DEPARTMENT OF CHILD AND FAMILY STUDIES

Reconciliation Purpose

The purpose of a reconciliation is to balance projects to a closed fiscal month, to identify discrepancies, apply projections, account for expenses, adjust/track personnel effort, verify invoices, and track payments sent/received

Receive email indicating month-end is closed and ready to be reconciled (example below) and the reconciliation process can begin



Update reconciliation information on the template

- 1. Ledger Month Reconciled
- 2. Verify Reconciler Name
- 3. Pay Period encumbered (the pay period following the last pay period in the month you're reconciling)
- 4. Verify pay period posted in FAST

UK			0	r IN ->					
R	Reconciliation Information								
Reconci	iler Nan	ne:	David Lo	nga					
Date Le	dger Re	08/0	09/23						
Ledger	Month	Reconc	iled	May 2	023				
Pay Per	iod Enc	umbere	ed	2325					
Pay Per	iod Pos	2324							
Docu	ument (NA		2					

Open Finance Mart

- 1. Enter Month Reconciled
- 2. Enable Period selection
- 3. End Date: include last month-end closed

Output Search Criteria My saved Reports	Output Search Criteria						
RSA Summary Output	Search Criteria [Help Guide]						
Enter Parameters							
O Select Parameters							
Select Multiple Para	meters (Management Reports)						
Select Marciple Para	Select report type						
Report Type: = 🗸	RSA Summary	_					
	Enter one or more chartfields						
Operating Unit: = 🗸	TPA	*					
Department: = 🗸	583006- cfs child and family beh hlth						
Fund: = 🗸	20000- restr sponsored res federal	20000- restr sponsored res federal					
Product: = 🗸		•					
Initiative: = 🗸		-					
Project: = 🗸	5830166500- institute for translational re	-					
	Select reporting period	-					
Check to Include Star	ting Balance						
Check to enable period	selection						
Eiscal Period: Start	2022-2023 V 1- July V						
End	2022-2023 V 9- March V						
Select Other Options							
Sort By: = 🗸	Chartfield 🗸						
Check to save the Repo	ort Parameters						
Reset	Reset View Report						

Note: USF does not recognize reconciliations as complete if they are not reconciled to the closed month. To meet our obligation, we must reconcile to the closed month each month.

Update salary projections

- 1. Update: Current pay period, current PP begin date
- 2. Check: Current Fringe rates, annual salaries, effort, notes, end date
- 3. Update 9-month faculty to 19.6 PPs & Summer to 6.5 PPs
- 4. Project salary and match to actuals in FM
- 5. Communicate current (and future) to the payroll distribution for salary savings

Туре	Project End Date	9/30/23						Encumber	ed Pay perio	bd	2402						
f	32.20%	faculty						Encumber	ed PP Begir	Date	7/7/23						
ap	39.50%	A&P						PP end dat	te		7/20/23	<do ente<="" not="" th=""><th>er - self popula</th><th>tes</th><th></th><th></th><th></th></do>	er - self popula	tes			
s	52.70%	Staff															
0	6.30%	OPS-non studer	nt					Total			\$ 16,954.02						
g	12.70%	OPS Grad/PhD	/Post Doc														
ad	3.00%	OPS-Faculty (A	djunct)														
													\$ 16,954,02				
	Employee Name													Salary &			
	(Do not comment	Annual		Annual		Biweekly	Biweekly	Total						Fringe			i -
TYPE	in these fields)	Salary	Fringe Rate	Fringe	Effort %	Salary	Fringe	Biweekly	Number	DATE	END DATE	#PPS	Total	Budgeted	FTE	Notes	i -
f	Blair	\$ 120,275.29	32.20%	\$ 38,728,64	10%	\$ 460.82	\$ 148.39	\$ 609.21	2402	7/7/2023	9/30/2023	6.1	\$ 3,716,18				
f																	
	Cividini-Motta	\$ 99,360.00	32.20%	\$ 31,993.92	11%	\$ 418.76	\$ 134.84	\$ 553.60	2402	7/7/2023	9/30/2023	6.1	\$ 3,376.95				
f	Cividini-Motta Crosland	\$ 99,360.00 \$ 127,969.83	32.20% 32.20%	\$ 31,993.92 \$ 41,206.29	11% 4%	\$ 418.76 \$ 196.12	\$ 134.84 \$ 63.15	\$ 553.60 \$ 259.27	2402 2402	7/7/2023	9/30/2023 9/30/2023	6.1 6.1	\$ 3,376.95 \$ 1,581.57				
f ap	Cividini-Motta Crosland Gilbert-Smith	\$ 99,360.00 \$ 127,969.83 \$ 61,635.54	32.20% 32.20% 39.50%	 \$ 31,993.92 \$ 41,206.29 \$ 24,346.04 	11% 4% 10%	\$ 418.76 \$ 196.12 \$ 236.15	\$ 134.84 \$ 63.15 \$ 93.28	\$ 553.60 \$ 259.27 \$ 329.43	2402 2402 2402	7/7/2023 7/7/2023 7/7/2023	9/30/2023 9/30/2023 9/30/2023	6.1 6.1 6.1	\$ 3,376.95 \$ 1,581.57 \$ 2,009.53				
f ap f	Cividini-Motta Crosland Gilbert-Smith Iovannone	\$ 99,360.00 \$ 127,969.83 \$ 61,635.54 \$ 124,684.57	32.20% 32.20% 39.50% 32.20%	\$ 31,993.92 \$ 41,206.29 \$ 24,346.04 \$ 40,148.43	11% 4% 10% 1%	\$ 418.76 \$ 196.12 \$ 236.15 \$ 47.77	\$ 134.84 \$ 63.15 \$ 93.28 \$ 15.38	\$ 553.60 \$ 259.27 \$ 329.43 \$ 63.15	2402 2402 2402 2402	7/7/2023 7/7/2023 7/7/2023 7/7/2023	9/30/2023 9/30/2023 9/30/2023 9/30/2023	6.1 6.1 6.1 6.1	\$ 3,376.95 \$ 1,581.57 \$ 2,009.53 \$ 385.24				
f ap f f	Cividini-Motta Crosland Gilbert-Smith Iovannone Salloum	\$ 99,360.00 \$ 127,969.83 \$ 61,635.54 \$ 124,684.57 \$ 173,140.61	32.20% 32.20% 39.50% 32.20% 32.20%	\$ 31,993.92 \$ 41,206.29 \$ 24,346.04 \$ 40,148.43 \$ 55,751.28	11% 4% 10% 1% 11%	\$ 418.76 \$ 196.12 \$ 236.15 \$ 47.77 \$ 729.71	\$ 134.84 \$ 63.15 \$ 93.28 \$ 15.38 \$ 234.97	\$ 553.60 \$ 259.27 \$ 329.43 \$ 63.15 \$ 964.68	2402 2402 2402 2402 2402 2402	7/7/2023 7/7/2023 7/7/2023 7/7/2023 7/7/2023	9/30/2023 9/30/2023 9/30/2023 9/30/2023 9/30/2023	6.1 6.1 6.1 6.1 6.1	\$ 3,376.95 \$ 1,581.57 \$ 2,009.53 \$ 385.24 \$ 5,884.54				

