# **UVAFinance**

## Monthly General Ledger (GL) Reconciliation Procedure

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## Purpose

In accordance with University Policy <u>FIN – 023: Reconciling Departmental Accounting Records</u>, Units must reconcile their Revenue Projects and Expenditure Projects no later than 30 calendar days after the end of the month.

This procedure provides guidance for the review and certification of transactions processed against revenue and clearing projects administered through the Integrated System General Ledger module (GL).

The purpose of the monthly review is to identify and correct mistakes in a timely manner. Any unusual transactions should be reported promptly to the appropriate dean, department head, or central financial office.

Additionally, University Policy <u>FIN – 033: Monitoring Cash Balances and Resolving Deficits in Revenue</u> <u>Projects</u> requires departments to monitor revenue project balances to ensure that the cash balance is zero or greater before commitments. Without prior authorization, a deficit cash balance in a revenue project or parent is expressly prohibited.

This procedure excludes the monthly review of Project and Award expenditures (See <u>Monthly Grants</u> <u>Accounting (GA) Reconciliation Procedure</u>).

## Policy or Other Underlying Requirements

<u>FIN – 023: Reconciling Departmental Accounting Records</u> <u>FIN – 033: Monitoring Cash Balances and Resolving Deficits in Revenue Projects</u>

<u>University Business Intelligence (UBI)</u> - Access to UBI is required to complete the General Ledger Reconciliation procedure.

## Definitions

**Reconciliation:** A systematic review of accounts against source documents to verify that all charges are accurate and appropriate, and to identify expected transactions that have not yet occurred.

**Cash Balance**: Cash position for a revenue project, which can be either positive or negative. It is calculated as revenue + expense + net change in assets and liabilities. In the Integrated System, a negative amount = positive cash balance (not a deficit).

## Documentation

Departments and activities must maintain files that are sufficient to support the accuracy and completeness of data entered into the financial modules of the University's Integrated System including departmental records related to deposits or transfers.

This documentation must be retained by the department in accordance with guidelines specified by the <u>University Records Management Office</u> to satisfy University, state and federal audit requirements, as well as state and federal records retention requirements.

If you are maintaining reconciliation documents digitally, be sure to follow the Records Management <u>Guidelines for Digital Record Storage</u>.

## Responsibilities

#### Preparer

The Preparer, named the Fiscal Contact in the Integrated System, is responsible for reviewing each transaction (deposit or transfer journal entry) posted to a GL account string in the University's Integrated System to ensure its accuracy, and to ensure that sufficient source documentation is available.

#### Approver

The Approver, named the Project Approver or Project Manager in the Integrated System, is responsible for verifying the legitimacy, appropriateness, and necessity of transactions recorded in the GL module of the University's Integrated System.

The same individual cannot be both the Preparer and the Approver.

## Alternates

An alternate user may be assigned to facilitate reconciliation of your projects. The alternate user must be knowledgeable of the relevant policies, procedures, and guidelines for reconciling departmental records. The assignment of an alternate user does not alleviate the fiscal responsibility of the Person of Record.

A signed record of the alternate assignment must be kept with the reconciliation documentation. It must include a list of the projects, date range, and names and signatures of the Person of Record and the alternate.

Print Version: General Ledger Reconciliation Alternate Assignment Form

Digital Version: <u>GL Reconciliation Alternate Assignment Digital Form</u>

## Finding GL Reconciliation Data in UBI

GL\_Cash\_Balance\_Summary module in UBI

#### Departments with one Preparer and one Approver

Step	Action
1.	Access UBI:
	a) Go to ubi.virginia.edu.
	b) Click UBI LOGON.
	c) Log on to the UBI AccessPoint.
2.	Search for GL Cash Balance and press Go.
	Last updated         AccessPoint         Category:       Attribute:         All       Image: Im



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## Departments with MORE than one Preparer and one Approver

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	b) Click UBI LOGON.			
	c) Log on to the UBLAc	cessPoint.		
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	view details	view details	view details	





#### Cash Balance Summary for Department with MORE than one Preparer and one Approver.

UNIVERSITY BUS	INESS INTELLI	GENCE		GL Cash	Balance Su	ummary			0	Q Type a search term
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			CL David	a 1165 Current ®	4000				0.00	2 726 20

#### GL\_Details\_Recon module in UBI

#### Departments with one Preparer and one Approver

Step	Action
1.	Access UBI:
	a) Go to ubi.virginia.edu.
	b) Click UBI LOGON.
	c) Log on to the UBI AccessPoint.



