

Reconciliation Procedures

All Financial Transactions must be the result of official university business and/or agency transactions. Policy 2114 - Financial Management covers basic financial accountability and reconciliation practices. Units should follow these procedures to maintain consistent financial management practices, timely reconciliation, and certification of Financial Transactions.

Department Reconciler

Reconcilers verify and certify that entries in Banner Finance are properly recorded and supported by documentation. Any discrepancies/reconciling items encountered shall be documented and adjustments prepared if necessary. In the case of restricted accounts, reconcilers also verify that transactions comply with sponsor or donor-imposed restrictions on the use of funds.

Reconciler Steps

1. Retrieve *MicroStrategy Reconciliation Reports*.
2. Review the activity to ensure accuracy of accounting record, appropriateness of charges, and sufficient supporting documentation (including Banner Finance).
3. Identify significant or questionable transactions and review source documents. Source documents such as receipts, invoices, and other documentation may be saved in a central file within the unit's shared drive or MS Teams. Some financial transaction records may be viewed in the following locations:
 - a. Accounts Payable Invoice shared files: fsvc.Invoice{year}. For access please email lucas4@gmu.edu.
 - b. Mason Finance Gateway (MFG): paid travel and expense documentation. Guidance in the [MFG Basic User Reports](#) guide.
 - c. Print Services monthly statements shared drives: psvc.statements. For access please email SPande3@gmu.edu.
4. Perform fluctuation analysis compared to budget and/or prior year noting significant variances and reasons.
5. Identify and make note of any necessary corrections and expected transactions that have not yet posted.
6. Save the completed reconciliation using a central electronic filing system (such as One Drive/SharePoint)
7. Sign and date the *Reconciliation Certification* in Smartsheet. (The Smartsheet process will be implemented later this fiscal year and additional training will be provided)
8. Email the Approver that the reconciliation is ready for their review, noting the reconciliation file location.

Department Approver

Approvers review and certify that financial activity recorded in Banner Finance and results of the reconciliation(s) are reasonable and accurate. The review shall include a comparison of budget to actual and year-over-year actual results where applicable, and trends or areas of concern should be identified. For significant deviations from expected results, variances shall be investigated and reasons documented, along with any necessary corrective action plan.

Approver Steps

1. Review the work of the Department Reconciler paying close attention to significant or questionable, and ensure that previously noted corrections have been resolved.

2. Analyze the comparison of budget to actual and year-over-year actual results and identify trends or areas of concern.
3. Identify significant deviations from expected results, investigate variances, document reasons, and note any necessary corrective action plan.
4. Sign and date the *Reconciliation Certification* in Smartsheet. (The Smartsheet process will be implemented later this fiscal year and additional training will be provided)

Principal Investigator (PI)

PIs shall review the financial activity for sponsored projects and certify that the results of the reconciliation(s) are reasonable and accurate. The review shall ensure that transactions are made for the intended purpose of the grant or contract, and in accordance with sponsor requirements as well as university policies and procedures for their sponsored funds. The PIs' review shall include analysis of reconciling items and the appropriateness of the follow-up.

Principal investigator (PI) Steps

1. Review the work of the Department Reconciler ensuring that transactions are made for the intended purpose of the grant or contract, and in accordance with sponsor requirements as well as university policies and procedures for their sponsored funds.
2. Analyze the completeness and accuracy of Financial Transactions, reconciling items, and the appropriateness of the follow-up.

Reconciliation Certification

Mason will be implementing a new sign-off process using the Smartsheet application. Additional information about this process and end-user training is forthcoming. Each unit is responsible for ensuring that reconciliation's are being performed and reviewed during this time of transition.

Organization Reconciliation Reports (MSTR)

New reports have been developed for reconciliation in MicroStrategy (MSTR). The **Reconciliation Summary** is a starting point and contains a summary by Org and Fund along with a breakdown of Revenue and Expense grouped by department. From this report you can easily link to the following documents:

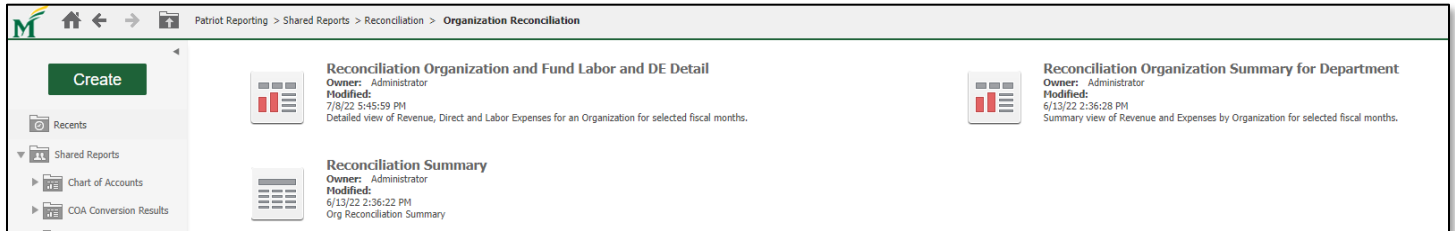
Reconciliation Organization Summary for Department

- From the **Reconciliation Summary** document, click on an item in the *Org L5 Dept* column to open this report
- Data: List of Orgs in the Department
- Org Summary: View one “page” per Org (or tab if exported in Excel), select the Org using the drop down at the top

Reconciliation Organization and Fund Labor and DE Detail

- From the **Reconciliation Summary** document, click on an item in the *Org or Fund* column to open this report.
- Data: Detail view of Revenue, Labor Encumbrances, Labor and DE
- Org Summary: View one Org with multiple “pages” (or tabs if exported I Excel)

All three reports are listed in the Organization Reconciliation folder and can be accessed separately. Users can open the **Reconciliation Summary** and link to the other two report or access the **Reconciliation Organization and Fund Labor and DE Detail** and **Reconciliation Organization Summary for Department** documents directly.

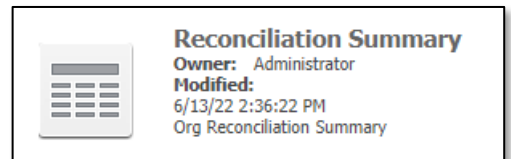


Step by Step: Reconciliation Summary

1. Login to MicroStrategy using your Net ID and Patriot password. Additional information, including the login link for MicroStrategy is available at <https://its.gmu.edu/service/microstrategy/>.
2. Select *Patriot Reporting > Shared Reports > Reconciliation > Organization Reconciliation*

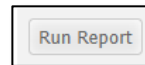


3. And then Reconciliation Summary select. From this report you can also link to the other two documents – instructions are provided later on in this guide.



3. Enter the report parameters:
 - a. **Fiscal Year** – the fiscal year you want to be included in the report. Note: *Patriot Reporting* contains details for FY23 - forward. Use the *Administrative Project* for FY22 and prior years.
 - b. **Start Fiscal Month Name** – the beginning month for the transactions you want to review. You can Search for the month or use the drop-down arrow to select the desired month.
 - c. **End Fiscal Month Name** – the ending month for the transactions you want to review. These values may be the same if you are only viewing one month. For example, to review the transaction for May only, select “May” as the Start Fiscal Month Name and “May” as the End Fiscal Month Name.
4. Search for the Org element that you wish to view. You may search for the Org L1 – Org L5. Most reconciliation will take place at the Org L5 level.
 - d. Click the “Save the answer when report is run” check box and Name give the parameter a Name. This will allow you select the parameter the next time you run the report.
 - e. Click the “Set as Default” box if you would like this parameter to automatically populate every time you run the report.

5. Once all parameters are set click “Run Report” at the bottom of the screen.



6. The report details are displayed. Users can edit the report by opening the **Data** tab, at the top of the document, and selecting an option from the menu. A few items are highlighted below.

- a. **Add View Filter Condition** – allows you to apply a Filter.
 - b. **Re-prompt** – allows you to change the report parameters (Fiscal year, Start/End Month).
 - c. **Swap Rows and Columns** – will change the report view so that the columns are displayed as rows.
7. Click on the **Report Home** tab to perform the following actions.
 - a. **Save** – to save a static copy of the report.
 - b. **Share** – to share a link to the report with other MSTR users (login/access required).
 - c. **Export** – to download the report using a specific file type. Recommended Excel or PDF.
 - d. **Print** – to print the report.