- Update monthly expenses
 - 1. Update: Indirect costs, month-end leave assessment (GLCode 50725), monthly fringe benefits pool.
 - 2. Add expenses for the month, matching them with receipts/backup documents
 - 3. Enter Encumbered expenses into the encumbered section, and add any future expenses that are projected into that section

4. Check for invoices and add them to encumbered or projections

	Enter Bud	Iget Category Items below								a	00.057.00	
Item budget	GL Code	Item	Expensed to date	Encumbe	ered to date	Catego	ry RSA			Contracted IDC	\$6,357.00	This amount comes from the GBR tab
\$ -	51040	Service Consulting	\$ -	\$	-	\$	-	OK				
	51050	Ed & Train Consulting	\$ -	\$	-	S	-	OK				
	51090	Investigational	5 -	5	-	5	-	OK				
	53500	Ed & Train supplies	\$ 1,067.15	5	-	3	(1,067.15)	Problem		IDC Expensed by		
	50000	Rental Space - facilities	5 - c	3 c	-	5	-	OK		DEM	CE 740 04	This is the own of all the below antrias
	62000	Registration fee -	\$	5		s		OK		REIVI	\$5,749.01	This is the sum of all the below entries
	64500	PROGRAM EXPENSE	\$ 500.00	s	-	s	(500.00)	Problem				
	75701	IT Long Distance	s -	\$		S	-	OK				
		-	s -	\$	-	\$	-	OK		IDC - RSA	\$607.19	Residual amount
			s -	\$		s	-	OK		IDO - NOA	\$007.15	Nesitual anitum
	TBA	PROJECTIONS	ş -	\$	-	\$	-	OK				
\$ -	CHECK	Totals	\$ 1,567.15	\$	-							
	CI Acat					Amnt to	4		Dete	Data of DEM Entra	A	Comments
Dato 💌	Code	Description	Vondor	card T	Encumbor	Unencumbe	Exponsor T	-	Poconcile X	Date of RFM Entry	Amount	Comments
05/01/2023	53500	EC 1665 scholar books 111-0200-40	AMAZON COM*HE0C95S	11	\$78.20	\$78.20	\$78.20	OK	23-May			
05/01/2023	53500	EC 1665 scholar books 111-2773-44	AMAZON.COM*HF0G6990	01	\$78.20	\$78.20	\$78.20	OK	23-May	11/5/2022	\$344.84	IDC Oct 2022
05/01/2023	53500	EC 1665 scholar books 111-0984-41	AMAZON.COM*HF0RB1Y	NO	\$78.20	\$78.20	\$78.20	OK	23-May	40/0/0000	6700.50	IDO N== 0000
05/01/2023	53500	EC 1665 scholar books 111-0490-39	AMAZON.COM*HF2A77B0	32	\$78.20	\$78.20	\$78.20	OK	23-May	12/6/2022	\$730.59	IDC INOV 2022
05/01/2023	53500	EC 1665 scholar books 111-7987-38	AMAZON.COM*HF36J4WI	D0	\$78.20	\$78.20	\$78.20	OK	23-May	1/6/2023	\$692.63	IDC Dec 2022
05/01/2023	53500	EC 1665 scholar books 111-9688-36	AMAZON.COM*HF5EX460	01	\$85.38	\$85.38	\$85.38	OK	23-May	1/0/2023	0002.00	
05/01/2023	53500	EC 1665 scholar books 111-1485-37	AMAZON.COM*HF5L70BY	(2	\$78.20	\$78.20	\$78.20	OK	23-May	2/3/2023	\$730.60	IDC Jan 2023
05/01/2023	53500	EC 1665 scholar books 111-0/15-43	AMAZON.COM*HF7708SS	52	\$78.20	\$78.20	\$78.20	OK	23-May	2/2/2022	\$720.50	IDC Eab 2022
05/01/2023	53500	EC 1005 SCHOIAR DOOKS 111-9726-42	AMAZON COM*HE9YR3KI	2	\$78.20	\$78.20	\$78.20	OK	23-May 23 May	31212023	\$7.50.59	IDC FED 2023
05/24/2023	53500	EC 1665 hooks-23	AMAZON COM*E085V1DT	4	\$00.30 \$26.95	\$26.95	\$26.95	OK	23-May	4/8/2023	\$1 095 89	IDC March 2023
05/24/2023	53500	EC 1665 program agenda-22	IN *PRO-COPY INC		\$185.00	\$185.00	\$185.00	OK	23-May	5/0/0000	\$700.00	IDO A 10000
05/25/2023	53500	EC 1665 books-40	AMAZON.COM*8P72F6RF	23	\$29.42	\$29.42	\$29.42	OK	23-May	5/6/2023	\$730.60	IDC April 2023
05/25/2023	53500	EC 1665 books-39	AMAZON.COM*G09B130	63	\$29.42	\$29.42	\$29.42	OK	23-May	6/5/2023	\$694.07	IDC May 2023
05/12/23	64500	Presented at IRTE Conf 4-18-20	DENNIS, MICHAEL		\$250.00	\$250.00	\$250.00	OK	23-May	0/3/2023	\$034.01	100 Way 2023
05/12/23	64500	Presented at ITRE Conf 4-17-20	MENDEZ, CHARLES		\$250.00	\$250.00	\$250.00	OK	23-May			