GL Details Recon Data for departments with one Preparer and one Approver.

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	_	GL Activity	By Date R	ange GL	. Recon Certific	ation	About		MySheet		
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				8612 Recov, Cont Svcs, Spon Prgm	GL Only G	20 0	Academic © Division	1110 Current Funds - Unrestricted:	29-Jun-2017 ®	Jun-17 ® 856	80 • FI-YBM6F 80 • FY17 Revenue a
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## Departments with MORE than one Preparer and one Approver

Step	Action
1.	Access UBI:
	a) Go to ubi.virginia.edu.
	b) Click UBI LOGON.
	c) Log on to the UBI AccessPoint.
2.	Search for GL Recon and press Go.
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GL Details Recon data for departments with MORE than one Preparer and one Approver.

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GL\_Details-Current module in UBI

#### BudgetUVA: Gift & Endowment Activity Report

Step	Action
1.	Access UBI: a) Go to ubi.virginia.edu. b) Click UBI LOGON. c) Log on to the UBI AccessPoint.
2.	Search for GL Details and press Go.
3.	Click on the GL_Detail-Current.qvw thumbnail.

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BudgetUVA: Gift & Endowment Activity									
Project Num Name 🔹	Award Num Name	Amount							
100642 AR-Grad Student © Fin	DR00053 AR-Grad	-7,200.00							
100649 AR-Architect	DR00060 AR- Architect Gifts	-5,000.00							
100654 AR-Arch- Gifts	DR00065 AR-Arch- Gifts	3,948.73							
100662 AR-Instit Sustain 🖣	DR00073 AR-Instit Sustain	-49.16							
100668 AR-Rucker Wj G Arch	ER00345 AR-Rucker 《 WJ Arch	-29,856.31							
100669 AR-Grinnalds Quasi	ER00346 AR- Grinnalds Quasi	-1,328.75							
100670 AR-Martin Book G Awrd	ER00347 AR-Martin Book Awrd	-279.78							
100671 AR-Architec Schl 🖨	Architec Schl	-3,037.94							
100672 AR-Darden Wd G Mem Fd	ER00349 AR-Darden Wd Mem Fd	-3,259.87							

GL Reconciliation Certification in UBI



4.	Click the GL Recon Certification tab.
	UNIVERSITY BUSINESS INTELLIGENCE GL Details Recon
	Select Dates     Fiscal Period/Project Selections     Journal Entry Selections       FY Num
5.	Choose the Fiscal Period, Project Own Org Name, Project Fiscal Contact, and either Project Approver or Project Manager.
	UNIVERSITY BUSINESS INTELLIGENCE GL Details Recon GL Activity By Date Range GL Recon Certification About MySheet
	Fiscal Period         Project Own Org Name         Project Fiscal Contact         Project Approver         Project Mgr           Jul-17         Jul-17 </th
	Four selections must be made in order to generate the certification form: Fiscal Period, Project Own Org Name, Project Fiscal Contact, and Project Approver or Project Mgr. <i>Tip:</i> Once you chose a Fiscal Period and an Org, the employees who are Fiscal Contacts and Approvers for that Org will be in white at the top of the list making it easier to find the correct person.         Note: Any selection(s) made in the GL Activity Tab will populate in the GL Recon Certification Tab.
6	Place the cursor on the table, right click, and choose Print
0.	IIRIUNVERSITY BUSINESS INTELLIGENCE     GL Details Recon
	Other construction       Other con

