



MicroStrategy for Reconciliation User Guide

PRESENTED BY FISCAL SERVICES

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Reconciliation Policy

George Mason University Policy 2114 requires that all organizations (orgs) and funds are reconciled at least every two months. Monthly reconciliation is strongly encouraged. The purpose of this systematic review is to ensure that all transactions have been properly recorded, that financial statements accurately reflect the financial position of the fund or org and that any irregularities are identified and immediately reported to the appropriate authorities.

The following guidelines will assist departments with ensuring that the information recorded in Banner Finance, the University's financial accounting system, is consistent with department source documentation.

Source documents may include bills from internal vendors (i.e., Print Services receipts, Telecom Administration charges, Facilities work orders), eVA purchase orders, travel vouchers, P-Card approval forms, payment requests, honorarium payment requests, funding change forms, journal vouchers (JVs) and other types of documentation that result in financial charges to a fund or org. These documents will serve as a reference point when individuals reconcile department financial information. Departments should maintain a record of any pending charges to an org or fund that have not yet been recorded in Banner Finance.

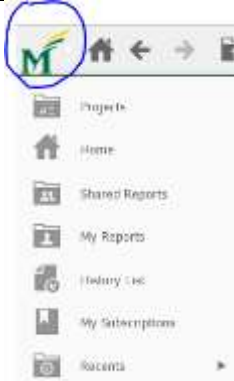

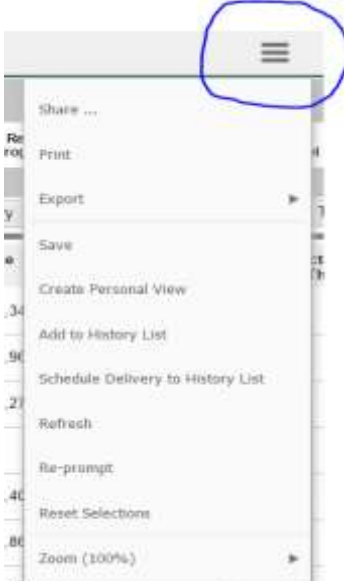

Department representatives may use the suggested process and reports OR an alternative reconciliation process provided a full and systematic verification and reconciliation is completed at least every two months.

MicroStrategy for Reconciliation

MicroStrategy is the business intelligence tool used by Mason to analyze Banner financial data. MicroStrategy reports are developed from Banner data and refreshed daily. These reports allow for summary drilling to examine direct expenditures and provide department users with detailed labor information that is not available in Banner Finance Self Service. MicroStrategy reports may be exported to Excel for further analysis. MicroStrategy has an Expense application and a Revenue and Expense application. The Reconciliation Certification may be accessed through MicroStrategy and includes a formatted signature and date line for each org. Banner Finance access is required to access MicroStrategy. A new user should complete the Banner Administrative Systems Account Request form. Once approved, the user may log into [MicroStrategy](#) using his/her Net ID and Patriot Web password at microstrategy.gmu.edu.

The PI Reports, also located in [MicroStrategy](#), provide the most accurate record of financial transactions for grants and contracts. Users should not access the Expense and/or Revenue and Expense reports to reconcile grants or contracts. Additional information related to PI Reports is available through the [Office of Sponsored Programs](#).

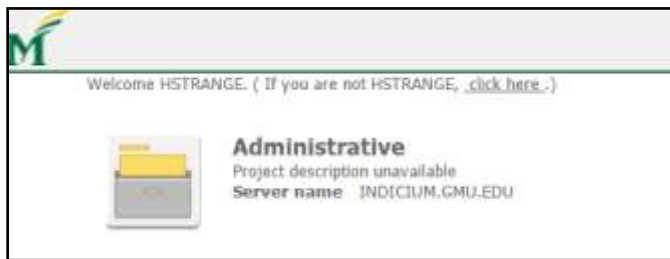
Icon List

	<p>The Mason Logo “M” is a menu bar with options for report locations.</p> <ul style="list-style-type: none"> *Choose the “Home” icon to return to the MicroStrategy Administrative home. *Choose “Recents” to view recently visited locations.
	<p>The “Shared Reports” folder houses most departmental reports and the Reconciliation reports.</p> <p>The “My Reports” folder may be used as a location to save folder shortcuts.</p> <p>The “History List” may be used to save a report or location for future use.</p>
	<p>The document menu is an option menu for report manipulation.</p> <ul style="list-style-type: none"> *Choose “Export” to download the report to another location (Excel, PDF, HTML). *Choose “Re-prompt” to change the fiscal year, start month or end month of the report. *Choose “Add to History List” to save the report within MicroStrategy.
	<p>Export options for the Reconciliation Certification document which includes signature and date lines for the reconciler and approver.</p> <ul style="list-style-type: none"> *Choose to export to PDF or Excel

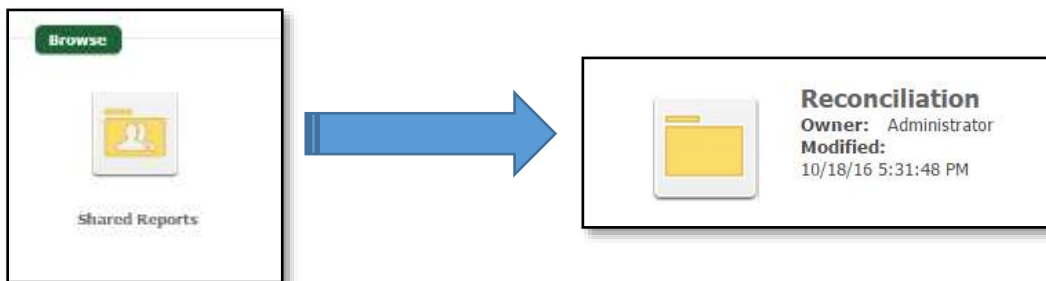
Reconciliation Expense Report

The Reconciliation Expense report was designed for use with orgs that do not have associated revenue. Users may access this report to reconcile direct expense and labor charges with minimal set up. The Reconciliation Certification includes signature and date lines for the reconciler and approver. The Reconciliation Certification may be used to certify and confirm the integrity of the reconciliation. Electronic certification is encouraged. The signed and dated certification report, source documentation and related items must be available for auditor review for at least 3 years (10 years for sponsored programs or a fund beginning with "2").

