

### **UD FINANCIALS JOB AID**

**Purpose Reconciliation** 

MAY 7, 2021 UNIVERSITY OF DELAWARE

## UD Financials Job Aid Purpose Reconciliation

ELAWARE.

May 7, 2021

### Contents

Purpose of Job Aid	2
Reconcilers	2
Assignment of reconciliation due	2
Navigating to the Workbench	3
Option #1: Access through email	3
Option #2: Navigate through PeopleSoft	4
Using Workbench for the first time	5
Uploading the reconciliation to the Workbench	7
Attaching the reconciliation template	9
Submitting the reconciliation for approval1	.1
Reconciliation denial1	.2
Department Approvers1	.3
Approving, denying, and adding comments to a reconciliation1	.4

### Purpose of Job Aid

The purpose of this job aid is to assist Reconcilers in uploading completed asset and liability reconciliations to the PeopleSoft Workbench. It also details how Department Approvers and Final Approvers review the uploaded reconciliations and approve, add comments, and deny/send back to the Reconciler for updates.

Before using this job aid, the Reconciler must first reconcile their assigned purpose code(s) or group of purpose codes. See the Asset & Liability Reconciliations <u>General Instructions</u> for directions on how to perform a reconciliation. Before uploading the completed reconciliation, be sure to transfer the necessary data and backup to the <u>Reconciliation Template</u>. Reconciler and Approver assignments can be found on the <u>Master List of Purpose Reconciliations</u>.

Once the reconciliation is complete, follow the steps below to upload the reconciliation to the PeopleSoft Workbench. From the Workbench, the Controller's Office will review the reconciliation and reach out with any questions. This process will help the University ensure the accuracy of the asset and liability information reported in the University's financial systems and in our annual financial statements.

### Reconcilers

Reconcilers perform reconciliations on asset or liability purpose codes which have a balance at period end or activity within the period ended.

#### Assignment of reconciliation due

The purpose reconciliation process begins with the Controller's Office generating an email similar to those below, alerting the Reconciler that they have one or more reconciliations due soon.

#### Sample Reconciliation Notification Email (single reconciliations):

------ Forwarded message ------From: <<u>assetliabilityrec@udel.edu</u>> Date: Wed, Feb 28, 2020 at 12:23 PM Subject: Assigned Reconciliation(s) To: markf@udel.edu

A Reconciliation has been assigned to you for the purpose(s): L1EDBT PR DEPT BUDGET TABLE SUSPENSE L1EEDT PR EARN/DEDUCT/TAX TABL SUSP L1ESPP COMPUTER SUSPENSE PAYROLL

Please complete the reconciliation and supply backup documentation by the assigned due date. Link to Workbench: <u>https://udfindev.ead.udel.edu:4460/psc/FIDEV/EMPLOYEE/ERP/c/FIN\_REPORTING.GLRN\_WB.GBL?Page</u> =GLRN\_WB&Action=

#### **WNIVERSITY**ON ELAWARE

#### Sample Reconciliation Notification Email (grouped reconciliations):

-----Original Message-----From: <u>assetliabilityrec@udel.edu</u> [mailto:assetliabilityrec@udel.edu] Sent: Tuesday, March 27, 2020 4:18 PM To: Dillon, Heather <<u>hdillon@udel.edu</u>> Subject: Assigned Reconciliation(s)

A Reconciliation has been assigned to you for the group(s): G\_NORTHERN\_ENDOW GROUPED-NORTHERN ENDOW

Please complete the reconciliation and supply backup documentation by the assigned due date. Link to Workbench: <u>https://udfindev.ead.udel.edu:4470/psc/FITST/EMPLOYEE/ERP/c/FIN\_REPORTING.GLRN\_WB.GBL?Page</u> =GLRN\_WB&Action=

#### Navigating to the Workbench

Reconcilers can navigate to the Workbench to perform the reconciliation in two ways:

- Option #1 by first logging into PeopleSoft in their default web browser and then clicking on the link in the email; or
- Option #2 by logging into PeopleSoft and following the steps to navigate to the Workbench.