		C Querren Accession a guerren fecondyn
	GL Reconciliation Report - Project Fiscal Contact: Jo Project Num Name	ohnson, Barbara Kay; Project Approver: Skrutskie, Michael F; Fiscal Period: Jun-17; Project Own Org Name: 31670 AS \sts
	102533 AS-ASTR Instruction	
	105210 AS-ASTR F&A	
	105237 AS-ASTR Kovalenko Fund	Deck
	105238 AS-ASTR Limber Memorial Fund	Go to copied address Ctrl+Shift+L
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	105241 AS-ASTR Vadrbh Prof Q2 Endow	Save background as
	105242 AS-ASTR Hamilton Prof Endow	Set as background
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	Project Approver Skrutskie, Michael F Fiscal Pariod Inc. 17	Paste
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10. After completing the reconciliation, the Preparer and Approver must sign and date the Certification page on paper (as shown below) or attach the Certification page and sign in DocuSign. n Report - Project Fiscal Contact: Johnson, Barbara Kay; Project Approver: Skrutskie, Michael F; Fiscal Period: Jun-17; Project Own Org Name: 31670 AS-A GL Reconciliatio roject Num Nar 102533 AS-ASTR Instruction 105210 AS-ASTR F&A 12 254 00 105235 AS-ASTR Sundry Gifts 105237 AS-ASTR Koyalenko Fund 0.00 105238 AS-ASTR Limber Memorial Fund 105239 AS-ASTR Vanderbilt Prof Endow 105240 AS-ASTR Vndrbit Rsrch QlEndow 0.00 105241 AS-ASTR Vndrblt Prof Q2 Endow 0.00 105242 AS-ASTR Hamilton Prof Endow 0.00 Selection Status: Project Fiscal Contact Johnson, Barbara Kay Barbara Johnson 7/10/17 Míchael Skrutskie 7/13/17 Project Approver Skrutskie, Michael F Fiscal Period Jun-17 Project Own Org Name 31670 AS-Astronomy

## **Preparer Procedure**

#### Gather and Review Information

Prior month's GL reconciliation notations for corrections, etc. Departmental records related to deposits or transfers for GL projects being reconciled.

#### **Review Cash Balances**

The Cash Balance Summary shows the cash available in a revenue project. Cash is calculated by determining the net amount of revenue less expenditures and changes in assets and liabilities for the project-to-date.

Click on each project in the GL Cash Balance Summary Module and confirm that the project has a cash balance of zero or greater before commitments. Note: Your selections are highlighted in green.

UNIVERSITY BUSINESS INTELLIGENCE GL Cash Balance Summary											Q Type a search term •
	Cash Bal Sum	ma <b>ry</b> Ca	ish Defi	out	MySheet						
Revenue Project Fiscal Period Revenue Proj Num Na Revenue Proj MBU Revenue Proj Orq Revenue Proj Mgr Object Code Object Code Num De	ame * <mark>10523#</mark> * AS-Col * <b>31670</b> * Johnsc sc *	5 AS-ASTR McCorr lege of Arts & Scie AS-Astronomy n, Barbara Kay	mick Gi ences	Sep-17 ft	Fund Source Fund Source Fund Category Fund Type Funding Type Entity/ State Age Entity Code Award State Agency Amt Type	* Re * Or * Gif	stricted verational t	2075	GA Details Yes No	GL Details Yes No	Month to Date 0.00 PJTD Cash Before Commits -47,218.88 PJTD Cash After Commits -47,218.88
Cash Balance Repo	rt: Period Disp	played (Sep-17)			- 05 - 1			- 0.5		170 507	
Num Name	Fund Type	Revenue Proj Org		Amt Type	Source D	Account	* Account Desc	Period	1 Mont	NID FYI	Commits
				GL Revenue	2075 Current Funds - Re	4000	Revenue	0	Sep-17	0.00 0.0	-90,853.28
	Operational @	31670 AS- Astronomy	0	GA Disbursement	2075 Current ts Funds - Re	DR01247	<ul> <li>Mccormick Gift For Astronomy</li> </ul>	or O	Sep-17	0.00 0.0	43,634.40
105236 AS-ASTR McCormick Gift	operadorial -			Total						0.00 0.0	0 -47,218.83
		Total	tal							0.00 0.0	0 -47,2 88
	Total									0.00 0.0	0 -47,218.88

If the project has a black negative number in the Total Cash Balance BEFORE commits column, the project has a balance of zero or greater, meaning it is NOT in deficit. If the project has a red positive number in the Total Cash Balance BEFORE commits column, the project has a balance less than zero, meaning it is in deficit. If the deficit is unauthorized, the Treasury Department may charge interest. Notify the Approver of any projects that are in deficit.

