



## College of Education & Human Development Reconciliation Guidance March 2017

This document has been developed to assist in maintaining compliance with the [University Reconciliation Policy 2114](#). Reconciliation, as required by the University, is a systematic review of financial activity to verify charges and credits are accurate and appropriate. When verifying financial data for accuracy, source documents must be compared against posted and missing transactions. This ensures proper stewardship of financial resources and helps identify any errors in a timely manner.

### Definitions

- **Reconciler:** The individual who performs the reconciliation and prepares documentation for the Approver to certify.
- **Approver:** The individual who is familiar with the activity and can certify that the transactions are reasonable.
- **Reconciliation Certification:** The summary page documenting all posted transactions for a fund/org during the selected reconciliation period that must be certified by both the Reconciler and Approver.

**Bi-monthly reconciliation is mandatory. Monthly reconciliation is strongly encouraged.** Examples of the acceptable reconciliation time frames related to the month of March are as follows:

Reconciliation Frequency	Month/Period Ended	Prepared, approved, certified by
Monthly	March 31	May 31
Bi-monthly period March/April	April 30	June 30
Bi-monthly period February/March	March 31	May 31

### Reconciliation Certifications

**Copies, signed and dated by the Reconciler and Approver, must be saved as an individual PDF file in the appropriate folder on the shared drive by the required monthly/bi-monthly reconciliation dates.**

For grant funds starting with a "2", certified reconciliations and the supporting documentation for transactions should be saved under the appropriate fund# in the PI's post award toolbox. All PI folders have subfolders for each grant fund# and each grant fund# has a reconciliation subfolder. See the example and file path on the next page.

**(M:) ==> shared ==> cors.PI'sfirstinitial&lastname ==> Fund# & Project Name ==> Reconciliations**

Name	Date modified	Type	Size
Caswell.222419.Apr 2014	10/21/2015 1:22 PM	Adobe Acrobat D...	2,721 KB
Caswell.222419.Apr 2015	5/20/2015 3:06 PM	Adobe Acrobat D...	6,134 KB
Caswell.222419.Aug 2014	10/31/2014 3:56 PM	Adobe Acrobat D...	1,569 KB
Caswell.222419.Aug 2015	9/16/2015 11:49 AM	Adobe Acrobat D...	1,296 KB
Caswell.222419.Dec 2014	7/26/2016 12:24 PM	Adobe Acrobat D...	4,318 KB
Caswell.222419.Feb 2015	7/26/2016 12:15 PM	Adobe Acrobat D...	2,230 KB
Caswell.222419.Feb 2014	3/20/2014 11:27 AM	Adobe Acrobat D...	4,332 KB
Caswell.222419.Jan 2015	7/26/2016 12:17 PM	Adobe Acrobat D...	2,228 KB
Caswell.222419.Jan 2014	8/13/2014 4:20 PM	Adobe Acrobat D...	2,431 KB
Caswell.222419.Jul 2014	8/14/2014 9:47 AM	Adobe Acrobat D...	6,788 KB
Caswell.222419.Jul 2015	8/11/2015 2:52 PM	Adobe Acrobat D...	1,679 KB
Caswell.222419.Jun 2014	8/5/2014 2:19 PM	Adobe Acrobat D...	2,507 KB
Caswell.222419.Jun 2015	8/11/2015 2:28 PM	Adobe Acrobat D...	1,108 KB
Caswell.222419.Mar 2014	4/18/2014 10:22 AM	Adobe Acrobat D...	2,916 KB
Caswell.222419.Mar 2015	5/21/2015 5:00 PM	Adobe Acrobat D...	1,975 KB
Caswell.222419.May 2014	6/12/2014 11:09 AM	Adobe Acrobat D...	4,626 KB
Caswell.222419.May 2015	6/17/2015 1:40 PM	Adobe Acrobat D...	4,665 KB
Caswell.222419.Nov 2014	12/15/2014 11:11 ...	Adobe Acrobat D...	2,981 KB
Caswell.222419.Oct 2014	11/11/2014 1:19 PM	Adobe Acrobat D...	1,424 KB
Caswell.222419.Sep 2014	10/24/2014 2:49 PM	Adobe Acrobat D...	982 KB
Caswell.222419.Sept 2015	10/21/2015 12:58 ...	Adobe Acrobat D...	1,328 KB

For Orgs starting with “1”, certified reconciliations and the supporting documentation for transactions should be saved under the appropriate Org# in the shared “cehd.div-finance” folder. See the example and file path below.

**(M:) ==> shared ==> ched.div-finance ==> FY# ==> Reconciliation ==> Division ==> Month**

Name	Date modified	Type	Size
141271 July16	9/2/2016 11:15 AM	Adobe Acrobat D...	520 KB
141433 July16	9/2/2016 11:16 AM	Adobe Acrobat D...	167 KB
141445 July16	9/2/2016 11:15 AM	Adobe Acrobat D...	399 KB
141960 July16	9/8/2016 8:46 AM	Adobe Acrobat D...	169 KB
142023 July16	9/2/2016 11:14 AM	Adobe Acrobat D...	661 KB
142026 July16	9/2/2016 11:20 AM	Adobe Acrobat D...	189 KB
143701 July16	9/2/2016 11:20 AM	Adobe Acrobat D...	104 KB

Acceptable certification options are detailed below:

1. **Original Signature:** Reconciler and/or Approver physically sign and date the form.
2. **Electronic Signature:** Reconciler and/or Approver certify and date the form with an e-signature program (i.e. Adobe's eSign service).
3. **E-mail Certification:** Reconciler emails the Approver the Reconciliation Certification. The Approver reviews and responds with a statement certifying their approval. A copy of the email from the Approver must be saved along with the Reconciliation Certification in the appropriate folder on the shared drive. The template for the email is below.