#### Option #1: Access through email

- First, log into PeopleSoft (FiPRD). *Important: this must be done in your system's default web browser.*
- Then, go back to your email and click the link provided in the email (see example above). This will take you directly to the Workbench:

Norkbench
Enter any information you have and click Search. Leave fields blank for a list of all valu
Find an Existing Value
Search Criteria
Search by: Inquiry Name begins with
Search Advanced Search
Find an Existing Value   Add a New Value

- Verify your browser permits pop-ups to avoid an error message
- Proceed to <u>Uploading the reconciliation in Workbench</u>

### Option #2: Navigate through PeopleSoft

- Log into PeopleSoft and click: •
  - 1. The navigation bar
  - 2. Navigator
  - 3. **General Ledger**



From here, click Perform Reconciliation: ٠

	_	Â	Q	۲	:	۲			
My Favorites	UDEL Home	UDataGlance		NavBar: Nav	igator				0
<u> </u>	I NIVERSITY OF				🖨 General I	Ledger			Ŧ
×	DELAVVARE.	UDataGlance		Recent Places	Journals				>
				4	Perform Rec	conciliatio	on 📢		
Web Forms	Report Manager	Query Manager							_

Click Workbench: •



### Using Workbench for the first time

• The first time you use Workbench, you will need to click *Add a New Value* from the Workbench.

Workbench	
Enter any inform	ation you have and click Search. Leave fields blank for a list of all values.
Search Cri	teria
Search by: I	Inquiry Name begins with
Search Ad	dvanced Search
Find an Existing	Value   Add a New Value

- You can name the inquiry whatever you'd like. This example is called *RECS*.
- Click Add

ind an Existing Value	Add a New Value
uiry Name RECS	
Add	

• This will take you to the Reconciliation Workbench:

Reconciliation Workbench	
Inquiry Name RECS	
Search Criteria	
▼ Status and Dates	
Status New/Assigned V As of Date From 01/0	1/2020 📆 To 02/12/2021 🗒
Past Due Due Date From	То
Rule and Options	Assignments
Reconciliation Set	Search All Columns for absmith
Reconciliation Rule	Administrator
Frequency V	Reconciler
Adhoc Recon	Department Approver
Ledger Group Q Ledger Q	Final Approver
Comment	
Required for Sarbanes-Oxley Q Business Unit Q Assignment Level	
	Personalize   Find
Purpose Purpose Node	
Q	Q
Search Save Search	
Select All Deselect All Co	Save Changes
Reconciliations	Personalize   Find   🗷   👪 🛛 First 🕚 1 of 1 🕑 Last
Chartfields Work Reconciliation Assignments	
Select Due Date Reconciliation Status Reason	Business Unit As of Date Purpose Book Code Start Date Complete Date
1	
Return to Search	Add Dupdate/Display



- From here you define your search, by date range, status, reconciler, approver, etc.
- Once you have defined your search click the *Save Search* button
  - o You do not need to repeat this step in the future
- Click *Search* to find your current reconciliations.
- The next time you return to the workbench, rather than repeating the "Using Workbench for the First Time" steps, simply click the *Search* button and it will either take you directly to the Workbench, or the name *RECS* will appear as a choice:

< Reporting Home	Workbanch	<b>े</b> २ १
Workbench		New With
Enter any information you have and click Search. Leave fields blank for a list of all values.		
Find an Existing Value		
Search Criteria		
Search by: Inquiry Name begins with		
Search Advanced Search		
Search Results		
View All First 🚯 1-2 or 2 🛞 Last		
Inquiry Name		
VEL S		

• Proceed to Uploading the reconciliation in Workbench



#### Uploading the reconciliation to the Workbench

From the Workbench, update the search parameters to locate your reconciliation(s):

Reconciliation Workbench								
Inquiry Name RECS								
Search Criteria								
<ul> <li>Status and Dates</li> </ul>								
New/Assigned ~	As of Da	ate From 01/01/2	020 🛐	To 02/12/2021	B 2			
Past Due	Due Da	ate From	31	Го				
Rule and Options			<ul> <li>Assignmen</li> </ul>	ts				
Reconciliation Set	٩		Searc	n All Columns for	absmith	3		Q
Reconciliation Rule	Q		Administrator				Q	
Frequency	$\sim$		Reconciler				Q	
Adhoc Recon	Across BU		Department Ap					
Ledger Group	Ledger	Q	Department Ap					
Comment			Final Approver				Q	
Business Unit Q. Assignment L	.evel	Q	~					
				Pe	ersonalize   Find   (	7		
Purpose	Purpose Node							
					C			
<b>4</b> Se	arch Save Search							
Select All Deselect All Action	Go		Save Change	3				
Reconciliations					Personaliz	e   Find   🔄	Ein Fin	st 🕚 1 of 1 🕑
Chartfields Work Reconciliation Assig	nments 💷							
Select Due Date Reconciliati	ion Status Reason		Business Unit	As of Date	Purpose	Book Code	Start Date	Complete Date
1								
							Add	周 Undate/Dis