*Note:* Subtotals associated with the GA disbursement line will often be red, because they are debits against the project.

The GL Cash Balance Summary module in UBI provides more ways to monitor cash balances. See the <u>GL Cash Balance Summary Quick Reference Guide</u> in the Training & Resources section of the <u>UBI Community</u> for other ways to monitor GL cash balances.

Click the back button at the top to get back to the full list of projects. Repeat - monitoring all projects.

I Clear		â 🖌 Ø	ы + 7	* *	Select Bookma	rk				
UB	VNIVERSITY BUS	SINESS INTELLI	GENCE			GL				
		Cash Bal Sum	mary Ca	ish Deficit	Au	<u>th Defi</u>				
Select Dates	Revenue Project Fiscal Period Revenue Proj Num N Revenue Proj MBU Revenue Proj Orn	ame • 105236 • AS-Col • 31670	5 AS-ASTR McCon lege of Arts & Scie	Sep- mick Gift ences	-17 Fund Fund Fund Fund Fund	d Sourd Cated Type ding Ty				
Select Project(s)	Revenue Proi Vigr  Johnson, Barbara Kay  Object Code  Object Code									
Select Other Filters					Awa Amt	rd Staf Type				
Clear All	Cash Balance Repo Cash Balance Repo Revenue Proj Num Name	Fund Type	Revenue Proj Org	• Amt	Туре -	ੇ Fur Sou				
	105236 AS-ASTR <sup>©</sup> McCormick Gift	Operational	31670 AS- Astronomy	GL Re GA Disbu Total	rsements	2075 Funds 2075 Funds				

#### Review Gift/Endow Transactions in GL Details - Current Module

The BudgetUVA – Gift/Endow Tab in the GL Details – Current module shows Gift & Endowment GL Activity that would have previously been installed in Oracle. The amount in the BudgetUVA – Gift/Endow Tab should match the amount in the GL Details Recon module for all Gift and Endowment projects. It is easiest to check this by opening both modules and "Collapsing all" in the award column.



If something doesn't match, like the one above in blue, you should expand that project and look at the details. Something might have been coded with an incorrect fund source or object code. If you are having trouble figuring out why they don't match, you can email <u>recon@virginia.edu</u> for help.

Note: The BudgetUVA Gift/Endowment tab will only bring up projects that are for gifts & endowments, so you should skip over other types of projects listed in your GL Only Project Activity Detail report.

BudgetUVA: Gift & End	do۱	wment Activity	
Project Num Name	Ŧ	Amount	
100642 AR-Grad Student Fin	0	-7,200.00	
100649 AR-Architect Gifts	0	-5,000.00	
100654 AR-Arch- Gifts	0	3,948.73	$\mathbf{\wedge}$
100662 AR-Instit Sustain	0	-49.16	
100668 AR-Rucker Wj Arch	0	-29,856.31	
100669 AR-Grinnalds Quasi	0	-1,328.75	
100670 AR-Martin Book Awrd	0	-279.78	
100671 AR-Architec Schl	0	-3,037.94	
100672 AR-Darden Wd Mem Fd	0	-3,259.87	
100673 AR-Pate Je Mem Schl	0	-9,398.76	
100674 AR-Grinnalds Jc&Cf	0	-5,735.17	
100675 AR-Newman B	0	-3,358.37	



These projects are not Gift or Endowments, so they won't be listed in the BudgetUVA: Gift & Endowment report.

#### **Review GL Detail Transactions**

The GL Details Recon module shows transactions for a specified accounting period (MMM-YY) that were entered in the GL module or are non-PTAEO type transactions (such as SIS transactions).

All Detail transactions should be checked for appropriateness, accuracy, and existence of supporting documentation. The preparer should verify that all transactions are correct. A checklist is provided in the resource section to organize your review.