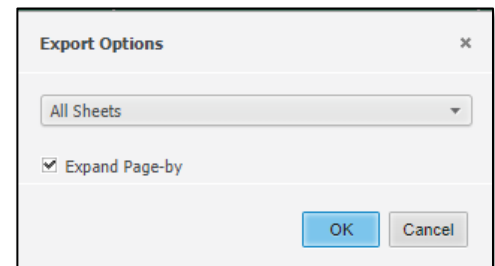
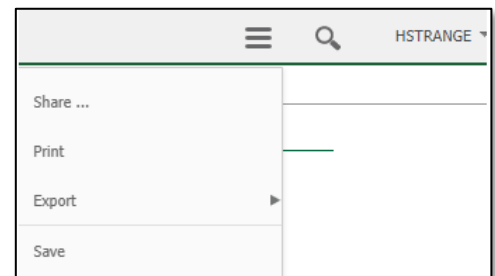
Reconciliation Organization Summary for Department

1. To open the **Organization Summary for Department**, click on an item in the *Org L5 Dept* column. (Example: FA4AA)
2. The report will open in a browser tab. The report includes a *Data* tab and a *Summary* tab. The *Summary* tab contains rollup information for the Org, Fund, and Account codes.

| Org L5 Dept (Link to Summary) | | Org | |
|--|----------------|--------|----------------|
| FA4AA | VP for Finance | M13263 | VP for Finance |
| Reconciliation Organization Summary for Department | | | |

| Acct L1 | Fund L5 | Fund L6 | Acct L2 | Acct L3 | Acct L5 | Revised Budget Amt Thru May | Actual Amt Between May and May | YTD Actual Amt Thru May | Open Encumbrances Thru May | Available Balance Amt Thru May | Adjustments | Notes | Previous FY YTD Actual Amt Thru May | YTD Variance to Prior Year YTD | Variance Explanation | |
|----------|---------|------------------|---------|----------------------|------------------|-----------------------------|--------------------------------|-------------------------|---------------------------------|--------------------------------|-------------|-------------|-------------------------------------|--------------------------------|----------------------|---------|
| Revenues | 25111 | Local Investment | 251111 | Investment with GMUF | Revenues | 520 | Grants and Contracts | 54206 | Restricted Gift Revenue | 0.00 | 0.00 | (33,250.00) | 0.00 | 33,250.00 | | |
| | | | | | Total | | | 0.00 | 0.00 | (33,250.00) | 0.00 | 33,250.00 | | (90,000.00) | (56,750.00) | |
| | | | | | | | | 0.00 | 0.00 | (33,250.00) | 0.00 | 33,250.00 | | (90,000.00) | (56,750.00) | |
| | | | | | Budget Transfers | 830 | Carryforward | 84010 | Carry Fwd Budget Entry Use Only | 349,693.00 | 0.00 | 0.00 | 0.00 | 349,693.00 | 0.00 | 0.00 |
| | | | | | Total | | | 0.00 | 0.00 | 0.00 | 0.00 | 349,693.00 | | 0.00 | 0.00 | |
| | | | | | | | | 73110 | Express Mail Services | 0.00 | 0.00 | 40.64 | 0.00 | (40.64) | 10.71 | (29.93) |
| | | | | | | | | 73140 | Metered Mail | 0.00 | 0.00 | 1.46 | 0.00 | (1.46) | 0.00 | (1.46) |

3. Users can toggle between various Orgs by using the *Org* dropdown at the top of the *Summary* page.
4. To Share, Print, Export, Save or Re-prompt the document, click on the top right menu to display options. Users should Export the document in order to add details for reconciliation.
5. Once Exported (Excel recommended, All Sheets, Expand Page-by), each Org will display on a separate tab. The Reconciler and/or Approver should add dollar amounts in the *Adjustments* field and comments in the *Notes* field to document any pending transaction or other adjustments not reflected.
6. As part of the reconciliation process the Reconciler and/or Approver should analyze the information presented in the **Previous FY YTD Actual Amt** column and the **YTD Variances to Prior Year YTD**.
7. After analysis, the Reconciler/Approver should add notes to explain any expected or unexpected results. Further analysis of Financial Transactions is available on the **Reconciliation Organization and Fund Labor and DE Detail**, detailed in the next section.