1. Log in to MicroStrategy at: <https://microstrategy.gmu.edu> with a Net ID and password
2. Select the "Administrative" folder



3. Select "Shared Reports," then "Reconciliation"



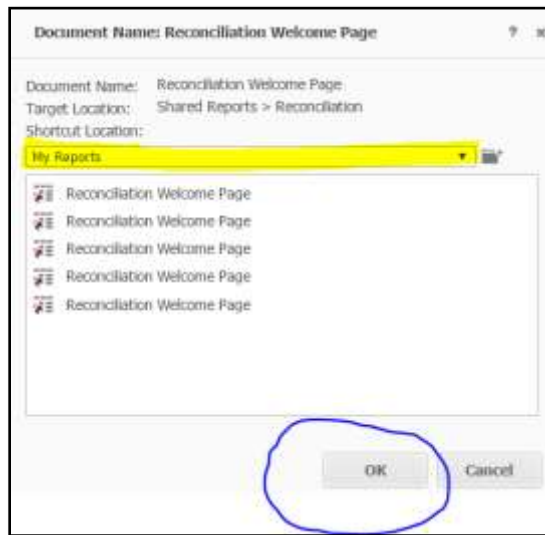
4. Choose "Reconciliation Welcome Page" to access the Reconciliation Expense report. *Optional: follow steps a – c to create a folder shortcut which can be accessed through "My Reports."*



- a. To create a shortcut to the "Reconciliation Welcome Page" right click on the folder and select "Create Shortcut"



b. Select "My Reports" from the drop down menu and click "OK."



c. The "Reconciliation Welcome Page" will be listed in the users "My Reports" folder the next time he/she logs in.




5. After selecting "Reconciliation Welcome Page" click the "Reconciliation Expense" link to open the report.



6. A new browser tab will open to display the Reconciliation Dashboard – Expense Accounts (Initial View)

Organization	Organization Desc	Original Budget Thru Oct	Revised Budget Thru Oct	Actual Between Oct and Oct	YTD Actual Thru Oct	Available Balance Thru Oct	Open Commitments Thru Oct	Projected Balance Thru Oct
42101	Accounts Payable Department	968,161	1,008,257	46,401	363,474	704,882	597,514	107,368
42103	State Loan	0	0	0	0	0	0	0
42105	Miscellaneous Accounts	0	0	0	0	0	0	0

The report header will default to the current fiscal year and last closed month.

- To change the fiscal year or start/end month click on the  document menu and select the "re-prompt" option. Then select the fiscal year, start fiscal month and end fiscal month from the dropdown options. To complete, click "Run Document" on the bottom left. This will update the header, columns and report information to the selected date range.

1. Fiscal Year (Required)
 Select a Fiscal Year.
 Search for: [dropdown: 2017] Match case

2. Start Fiscal Month Name (Required)
 Choose a Start Fiscal Month Name.
 Search for: [dropdown: Jan] Match case

3. End Fiscal Month Name (Required)
 Choose an End Fiscal Month Name.
 Search for: [dropdown: Dec] Match case

Report Name: Reconciliation - Expense
 Run Document

The orgs that you have permission to view (based on your Banner Access) will display to the far left of the screen. The Dashboard columns may not be changed and include:

- Original Budget Thru (end month) = Original budget allocation
- Revised Budget Thru (end month) = Original budget + any budget adjustments
- Actual Between (start/end month) = Actual expenditures between start and end month
- YTD Actual thru (end month) = Fiscal Year to Date expenditures through end month
- Available balance thru (end month) = The available budget left to spend
- Open Commitments thru (end month) = The encumbrances and reservations through end month
- Projected Balance thru (end month) = Available balance minus (-) Open Commitments

Administrative > Shared Reports > Reconciliation > Reconciliation Datasets > Reconciliation - Expense

Reconciliation Dashboard - Expense Accounts

Fiscal Year: 2017, Start Fiscal Month: Oct, End Fiscal Month: Oct
 Select an underlined 8-digit org. to reconcile the months above. Select the refresh button above to re-select a month range.

Reconciliation for Program Total in PDF Reconciliation for Program Total in Excel Export Current View to Excel

Initial View Department: 4210 Fiscal Services Program: Total

Organization	Organization Desc	Original Budget Thru Oct	Revised Budget Thru Oct	Actual Between Oct and Oct	YTD Actual Thru Oct	Available Balance Thru Oct	Open Commitments Thru Oct	Projected Balance Thru Oct
<u>42101</u>	Accounts Payable Department	968,161	1,008,257	46,401	383,474	704,882	597,514	107,368
42102	State Loan	0	0	0	0	0	0	0
42103	Miscellaneous Accounts	0	0	0	0	0	0	0

7. To access detailed information for a select org, click on the underlined org to the left. A new browser tab will open to display the Labor and DE Drill Document. The header (fiscal year, start/end month) will mirror the information from the Dashboard – Initial View. (Note: You may change the fiscal year or start/end month by following step 6a; however, this will only change the information on the Labor and DE Drill Document and not the Dashboard – Initial View.)

Administrative > Shared Reports > Reconciliation > Reconciliation Datasets > Labor and DE Drill > Labor and DE Drill Document - Expense

Summary - Expense Accounts Labor Encumbrances Labor Detail Direct Exp Detail

Org: 14 Dept: 4210 Fiscal Services Org: Total Fund L6: Total Fund L6: Total

Labor and DE Drill Document: Summary - Expense Accounts

Fiscal Year: 2017, Start Fiscal Month: Oct, End Fiscal Month: Oct
 Org Dept: 4210, Organization: Total, Fund L6: Total, Fund L6: Total



Descriptor: data displayed for the Fiscal Year, Fiscal Month, and Organization selected in the main Reconciliation Dashboard Initial View.