Things to look for:

Revenue Project Flag – If the answer is "N", the associated project is not a revenue project and any transactions recorded need to be reversed and re-entered to an appropriate revenue project.

GL Only Module Flag – Any GL Journals entered using a GM Only object code must be corrected. These journals will not be included in the calculation of cash. Please contact <u>Accounting Services</u> for assistance correcting this type of journal.

Note: Closing a project to prevent charges from processing in GA does not prevent activity in the GL, so all non-revenue projects should be reviewed monthly.

#### Sign GL Reconciliation Form

After the preparer has completed the reconciliation (checked detail transactions for appropriateness, accuracy, and the existence of supporting documentation) print the GL Recon Certification page from UBI, sign/date, and forward it to the Approver or if using the digital <u>GL</u> <u>Reconciliation Approval form</u>, save the GL Recon Certification page from UBI, sign/date in DocuSign, and forward it to the Approver.

By signing and dating the form, you are certifying:

After review of the period GL Details Recon data and the GL Cash Balance Summary, to the best of my knowledge all transactions posted to these revenue projects are legitimate, appropriate, and necessary. Where required, corrections have been or will be requested to be made in the Integrated System. Any revenue project with a cash balance less than zero will be resolved by the end of the current quarter or will contact the <u>Office of Treasury</u> <u>Management</u> to resolve the deficit.

#### No GL Recon Certification Page

If there have been no General Ledger transactions for the month, you will not be able to pull the GL Recon Certification Page. In order to have something to certify, print the GL Cash Balance Summary. Pull the GL Cash Balance Summary. Right click and print. From the Print Preview screen, right click and print (make sure that your printer is set to print the file in the Landscape view). Sign/date the form and forward it to the Approver or if using the digital <u>GL Reconciliation</u> <u>Approval</u> form, save the GL Cash Balance Summary page from UBI, sign/date in DocuSign, and forward it to the Approver.

By signing and dating this form, you are certifying:

After review of the period GL Details Recon data and the GL Cash Balance Summary, to the best of my knowledge all transactions posted to these revenue projects are legitimate, appropriate, and necessary. Where required, corrections have been or will be requested to be made in the Integrated System. Any revenue project with a cash balance less than zero will be resolved by the end of the current quarter or will contact the <u>Office of Treasury</u> <u>Management</u> to resolve the deficit.

	ed (Sep-17)									
ue Proj Num Name Fund Type Revenue Proj Org Amt Type Fund Source		Fund Source Desc	Account	Account Desc		Fiscal Period MonthTD FYTD PJTD BEFORE Commits	Commitments to Date	PJTD		
	_	CI Parameter	1115 Current Funds	Unrestricted: Sales & Services of Educat Activities (Local) 4000	Revenue		Sep-17 0.00 0.00 -9,500.00	0.00	<	
	31670 AS	- OL Revenue	1165 Current Funds	Unrestricted: Other Sources (Local) 4000	Revenue		Sep-17 0.00 0.00 -29,741.33	0.00		
88 AS-ASTR Conf Seminar Lect Operati	ional Astronom	Y GA Disburs	ements 1165 Current Funds	Unrestricted: Other Sources (Local) LS0014	6 Astronomy Conference		Sep-17 0.00 0.00 37,735.06	0.00		
	Total	Iotai					0.00 0.00 -1,500.27	0.00		
	IVIII						1.00 0.00 0.00 0.00 0.00 0.00 0.00 0.00			
AGA ALASTE DA	Total	Total		$\sim$				Br Sep 1	6.00	
4700 Residual balance AS-ASTR	Operational	31670 AS- Automoty	GA Disbursements	ments 1137 Current Funds - Unrestricted: Other Sources (Sponsored Programs NonFed Residual 0002)			R000073 Residual balances for Arts & Sciences - Astronomy			
A LOS PORTONIAL VALUES OF COLUMN TO		Total				-				
	Total					-				
			OL Revenue	2075 Current Funds - Restricted: Private Oifts (Local)		4000	Revenue	Sep-17	0.00	
		31670 AS- Antronomy	OI Disherrow	parts 2023 Corport Funds - Rastrictus' Drivets (Urbs (Local)			Winter, Heidi Fund for Education and Public Outreach Programs of the McConnick	1	0.00	
(11) AS, ASTR Water Maid Read	Operational		OA DISTURBED	are a Gardin Panas - Education Paran Guida (Levan)			Observatory	sales.		
OUT APATIA WINE, NEEL FINE			Total						0.00	
		Total							0.00	
	Total								- 197	
			Cf. Transfer	2075 Current Funds - Restricted: Private Oiffs (Local)		5000	Total Expenses	Sep-17		
		31670.AS-	OA Disbursements	2075 Current Funda - Restricted: Private Oufta (Local)		DR03366	6 ASTR Out Funds from DEAN	Sep-17	0.0	
5749 AS-ASTR Oift Funds from	Operational	Artonomy	OA Internal Allocation	2075 Current Punds - Restricted: Private Oitfs (Local)		DR03366	6 ASTR Out Funds from DEAN	Sep-17	0.00	
A01		-	Total						0.00	
		Total							0.00	
	Total								- 114	
		31670 AS-	OL Transfer	2090 Carrent Punds - Restricted: Endowment Income (Local)		2000	TIVAL EXpenses	349-17	0.00	
	Operational	Automotry	OA Dubursenen	2090 Current Funds - Restricted: Endowment Income (Local)		1002204	4 ASTR Endersment Funds from DEAN	5ep-17	0.00	
6752 AS-ASTR Endow Funds from			Total						0.00	
6752 AS-ASTR Endow Funds from EAN		Long L								
6752 AS-ASTR Endow Punds from EAN										