#### Email Certification Template

Dr. Caswell,

Please find the Reconciliation Certification sheets attached for the orgs and/or funds listed below.

Org: **141XXX**

Title: **PI Indirect**

For the month(s) of: **September 2015**

Total expenditures during the period: **\$2,017.38**

Fund: **222419**

Title: **PHF ACHIEVES**

For the month(s) of: **September 2015**

Total expenditures during the period: **\$11,458.73**

I, the reconciler, certify that I have reviewed all charges and credits on the fund/organization and have confirmed those transactions with source documents as appropriate.

**After your review, please respond to this email that you have reviewed the attached reconciliation and certify that all charges and credits to the fund/organization are appropriate and necessary.**

#### Transaction Log

Division support staff members should maintain a Transaction Log of financial requests and save copies of the source documents in the appropriate folders on the shared drive. During reconciliation, the Reconciler should review the Transaction Log for missing transactions and discrepancies, take appropriate action to resolve the items, and enter appropriate notes on the reconciliation documents. Log templates can be found in the Reconciliation section of the [Fiscal Services](#) website.

Examples of source documents/requests that should be included in the Reconciliations & Transaction Logs are as follows:

- Funding Change Forms (*Patty processes the CEHD FCFs and adds copies to our PI's folders*)
- Temporary Positions (*EPAFs, EPAF Correction Forms, Uploaded Positions*)
- HR transactions with a financial impact (*Faculty Transaction Forms, Separation Forms, etc.*)
- Travel Documents (*Authorizations and Reimbursements*)

- Direct Expenditure Documents (*Payment Requests, Food & Beverage, Scholarship Payments, Honorarium Payment Requests, eVA Purchase orders, Purchase Card Orders, Journal Vouchers, Patriot Computer orders, Wire Transfers, Cash Receipts, etc.*)
- Tuition Grants (*Workflow*)

#### Additional Transaction Guidance

- When there has been no activity on a fund/org for a month, a Reconciliation Certification must still be completed for that month.
- Ensure correct fund/org and account code is charged. Transactions must be:
  - Consistent with the purpose of the org or fund.
  - Reasonable, allowable, and allocable in accordance with University policies and Sponsor's terms and conditions.
- Ensure sufficient budget is available.
- Resolve discrepancies within 30 days after identified.
- Fringe benefit charges are confirmed in the Human Resources and Payroll process and no additional reconciliation of fringe benefit charges is required unless an unusual charge is observed.
- **Transaction numbers starting with "I"**: The first two digits correspond to the Fiscal year, i.e. I1614760 was processed in Fiscal Year 2016. If you need a copy of an invoice please contact Patty Reed for grant funded transactions and Jenny Huang for org supported transactions.
- **Patriot Computers Transactions**: To obtain a copy of a Patriot Computers Order, email [compstor@gmu.edu](mailto:compstor@gmu.edu) with the Requisition Number and item description (included in the reconciliation transaction description). Patriot Computers will send the receipt to the contact on the original form and instruct them to forward it to the person requesting the receipt. Patriot Computers archives all previous Fiscal Year documents by 7/31.
- **Telecom Transactions**: The department's Telecom Coordinator has access to the telecom billing system and can run reports for monthly expenses.  
<http://telecomadmin.gmu.edu/telecomcoord/billing.cfm>
- **Facilities Recharges**: Request a copy of the Work Order from the department's Facilities Coordinator or contact [csc@gmu.edu](mailto:csc@gmu.edu) and provide the work order number (1<sup>st</sup> six digits in the Transaction Description).
- **Mail Services**: Contact Stuart Webster at [webste3@gmu.edu](mailto:webste3@gmu.edu) and provide the date range and fund/org for the report.
- **Parking**: Contact Tito Pak at [tpak1@gmu.edu](mailto:tpak1@gmu.edu) or [separk12@gmu.edu](mailto:separk12@gmu.edu) or call 703-993-2065.
- **Copy Center Transactions**: Request a copy of the charge(s) through the Print Services Help Desk. Include in the request the type of charge (Copy Center transactions, Printing/Copying transactions, etc.), the specific fund/org that was charged, and a date range of the charge(s).  
<https://gmu.on.spiceworks.com/portal>
- **Purchase Card Charges**: Request a copy of a BoA Works monthly charge report from the cardholder and charge receipts (setting up a shared folder system that both the reconciler and cardholder can access is recommended).

**Links to the University's Reconciliation Policy & Procedures are as follows:**

[GMU Policy 2114 Reconciling Departmental & Sponsored Fund Accounting Records](#)  
[GMU Reconciliation Procedures](#)

If additional assistance or guidance is needed please reach out to the Dean's office contacts below:

For Grant Funds starting with a "2":

Patty Reed  
Grants Accountant  
[preed1@gmu.edu](mailto:preed1@gmu.edu)  
703-993-5653

Jessica Guzzo  
Director of Research Administration  
[jguzzo@gmu.edu](mailto:jguzzo@gmu.edu)  
703-993-2148

For Orgs starting with a "1":

Jenny Huang  
Budget Analyst  
[jhuang@gmu.edu](mailto:jhuang@gmu.edu)  
703-993-2002

Chris Chen  
Director of Finance  
[ychemn@gmu.edu](mailto:ychemn@gmu.edu)  
703-993-4861