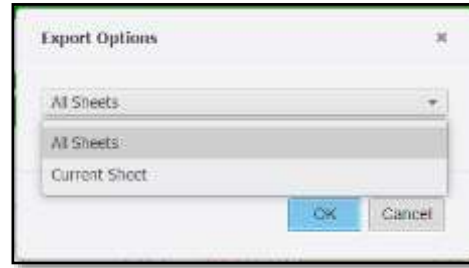
Acct Groups L3	Acct Code	Orig Budget Expense Thru Oct	Rev Budget Expense Thru Oct	Actual Expenses Between Oct and Oct	YTD Actual Expenses Thru Oct	Available Bal Expense Thru Oct	Open Commitments Thru Oct	Projected Bal Expense Thru Oct
Labor	81210 Classified Salaries	643,963.00	686,463.00	27,352.83	220,167.45	466,295.55	417,642.08	46,653.47
	81202 Classified Annual Lease Bal	0.00	0.00	0.00	4,540.30	(4,540.30)	0.00	(4,540.30)
	81500 Budget Fnd. Wages	48,650.00	48,650.00	0.00	48,650.00	0.00	0.00	48,650.00
	81520 Wages-Students Instnty	0.00	0.00	2,359.00	24,194.50	(24,194.50)	0.00	(24,194.50)
	81440 Overtime-Salery	0.00	0.00	0.00	349.52	(349.52)	0.00	(349.52)
Total	692,613.00	735,113.00	27,711.83	249,251.27	400,861.23	417,642.08	68,219.13	
Fringe Benefits	81940 Fringe Benefit Rate	276,045.34	294,022.82	11,570.18	95,699.09	198,122.93	170,662.60	21,460.33
	Total	276,045.34	294,022.82	11,570.18	95,699.09	198,122.93	170,662.60	21,460.33
Direct Expenditures	70000 Direct Expenditures Budget Pool	19,503.00	39,221.00	0.00	0.00	39,221.00	0.00	39,221.00
	73140 Metered Mail	0.00	0.00	1,304.48	5,790.86	(5,790.86)	0.00	(5,790.86)
	73170 Telecomm Svcs Instate	0.00	0.00	279.71	1,103.24	(1,103.24)	0.00	(1,103.24)
	73177 Long Distance Telephone	0.00	0.00	12.77	18.27	(18.27)	0.00	(18.27)
	73213 License Fees	0.00	0.00	0.00	295.00	(295.00)	0.00	(295.00)
	73420 Fiscal Services	0.00	0.00	0.00	790.00	(790.00)	0.00	(790.00)
	73421 Collection Services	0.00	0.00	(77.00)	(77.00)	77.00	0.00	77.00
	73430 Misc. Legal Costs	0.00	0.00	270.75	270.75	(270.75)	0.00	(270.75)
	73440 Contracting Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	73800 Non-CPH Skilled Services	0.00	0.00	0.00	0.00	0.00	2,619.41	(2,619.41)

The Labor and DE Drill document contains internal tabs:

- Summary – Expense Accounts = provides expenditure totals by account code in a summary format (Note: detailed information will be on the following tabs)
- Labor Encumbrances = provides a breakdown of individual labor details for the current month, year to date and labor commitments through the end of the fiscal year
- Labor Detail = provides information on individuals by pay period, current month, year to date and employee totals for faculty, classified and wage status (**Note: Use for reconciling labor charges on a monthly/bi-monthly period**)
- Direct Exp Detail = provides detailed information by expenditure account code including: original budget, revised budget, actual expense incurred between start/end month, fiscal year to date expense, available balance, open commitments and projected

balance. **(Note: Use for reconciling direct expenditures on a monthly/bi-monthly period)**

8. Users may choose to export the Labor and DE Drill Document by selecting the document menu at the top right and then “Export” to Excel or PDF. 
9. Users may choose to print the Labor and DE Drill Document by selecting the document menu at the top right and then “Print”. 
10. “All sheets” will print or export the entire workbook (all tabs). “Current sheet” will only export the tab which is currently active.



11. The goal of reconciliation is to match the actual expenditures for a specific time period with the source documentation. Examples of source documentation include items that generate financial activity: eVA purchase order, receipt from a vendor, Travel reimbursement document, funding change form, journal voucher, etc.
 - a. For direct expenditures, users should match source documentation to the expenses listed in the highlighted column “Actual Expense between (start/end month)”

Labor and DE Drill Document: Direct Expenditures Detail

GEORGE MASON UNIVERSITY
 Fiscal Year: 2017, Start Fiscal Month: Oct, End Fiscal Month: Oct
 Org Dept: 4240, Organization: Total, Fund L8: Total, Fund L8: Total
Disclaimer: data displayed for Direct Expenditure account codes only. Select an account code to view details.

No Grid will be shown if there are no records with labor transactions during the selected time periods.

Account Code: 73430

Account Code	Document ID	Transaction Desc	Transaction Date	Orig Budget Expense Thru Oct	Rev Budget Expense Thru Oct	Actual Expense Between Oct and Oct	YTD Actual Expense Thru Oct	Available Bal Expense Thru Oct	Open Commitments Thru Oct	Projected Bal Expense Thru Oct
73430	Proc. Legal Costs	Bank of America	10/24/2016	0.00	0.00	270.75	270.75	(270.75)	0.00	(270.75)
73430	Proc. Legal Costs	Total		0.00	0.00	270.75	270.75	(270.75)	0.00	(270.75)
Total				0.00	0.00	270.75	270.75	(270.75)	0.00	(270.75)

- b. For labor reconciliation, users should verify that the monthly (pay period) amounts listed in the highlighted column “Labor Detail Signed Amt between (start/end month)” correctly correspond to the employee’s yearly salary. *(Additional details about salary reconciliation may be found in the Salary Reconciliation section of this guide.)*

Labor and DE Drill Document: Labor Detail

GEORGE MASON UNIVERSITY
 Fiscal Year: 2017, Start Fiscal Month: Oct, End Fiscal Month: Oct
 Org Dept: 4210, Organization: Total, Fund L6: Total, Fund L6: Total

Description: data displayed for Labor and Fudge Break amount codes only. Select an Employee to view further into the data.

No Grid will be shown if there are no records with labor transactions during the selected time periods.