## **Approver Procedure**

#### **Review Cash Balances**

Review the cash balances in the GL\_Cash\_Balance\_Summary module in UBI. If a revenue project has a cash balance less than zero that will not be resolved by the end of the current accounting quarter, the Approver should notify the appropriate Dean or department head, and the Office of Treasury Management with a plan to resolve the deficit.

UNIVERSITY BUS	INESS INTELLI	GENCE			GL Cash	Balance Su	immary		[	Q Type a search term 🔹			
Cash Bal Summary Cash Deficit					Auth Deficit Compare Periods About			MySheet	MySheet				
Revenue Project         Sep-17           Revenue Proj Num Name         105236 AS-ASTR McCormick Gift           Revenue Proj MBU         AS-College of Arts & Sciences           Revenue Proj Orq         31670 AS-Astronomy           Revenue Proj Mgr         Johnson, Barbara Kay				Sep-17 ft	Fund Fund Source * 2075 Fund Category * Restricted Fund Type * Operational Funding Type * Gift					Month to Date 0.00 PJTD Cash Before Commits -47,218.88 PJTD Cash Aftar Commits			
Object Code Object Code Num Desc *					Entity/ State Agen Entitv Code Award State Agency Amt Type	Code	0	10	GA Details Yes No	GL Details Yes No	-47,218.88		
Cash Balance Repo	ort: Period Dis	played (Sep-17)											
Revenue Proj Num Name	Fund Type	Revenue Proj Org	• •	Amt Type	<sup>™</sup> Fund Source D	Account	* Account Desc	<sup>™</sup> CFiscal Period	<ul> <li>MonthTD</li> </ul>	FYTD	PJTD BEFORE Co Commits		
				GL Revenue	2075 Current Funds - Re	4000	Revenue	<ul> <li>Sep-</li> </ul>	17 0.00	0.00	-90,853.28		
	Counting 1	31670 AS- Astronomy	0	GA Disbursemen	<ul> <li>2075 Current</li> <li>Funds - Re</li> </ul>	DR01247	<ul> <li>Mccormick Gift For Astronomy</li> </ul>	• Sep-	17 0.00	0.00	43,634.40		
105236 AS-ASTR McCormick Gift	Operational *			Total					0.00	0.00	-47,218.83		
		Total							0.00	0.00	-47,21.88		
	Total								0.00	0.00	-47,218.88		

#### Review GL Detail Transactions

Review the GL transactions in the GL\_Details\_Recon module in UBI ensuring the data are accurate and the transactions are reasonable and necessary.