- Add salary from GEMS Note: Fringe will not post from the query due to new fringe rate calculations
- Check that projected salaries match actuals in FM

U_PAYROLL_POSTING_LEDGER	R - Must use % in any blank field
*Earliest Pay-End-Date	٩
*Latest Pay-End-Date	Q
HR Department LIKE (use %)	
GL DeptID LIKE (use %)	
Proj/Grt LIKE (use %)	Q
Initiative LIKE (use %)	
Product LIKE (use %)	
Fund LIKE (use %)	
and EmpIID LIKE (use %)	Q
View Results	

Update Sponsor Payments & Production List Query tabs

- 1. In FAST download and update these queries below
- 2. Update any invoices submitted by RFM
- 3. Add in pending invoices to project accurately

U_GM_PAYMENTS_RECEIVED	Returns Payments rec'd on proj	Public	Edit	HTML	Excel	XML	Schedule
U_GM_PRODUCTION_LIST	Post Award Contacts	Public	Edit	HTML	Excel	XML	Schedule

Make sure RSA check is balanced

1. Each month the reconciliation should be at zero excluding any encumbrances that are outstanding.

	Finan			
	332	2,433.	00	
	Check	Reconci	iliation:	

Create PDF cover sheet

 Select the "RSA Summary" tab → File → Save as Adobe PDF Example: "2023-07-31 Reconciliation 5830166500 ITR Massey, Tom"

Save RSA cover sheet

1. Save pdf cover page to reconciliation folder in BOX under correct grant folder.

- Combine all reconciliation for each PI
 - 1. Create a cover sheet for all projects/RIAs/Internal Awards
 - 2. Send the PI the workbook and let them know the approval sheet has been sent via DocuSign
 - 3. Have the PI approve & sign the acknowledgement of the reconciliation review

Child & Family Studies - CFBH

Monthly Reconcilation with Accountable Officer/PI

March 2023

Funding Source	Chart field	Projected RSA
EJDP	583006-20000-5820129904	9,041.57
NIJ STOP	583006-20000-5830161100	22,180.82
Faculty RIA - A. Abella	583006-18300-0092144	10,705.36
Abella Internal Award	583006-18325-0092144	21.51
Faculty FP Rebate - A. Abella	583006-18370-0092144	4,125.53

I have reviewed all reconcilations shee	ets listed above.
analy	4/26/2023 12:08 EDT
Accountable Officer PI	Date
1.6	

Close-out

- During the close-out of the project, all negative balances must be moved off the project before final invoices/financial reports are sent
- The adjustment period must be considered when finishing the last reconciliation
- Work on processing the final invoice
- Notify grant financial officer of project close-out
- All Purchase Orders must be closed out