Employee: Xu/Huan

Account Code	Employee Full Name	Payroll Pct Code	Payroll Check Date	Payroll Payno	Position	Suffix	Labor Detail Doc Code	Labor Detail Hours	Labor Detail Signed Amt	YTD Signed Amt (Reconciliation)	Labor Detail Current Month YTD Signed Amt (Reconciliation)
61310	Classified Salaries	SM	7/15/2016	13	019022	00	F0485705	32.00		0.00	680.00
61310	Classified Salaries	SM	8/1/2016	14	019022	00	F0485960	85.00		0.00	1,700.00
61310	Classified Salaries	SM	8/16/2016	15	019022	00	F0486221	95.00		0.00	1,700.00
61310	Classified Salaries	SM	9/1/2016	16	019022	00	F0486527	88.00		0.00	1,700.00
61310	Classified Salaries	SM	9/16/2016	17	019022	00	F0486806	95.00		0.00	1,700.00
61310	Classified Salaries	SM	9/30/2016	18	019022	00	F0487045	80.00		0.00	1,700.00
61310	Classified Salaries	SM	10/14/2016	19	019022	00	F0487257	80.00		1,700.00	1,700.00
61310	Classified Salaries							552.00		1,700.00	10,880.00

Reconciliation Certification – Expense Report

After the source documents have been matched to the corresponding labor or expenditure charges, the reconciler will access the Reconciliation Certification document (see steps below). The reconciler may include notes on this document for items that do not correspond correctly or require correction. The reconciler will sign and date the document and submit it to the approver along with the source documentation. The reconciler will then perform the adjustments or corrections within 90 days.

1. The Reconciliation Certification document is only available from the Dashboard – Initial View. On the Dashboard select “Reconciliation for Program total in Excel” – recommended, or “Reconciliation for Program total in PDF.”

Reconciliation Dashboard - Expense Accounts

GEORGE MASON UNIVERSITY
 Fiscal Year: 2017, Start Fiscal Month: Oct, End Fiscal Month: Oct
 Select an underlined 8-digit org. to reconcile the month above. Select the reprompt button above to re-select a month range.

Reconciliation for Program Total in PDF | Reconciliation for Program Total in Excel | Apply Current View to Excel

Initial View

Organization	Organization Desc	Original Budget Thru Oct	Revised Budget Thru Oct	Actual Between Oct and Oct	YTD Actual Thru Oct	Available Balance Thru Oct	Open Commitments Thru Oct	Projected Balance Thru Oct
421001	Accounts Payable Department	988,161	1,068,357	46,481	363,474	704,882	597,514	117,369
421002	State Loan	0	0	0	0	0	0	0

2. This will open a downloadable document. Each org will be listed on a separate tab (for Excel) and will include a section for notes and adjustments along with signature and date lines for the reconciler and approver. Electronic signatures are encouraged. **This document must be signed, dated and maintained with the corresponding source documents for at least 3 years. The included documentation must be available for auditor review.**

Reconciliation Revenue and Expense Report

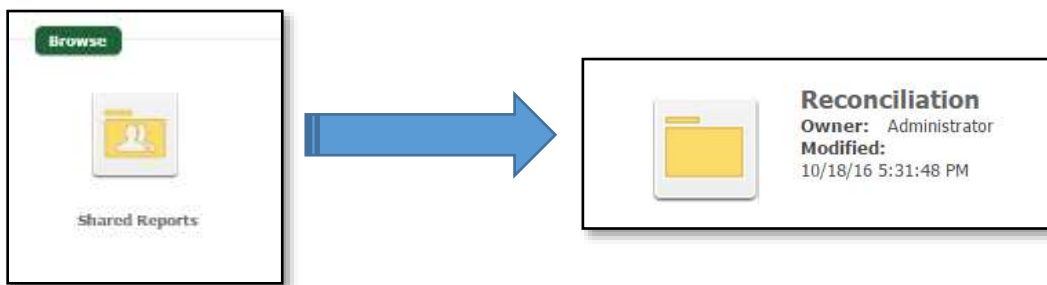
The Reconciliation Revenue and Expense report was designed for use with orgs that collect or manage revenue. Users may access this report to reconcile direct expenses, labor charges and revenues reported from unit collections. The Reconciliation Certification may be used to certify and confirm the integrity of the reconciliation. The signed and dated certification report, source documentation and

related items must be available for auditor review for at least 3 years (10 years for sponsored programs or a fund beginning with “2”).

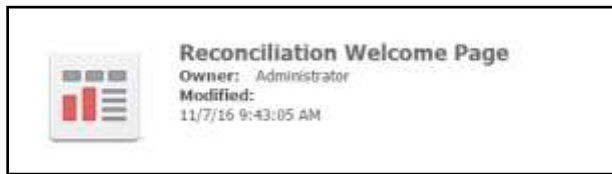
1. Log in to MicroStrategy at: <https://microstrategy.gmu.edu> with a Net ID and password
2. Select the “Administrative” folder



3. Select “Shared Reports,” then “Reconciliation”



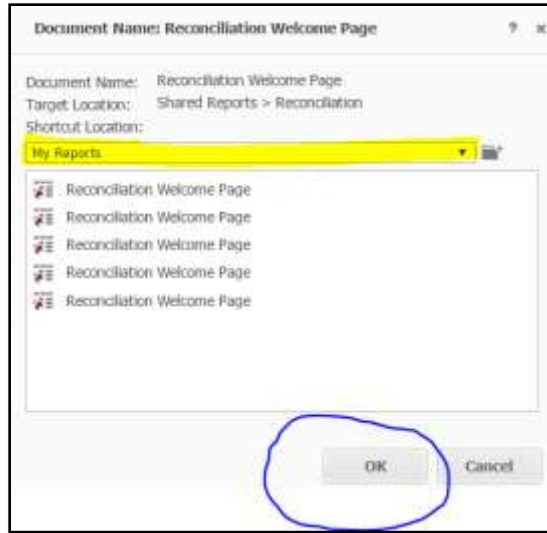
4. Choose “Reconciliation Welcome Page” to access the Reconciliation Expense report. *Optional: follow steps a – c to create a folder shortcut which can be accessed through “My Reports.”*



- a. To create a shortcut to the “Reconciliation Welcome Page” right click on the folder and select “Create Shortcut”



- b. Select “My Reports” from the drop down menu and click “OK.”