UNIVERSITY BUSINESS INTELLIGENCE	GL Details Recon					Q Type a search term				
GL Activity By Date Range	About MySheet									
Fiscal Period/Project Selections FY Num Fiscal Period FY Num Fiscal Period Fiscal Peri	Journal Entry Selectio           GL String         10.101978.1125.4820           Module Flag         GL Coly           Document No.         9           JE Batch Name         9           JE Category         UVA Receipts           JE Source         UVA Manual           JE Status         Posted	ns	Agency Entity Code Fund Source Desc Object Code Num	Fund/Object Cod * 1125 Cun Desc * 4820 Oth	le Selectio ent Funds - er Income	ns 10 Unrestricted: Sa	DR Amt 0.00	Difference (4,515.24)	CR Amt 4,515.24	Show Posted Status Show Unposted Status Clear Status
SL Only Project Activity Detail										>>
Project Num * <sup>(2)</sup> Incurring Org * <sup>(2)</sup> Project Own * Name Num Name Org Name	<sup>(2)</sup> Object Code * Module * Entity Num Desc Flag Code	* <sup>(2)</sup> Fund Source Desc	" Posted " Date	ି Fiscal କ Period	Doc No.	* JE Batch * Name	JE Line Desc	* JE Source *	JE * Category	Amount
			10 1 2017 0	1	120124	SA-CMH5FU NEWCOMB CASH	54102484 [101] VENDOR LEASE (CAVALIER ADVANTAGE)	UVA Manual @	UVA Receipts	-1,695.12
		1125 Current	0	5011-17 -	1/0134	JUNE-2017 19-JUN-2017 14:31:43	54102484 [101] VENDOR LEASE (WELLS FARGO)	UVA Manual @	UVA Receipts	-375.00
101978 5A- Newcomb HI- Yendor Rental Landor Rental Lando	4820 Other GL Only 10	Funds - Unrestricted: Sales & Services of Auxiliary	27-Jun-2017®		178322	SA-CMH5FU     NEWCOMB     CASH     DEPOSIT 2	54102485 [101] VENDOR LEASE (WELLS FARGO)	UVA Manual 🔍	UVA Receipts	-375.00
		(Local)		Jun-17 <sup>@</sup>	170777	SA-CMH5FU NEWCOMB CASH	54102486 [101] VENDOR LEASE (CAV DAILY)	0 UVA Manual 0	UVA Receipts	-1,695.12
					1/8323	JUNE-2017 27-JUN-2017 15:34:10	54102486 [101] VENDOR LEASE (WELLS FARGO)	UVA Manual 🏻	UVA Receipts	-375.00

#### Sign GL Recon Certification Page

By signing and dating this form, you are certifying:

After review of the period GL Details Recon data and the GL Cash Balance Summary, to the best of my knowledge all transactions posted to these revenue projects are legitimate, appropriate, and necessary. Where required, corrections have been or will be requested to be made in the Integrated System. Any revenue project with a cash balance less than zero will be resolved by the end of the current quarter or will contact the <u>Office of Treasury</u> <u>Management</u> to resolve the deficit.

## Resources

ReconUVA website

GL Reconciliation Checklist – GL Details Recon Module

Records Management's Guidelines for Digital Record Storage

#### **Training**

Instructor-led – <u>Reconciling General Ledger Revenue</u>

To maintain strong Internal Control standards, it is important to reconcile your revenue accounts as well as your expenditure accounts. This course is designed to help UVA staff and faculty who prepare, review, and approve revenue reconciliations navigate the General Ledger (GL) revenue reconciliation process at UVA using University Business Intelligence (UBI). We will discuss how to accurately complete your monthly revenue reconciliations in compliance with UVA policy and procedures.

#### UBI Community

Quick Reference Guide: GL Cash Balance Summary Quick Reference Guide: GL Details Recon

## Other

Related Policies: <u>FIN – 021: Internal Control</u> <u>IRM – 017: Records Management</u>

GA Reconciliation Procedures: Monthly Grants Accounting (GA) Reconciliation Procedure