| Acct L1 | Fund L5 | Fund L6 | Acct L2 | Acct L3 | Acct L5 | Revised Budget Amt Thru May | Actual Amt Between May and May | YTD Actual Amt Thru May | Open Encumbrances Thru May | Available Balance Amt Thru May | Adjustments | Notes | Previous FY YTD Actual Amt Thru May | YTD Variance to Prior Year YTD | Variance Explanation | |
|----------|---------|------------------|---------|----------------------|------------------|-----------------------------|--------------------------------|-------------------------|---------------------------------|--------------------------------|-------------|-------------|-------------------------------------|--------------------------------|----------------------|--------------|
| Revenues | 25111 | Local Investment | 251111 | Investment with GMUF | Revenues | 520 | Grants and Contracts | 54206 | Restricted Gift Revenue | 0.00 | 0.00 | (33,250.00) | 0.00 | 33,250.00 | | |
| | | | | | Total | | | 0.00 | 0.00 | (33,250.00) | 0.00 | 33,250.00 | | (90,000.00) | (56,750.00) | |
| | | | | | | | | 0.00 | 0.00 | (33,250.00) | 0.00 | 33,250.00 | | (90,000.00) | (56,750.00) | |
| | | | | | Budget Transfers | 830 | Carryforward | 84010 | Carry Fwd Budget Entry Use Only | 349,693.00 | 0.00 | 0.00 | 0.00 | 349,693.00 | 0.00 | 0.00 |
| | | | | | Total | | | 0.00 | 0.00 | 0.00 | 0.00 | 349,693.00 | | 0.00 | 0.00 | |
| | | | | | | | | 73110 | Express Mail Services | 0.00 | 0.00 | 40.64 | 0.00 | (40.64) | 10.71 | (29.93) |
| | | | | | | | | 73140 | Metered Mail | 0.00 | 0.00 | 1.46 | 0.00 | (1.46) | 0.00 | (1.46) |
| | | | | | | | | 73144 | Bulk Mail | 0.00 | 0.00 | 0.00 | 0.00 | 32.12 | 32.12 | |
| | | | | | | | | 73170 | Telecomm Svcs Nonstate | 0.00 | 499.35 | 6,849.28 | 0.00 | (6,849.28) | 4,082.30 | (2,766.98) |
| | | | | | | | | 73171 | Mobile Phones | 0.00 | 37.99 | 417.89 | 0.00 | (417.89) | 417.89 | 0.00 |
| | | | | | | | | 73177 | Long Distance Telephone | 0.00 | 0.10 | 0.73 | 0.00 | (0.73) | 9.90 | 9.17 |
| | | | | | | | | 73210 | Dues | 0.00 | 0.00 | 1,726.00 | 0.00 | (1,726.00) | 0.00 | (1,726.00) |
| | | | | | | | | 73220 | Subscriptions | 0.00 | 0.00 | 0.00 | 0.00 | 139.00 | 139.00 | |
| | | | | | | | | 73410 | Audition Services | 0.00 | 40,749.77 | 243,072.91 | 20,000.00 | (263,072.91) | 3,672.59 | (739,405.33) |

Add Adjustments and Notes

Add Variance Explanation

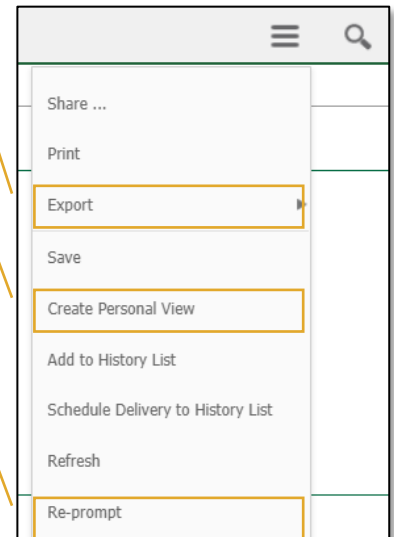
12. To download the report, select Export and then choose Excel, PDF, or HTML. We recommend downloading to Excel in order to record adjustments, make notes, and review variances and explain the variance in your analysis.

13. Click on Create Personal View, to add this report to your “My Subscriptions.”

f. To access the report in the future, you can select the report from the “My Subscriptions” folder by clicking on the report name.

g. When the report is opened, you can then “Re-prompt” to the current fiscal year/month that you wish to reconcile.

14. To change the selected date range, go to the page menu and select “Re-prompt.” You will then be taken to the report parameters where you can change the Fiscal Year, Start Fiscal Month and End Fiscal Month. Once all changes have been made, click the “Run Report” button at the bottom of the page to run the new report parameters.



For additional information on MicroStrategy and MicroStrategy Reports please visit <https://its.gmu.edu/service/microstrategy/>. For individual assistance with Organization Reconciliation Reports please register for a [Walk-in session](#) or contact fscomm@gmu.edu for additional guidance.