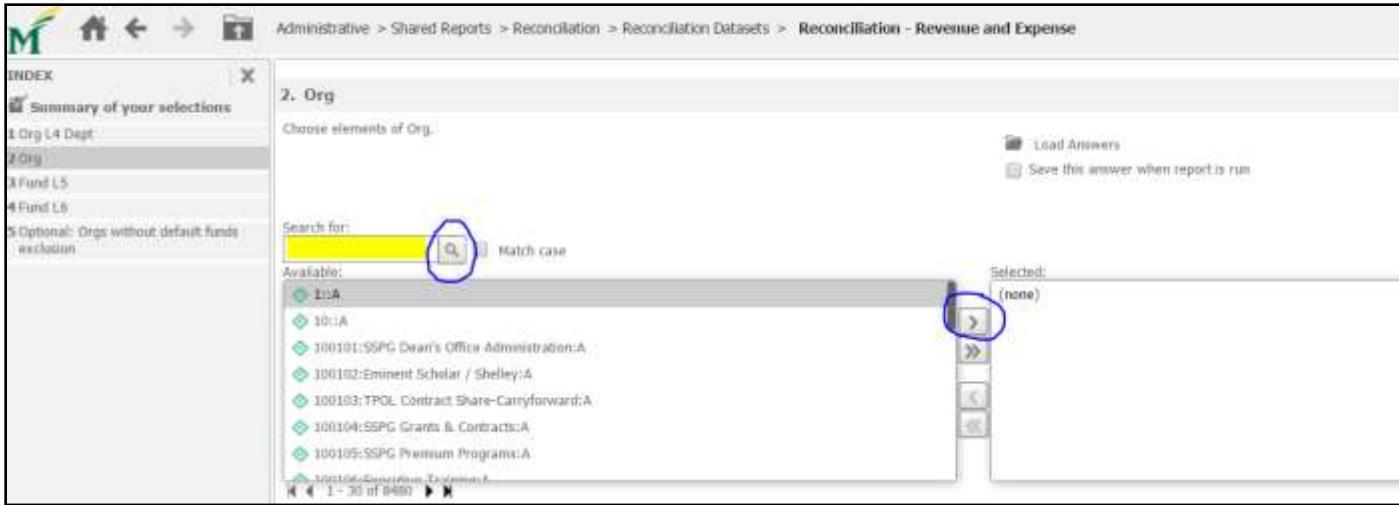
- c. The “Reconciliation Welcome Page” will be listed in the users “My Reports” folder the next time he/she logs in.



5. After selecting “Reconciliation Welcome Page” click the “Reconciliation Revenue and Expense” link to open the report.



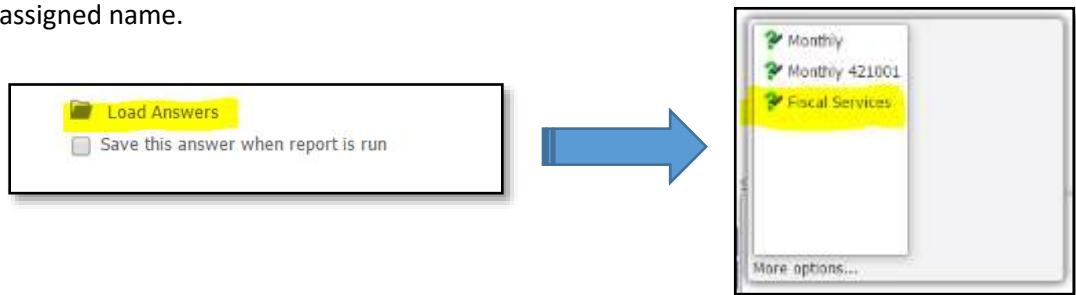
6. The user will be prompted to enter information to generate the report. In the section “2. Org” enter the unit org number(s) into the search box and then move each org to be reconciled into the “Selected” field. (Note: For standard reporting the user will only need to select the org numbers in “2.Org” and will not provide information in the additional categories.)



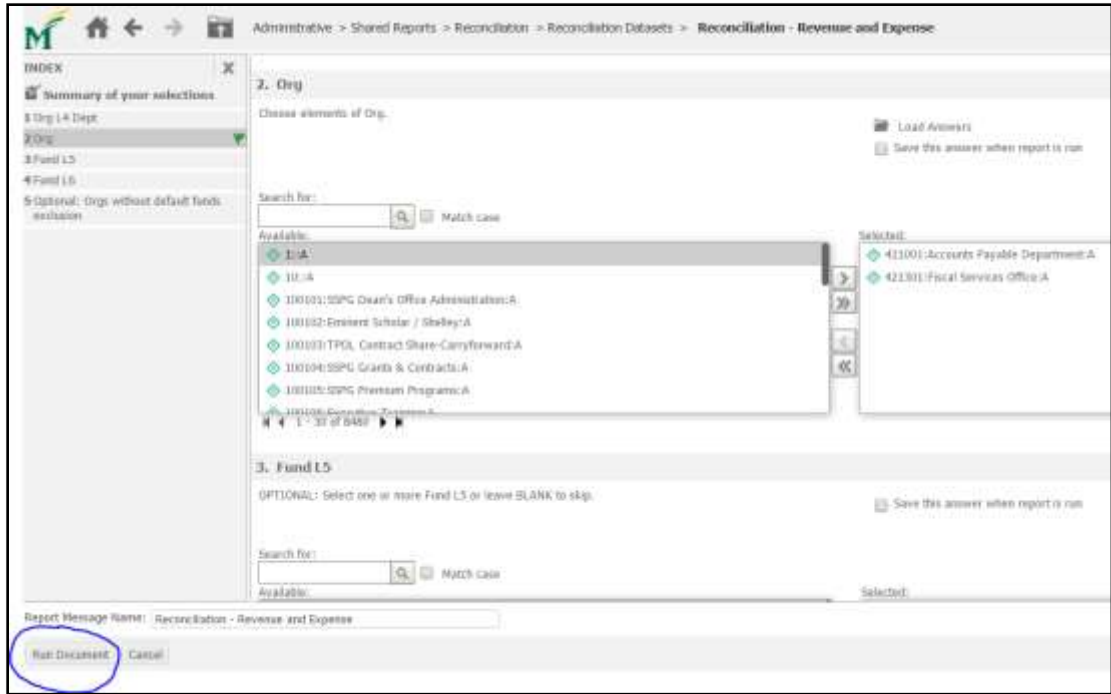
- a. To save the selected org(s) for easier access the next time the report is run, place a check mark in the “Save this answer when report is run” option located above the “Selected” field and type in a name.




- b. The next time the report is run, select the “Load Answers” folder and choose the assigned name.



7. Then select “Run Document” from the bottom left to update the Dashboard.



8. The Reconciliation Dashboard – Revenue and Expense will display the selected org(s) and related columns. Internal tabs for “Revenue,” “Expense” and “Net” will also display. The header information will default to the current fiscal year and last closed month. (Note: To change the fiscal year or start/end month click on the  document menu and select the “re-prompt” option. Then select the fiscal year, start fiscal month and end fiscal month from the dropdown options. To complete, click “Run Document” on the bottom left. This will update the report header, columns and information to the selected date range.)

Org	Org Desc	Original Budget Thru Oct	Revised Budget Thru Oct	Actual Between Oct and Oct	YTD Actual Thru Oct	Available Balance Thru Oct	Open Commitments Thru Oct	Projected Balance Thru Oct
42001	Accounts Payable Department	0.00	0.00	0.00	0.00	0.00	597,513.76	0.00
421301	Fiscal Services Office	0.00	0.00	0.00	0.00	0.00	443,173.74	0.00
Total		0.00	0.00	0.00	0.00	0.00	1,040,687.50	0.00

- The Revenue tab will provide information on collected revenues.
 - The Expense tab will provide information on expenditures.
 - The Net tab will provide an accounting of the revenues +/- expenses.
9. To access detailed information for a select org, click on the underlined org to the left. A new browser tab will open to display the Labor and DE Drill Document. The report header (fiscal year, start/end month) will mirror the information from the Dashboard – Initial View. (Note: The user may change the fiscal year or start/end month by following the note in step 8; however, this

will only change the information on the Labor and DE Drill Document and not the Dashboard – Initial View.)

Labor and DE Drill Document: Direct Expenditures Detail												
Fiscal Year: 2017, Start Fiscal Month: Oct, End Fiscal Month: Oct Org Dept: 4210, Org: Total, Fund L6: Total, Fund L5: Total												
No Grid will be shown if there are no Direct Expenditure transactions during the selected time periods.												
Acct L5: Total												
Acct L5	Data Entry User ID	Document ID	Transaction Desc	Transaction Date	Orig Budget Expense Thru Oct	Rev Budget Expense Thru Oct	Actual Expense Between Oct and Oct	YTD Actual Expense Thru Oct	Available Bal Expense Thru Oct	Open Commitments Thru Oct	Projected Bal Expense Thru Oct	
70000	Direct Expenditures Budget Pool	AKENHELL	3L000858	FY17 Original Budget	7/1/2016	19,503.00	19,503.00	0.00	0.00	19,503.00	0.00	19,503.00
70000	Direct Expenditures Budget Pool	DOLER	30173420	02381Z F0485629 DSO pos ctrl fringe	7/7/2016	0.00	7,403.00	0.00	0.00	7,403.00	0.00	7,403.00
70000	Direct Expenditures Budget Pool	DOLER	30173420	02381Z F0485629 DSO pos ctrl offset	7/7/2016	0.00	17,500.00	0.00	0.00	17,500.00	0.00	17,500.00

The Labor and DE Drill document contains internal tabs:

- Summary – Revenue Accounts = provides revenue totals by account code in a summary format (Note: detailed information will be on the following tabs)
- Summary – Expense Accounts = provides expenditure totals by account code in a summary format (Note: detailed information will be on the following tabs)
- Summary Net = provides a net total of revenue +/- expense
- Revenue Detail = provides detailed revenue information (Note: Use for reconciling revenue on a monthly/bi-monthly period)
- Labor Encumbrances = provides a breakdown of individual labor details for the current month, year to date and labor commitments through the end of the fiscal year
- Labor Detail = provides information on individuals by pay period, current month, year to date and employee totals for faculty, classified and wage status (Note: Use for reconciling labor charges on a monthly/bi-monthly period)
- Direct Exp Detail = provides detailed information by expenditure account code including: original budget, revised budget, actual expense incurred between start/end month, fiscal year to date expense, available balance, open commitments and projected balance. (Note: Use for reconciling direct expenditures on a monthly/bi-monthly period)

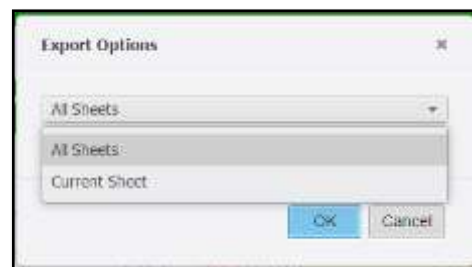
12. Users may choose to export the Labor and DE Drill Document by selecting the document menu at the top right and then “Export” to Excel or PDF.



13. Users may choose to print the Labor and DE Drill Document by selecting the document menu at the top right and then “Print”.



- “All sheets” will print or export the entire workbook (all tabs). “Current sheet” will only export the tab which is currently active.



14. The goal of reconciliation is to match the actual expenditures for a specific time period with the source documentation. Examples of source documentation include items that generate financial activity: eVA purchase order, receipt from a vendor, Travel reimbursement document, funding change form, journal voucher, etc.

- a. For direct expenditures, users should match source documentation to the expenses listed in the highlight column “Actual Expense between (start/end month)”

Labor and DE Drill Document: Direct Expenditures Detail

Fiscal Year: 2017, Start Fiscal Month: Oct, End Fiscal Month: Oct
 Org Dept: 4210, Organization: Total, Fund L5: Total, Fund L6: Total

Description: data displayed for Direct Expenditure account codes only. Select an account code to view details.
 No Grid will be shown if there are no records with labor transactions during the selected time periods.

Account Code: 73430

Account Code	Document ID	Transaction Desc	Transaction Date	Orig Budget Expense Thru Oct	Rev Budget Expense Thru Oct	Actual Expense Between Oct and Oct	YTD Actual Expense Thru Oct	Available Bal Expense Thru Oct	Open Commitments Thru Oct	Projected Bal Expense Thru Oct	
73430	Plnc. Legal Costs	11710271	Bank of America	10/24/2016	0.00	0.00	270.75	270.75	(270.75)	0.00	(270.75)
73430	Plnc. Legal Costs	Total			0.00	0.00	270.75	270.75	(270.75)	0.00	(270.75)
Total				0.00	0.00	270.75	270.75	(270.75)	0.00	(270.75)	

- b. For labor reconciliation, users should verify that the monthly (pay period) amounts listed in the highlighted column “Labor Detail Signed Amt between (start/end month)” correctly correspond to the employee’s yearly salary. (Additional details about salary reconciliation may be found in the Salary Reconciliation section of this guide.)

Labor and DE Drill Document: Labor Detail

Fiscal Year: 2017, Start Fiscal Month: Oct, End Fiscal Month: Oct
 Org Dept: 4210, Organization: Total, Fund L6: Total

Description: data displayed for Labor and Fringe Benefit account codes only. Select an Employee to drill further into the data.
 No Grid will be shown if there are no records with labor transactions during the selected time periods.

Employee:

Account Code	Employee Full Name	Payroll Pmt Code	Payroll Check Date	Payroll Payno	Position	Suffix	Labor Detail Doc Code	Labor Detail Hours	Labor Detail Signed Amt Between Start and End Month (Reconciliation)	Labor Detail Current Month YTD Signed Amt (Reconciliation)
61310	Classified Salaries	SM	7/15/2016	13	019922	00	F0485705	32.00	0.00	880.00
61310	Classified Salaries	SM	8/1/2016	14	019922	00	F0485960	80.00	0.00	1,700.00
61310	Classified Salaries	SM	8/16/2016	15	019922	00	F0486221	96.00	0.00	1,700.00
61310	Classified Salaries	SM	9/1/2016	16	019922	00	F0486527	88.00	0.00	1,700.00
61310	Classified Salaries	SM	9/16/2016	17	019922	00	F0486806	96.00	0.00	1,700.00
61310	Classified Salaries	SM	9/30/2016	18	019922	00	F0487043	80.00	0.00	1,700.00
61310	Classified Salaries	SM	10/14/2016	19	019922	00	F0487257	80.00	1,700.00	1,700.00
61310	Classified Salaries	Total						552.00	1,700.00	10,880.00

- c. For revenue reconciliation, users should verify that the actual revenue amounts logged by the primary revenue collection method were transmitted to Banner correctly.

Labor and DE Drill Document: Revenue Detail

Fiscal Year: 2017, Start Fiscal Month: Oct, End Fiscal Month: Oct
 Org Dept: 1431, Org: Total, Fund L6: Total, Fund L6: Total

Description: data displayed for Revenue account codes only and will be blank for organizations that do not use revenue accounts. Select Acct to further drill into the data.
 No Grid will be shown if there are no Revenue transactions during the selected time periods.

Acct L5: 01203

Acct L5	Data Entry User	Document ID	Transaction Desc	Transaction Date	Orig Budget Revenue Thru Oct	Rev Budget Revenue Thru Oct	Actual Revenue Between Oct and Oct	YTD Actual Revenue Thru Oct	Available Bal Revenue Thru Oct	Open Commitments Thru Oct	
01203	Graduate Tuition I/S	FIMSUSR	F0487127	Tuition TCLDEL I/S	10/2/2016	0.00	0.00	957.67	957.67	(957.67)	0.00
01203	Graduate Tuition I/S	FIMSUSR	F0487165	Tuition TCLDEL I/S	10/4/2016	0.00	0.00	1,043.26	1,043.26	(1,043.26)	0.00
01203	Graduate Tuition I/S	TRGLY104	30177086	EDCI \$19.6F3-Trans. Nina	10/5/2016	0.00	0.00	1,833.00	1,833.00	(1,833.00)	0.00
01203	Graduate Tuition I/S	PREED1	30177103	PR/F2016 Tuition-EDCI \$19.6F3	10/11/2016	0.00	0.00	13,959.00	13,959.00	(13,959.00)	0.00

Reconciliation Certification – Revenue and Expense Report

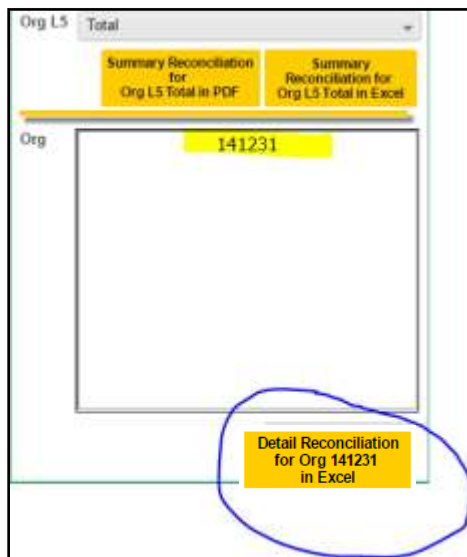
After the source documents and revenues have been matched to the corresponding charges and credits, the reconciler will access the Reconciliation Certification document (see steps below). The reconciler may include notes on this document for items that do not correspond correctly or require correction. The reconciler will sign and date the document and submit to the approver along with the source documentation. The reconciler will then perform the adjustments or corrections within 90 days.

1. The Reconciliation Certification document is only available from the Dashboard – Initial View. On the Dashboard select “Reconciliation”



Revenue		Expense			Net			
Org	Org Desc	Original Budget Thru Oct	Revised Budget Thru Oct	Actual Between Oct and Oct	YTD Actual Thru Oct	Available Balance Thru Oct	Open Commitments Thru Oct	Projected Balance Thru Oct
141231	TCLDEL Outreach	526,899.00	526,000.00	35,853.71	588,219.28	338,786.72	255,414.56	339,780.72
Total		526,899.00	526,000.00	35,853.71	588,219.28	338,786.72	255,414.56	339,780.72

2. Select the org for the reconciliation certification and then click “Detail Reconciliation for Org” at the bottom right.

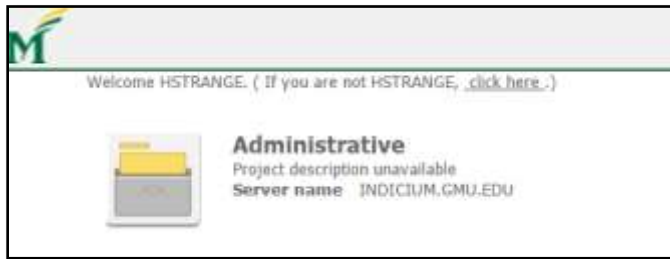


3. This will open a downloadable document. The org will be listed on a separate tab (for Excel) and will include a section for notes and adjustments along with signature and date lines for the reconciler and approver. Electronic signatures are encouraged. The additional tabs (Revenue Detail, Labor Encumbrances, Labor Detail and Direct Exp Detail) will also be downloaded to the workbook. **This document must be signed, dated and maintained with the corresponding source documents for at least 3 years. The included documentation must be available for auditor review.**

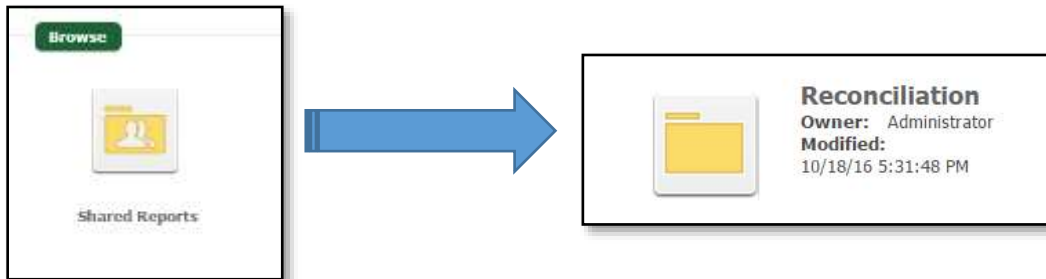
Salary Reconciliation – Roster for Reconciliation

The Roster for Reconciliation provides salary information for all faculty and classified staff. The roster should be accessed and downloaded at the beginning of each fiscal year and/or after salary changes have been made. The roster delivers information on the employee’s annual salary. Reconcilers will use the roster to calculate an employee’s earnings per pay period.

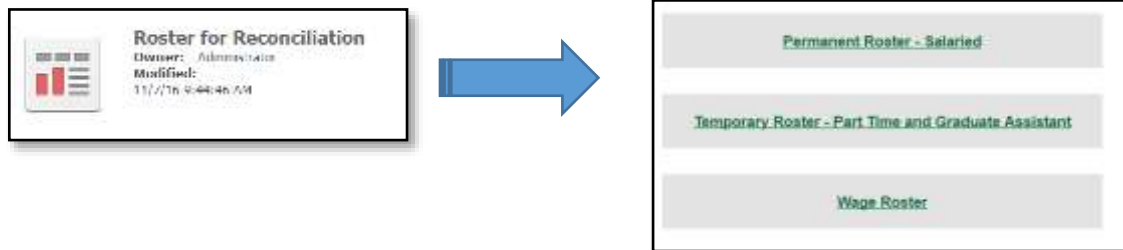
1. Log in to MicroStrategy at: <https://microstrategy.gmu.edu> with a Net ID and password
2. Select the “Administrative” folder



3. Select “Shared Reports,” then “Reconciliation”





4. Choose “Roster for Reconciliation” then the roster report (depending on need).



5. Select the fund group, org division and org dept.



6. Users may download the roster by selecting the  icon from the top menu bar
7. Users may print the roster by selecting the  icon from the top menu bar
8. Reconcilers may determine the employee's earnings per pay period by using the "Blank Salary Reconciliation Worksheet" found here: <http://fiscal.gmu.edu/controllers/reconciling/> or by creating a similar breakdown of the employee's yearly salary based on the number of pay periods.
9. For labor reconciliation, users should verify that the monthly (pay period) amounts listed in the highlighted column "Labor Detail Signed Amt between (start/end month)" on either the Reconciliation – Expense or Reconciliation – Revenue and Expense report correctly correspond to the employee's yearly salary. (Follow the steps in the Reconciliation – Revenue or Reconciliation – Revenue and Expense instructions to access the "Labor and DE Drill Document" and corresponding "Labor Detail" tab)

Labor and DE Drill Document: Labor Detail


 Fiscal Year: 2017, Start Fiscal Month: Oct, End Fiscal Month: Oct
 Org Dept: 4210, Organization: Total, Fund L8: Total, Fund L6: Total

Description: data displayed for Labor and fringe benefit account codes only. Select an Employee to drill further into the data.

No Grid will be shown if there are no records with labor transactions during the selected time periods.

Employee:

Account Code	Employee Full Name	Payroll Pict Code	Payroll Check Date	Payroll Payno	Position	Suffix	Labor Detail Doc Code	Labor Detail Hours	Labor Detail Signed Amt Between Start And End Month (Reconciliation)	Labor Detail Current Month YTD Signed Amt (Reconciliation)
61310	Classified Salaries	SM	7/15/2016	13	019922	00	F0485705	32.00	0.00	680.00
61310	Classified Salaries	SM	8/1/2016	14	019922	00	F0485960	80.00	0.00	1,700.00
61310	Classified Salaries	SM	8/16/2016	15	019922	00	F0486221	96.00	0.00	1,700.00
61310	Classified Salaries	SM	9/1/2016	16	019922	00	F0486527	88.00	0.00	1,700.00
61310	Classified Salaries	SM	9/16/2016	17	019922	00	F0486806	96.00	0.00	1,700.00
61310	Classified Salaries	SM	9/30/2016	18	019922	00	F0487043	80.00	0.00	1,700.00
61310	Classified Salaries	SM	10/14/2016	19	019922	00	F0487257	80.00	1,700.00	1,700.00
61310	Classified Salaries	Total						552.00	1,700.00	10,880.00

10. Discrepancies in salary reconciliation should be identified and remedied immediately.