- 1. Select the status: if this is a newly assigned reconciliation, select *New/Assigned*. To find a previous reconciliation or one in progress, select the correct option from the drop-down menu.
- 2. Select the date range: In the As of Date boxes, select a wide enough date range to cover the time period for the reconciliation. For example, if on April 15<sup>th</sup> you are assigned a monthly reconciliation for March, select the date range of 03/01/2021 to 03/31/2021.
- 3. Assignments: To see assignments for yourself or another person, enter their UD ID in the *Search All Columns for* box.
- 4. Click *Search* and the following screen appears. This is the list of reconciliations that meet your criteria. These are the reconciliations that you need to complete.

80	onciliat	ion Workbench								
	Inquiry	Nerve RECS								
5	earch Crit	teria								
			Starch Sav	e search						
2	Select All	Deselect All	Action	* Go	Save Changes					
Rec	conciliatio	West Recordination	Anninements (1999)						Personalize	Find [ 120 ] 🔜 First 🛞 1.344 of 344 🛞 (
Les	Salact	Das Date	Deconciliation Status	Generation	Realman Unit	As of Cata	Darrowa	Bank Code	Assimumant Units 1	Start Data Correlate Data
-	-									
1		03/25/2018	NewiAssigned		00001	02/28/2018	A11200X			
2	U.	03/25/2018	NewAssigned		UC001	02/26/2018	A1CACD			
3	-	03/25/2018	NewiAssigned		UOD01	02/28/2018	A1CACH			
4	0	03/25/2018	NewiAssgred		LODOI	02/28/2018	A1CD58			
5	0	03/25/2018	NewiAssigned	C	UOD01	02/28/2018	A1CFED			
6	0	03/25/2018	NewlAssigned		U0001	02/28/2018	A1COPC			
7	0	03/25/2018	NewiAssigned	C	U0D01	02/28/2018	A1CJ17			
8	8	03/25/2018	NewiAssigned	-	U0001	02/28/2018	A1CJAP			
9	0	03/25/2018	NewiAssigned		U0D01	02/28/2018	A1CJDA			
10	0	03/25/2018	NewiAssigned		U0001	02/28/2018	ALCJPM			
1	0	03/25/2018	NewAssigned	Č	UOD01	02/28/2018	A1CJTO			
12	0	03/25/2010	NewiAssigned		UCD01	02/28/2018	ATCMCM			
13	0	03/25/2018	NewiAssigned		UOD01	02:28/2018	A1CME1			
4	8	03/25/2018	NewiAssigned		UOD01	02/28/2018	ATCNSL			
		las ar as in				45.54.55.4				

Click the tab for *Work Reconciliation* under the Reconciliations caption and the following screen appears:

Employee	Self Service				looonoilioti	on Wo	rkhond	h			
nciliat	on Workbench										
Inquiry	Name RECS										
earch Crit	eria	Overstein Overstein									
		Save Search									
Select All	Desele	Action • Go	ave Change	es	2				3	4	5
conciliatio	ns Work Deconciliation	Assistements							Real Port	Find	Fire 344 of 344 🛞 Last
Select	Pacon Set	Passignments (	Instructions	Expected Amount	Calculated Amount	Rase Amoun		Pariod End Data	Calculate	Comments	Attechmente
	MONTHEY	A447777 4742 ODED	laste selie ne		E 208 044 08 U	00	- 	02/20/2040	Caludate	Commonle	Allashmanta
	MONTHLY	ATTAAA TING_OPER	Instructions		5,380,914.00 0	00	2,300,914.00 USI	02/20/2018	Calculate	Comments	Allachments
-	MUNTHLY	ATCACO-ACHDISBURSE	instructions			00	USI	02/28/2018	Calculate	Comments	Amachments
	MONTHLY	ATCACH-ACHWEBPYWITS	Instructions		100.005.00.0	su	100.005.00.000	02/28/2018	Calculate	Comments	Attachments
	MONTHLY	A1CDSB-UNIV_DISBURSE	Instructions		-139,385.89 0	su	-139,385.89 USI	0 02/28/2018	Calculate	Comments	Attachments
	MONTHLY	A1CFED-FEDERALFUNDS	Instructions		] U	sb	USI	0 02/28/2018	Calculate	Comments	Attachments
	MONTHLY	A1CGPC-GENPETTYCASH	Instructions		53,415.00 U	SD	53,415.00 USI	0 02/28/2018	Calculate	Comments	Attachments
	MONTHLY	A1CJ17-JPM_1743_DISB	Instructions		] 16,294.41 U	SD	16,294.41 USI	0 02/28/2018	Calculate	Comments	Attachments
	MONTHLY	A1CJAP-JPM_CONT_DISB	Instructions		-1,639,998.54 U	SD -	1,639,998.54 USI	0 02/28/2018	Calculate	Comments	Attachments
	MONTHLY	A1CJDA-JPMDEPACCT	Instructions					02/28/2018	Calculate	Comments	Attachments
	MONTHLY	A1CJPM-JPM_AP_FND	Instructions		7,201,934.01 U	SD	7,201,934.01 USI	0 02/28/2018	Calculate	Comments	Attachments
	MONTHLY	A1CJTO-JPMTREASOPS	Instructions					02/28/2018	Calculate	Comments	Attachments
	MONTHLY	A1CMCM-CITIZEN_CC	Instructions		80,677.68 U	SD	80,677.68 USI	0 02/28/2018	Calculate	Comments	Attachments
	MONTHLY	A1CME1-GEN_OP_CITIZE	Instructions		] 139,724.33 U	SD	139,724.33 USI	0 02/28/2018	Calculate	Comments	Attachments
4	MONTHLY	A1CNSL-NSL_MM_ACCT_2	Instructions		258,055.72 U	SD	258,055.72 USI	0 02/28/2018	Calculate	Comments	Attachments
	MONTHLY	A1CPEK-PERK_MM_ACCT2	Instructions		3,748,975.21 U	SD	3,748,975.21 USI	0 02/28/2018	Calculate	Comments	Attachments
eturn to Sea	rch 🖃 Notify										📑 Add 🔝 Update/Display

- 1. *Instructions* contains a link to the <u>Controller's Office web page</u>, which has links to the instructions for reconciliations and other helpful documents
- 2. The Calculated Amount is the number that should match your reconciliation. Contact the Controller's office (assetliabilityrec@udel.edu) if this balance is blank or is not accurate.
- 3. Do **not** click the *Calculate* button
- 4. Add comments or helpful information such as the password to supporting documentation via the *Comments* button for that reconciliation
- 5. See the directions below for attaching files to each reconciliation

#### **UNIVERSITY OF** ELAWARE

### Attaching the reconciliation template

Work Doc

The <u>reconciliation template</u> and all supporting documentation must be attached to the reconciliation for it to be complete. For questions on required attachments, please refer to the <u>General Instructions</u>.

• To attach a supporting file to the reconciliation, click the *Attachments* button (#5 in the previous screenshot). The following screen will appear:

Work Reconc	iliation								×
Recon Rule	A11XXX-1743_OPER	Unit UOD01 As of Date 02/28/201	18 Recon Set MON	NTHLY	Seq	1		Hel	p 🍝
Attachments					I	Personalize   Find   💷   📑	First 🕚 1 of 1	Last	
Attachment	Filename	Description		Add	User	Date/Time Stamp			
				ß				-	
+									
Save									-
•									F

Click the *Paperclip* under *Add* and you will be asked to choose your file from a directory
Click *Choose File*

< Workben	ch		Workbench	🎓 🤇 🏲 🗄 🙆
Work Reconci Recon Rule	liation	Unit UOD01 As of Date 03/31/20	20 Recon Set QUARTERLY_GA Seq 1	New Window   Help   Personalize Page
Attachments			Personalize   Find   🔃   🔣 First 🚯 1 of 1 😥 Last	
Attachment	Filename	Description	Add User Date/Time Stamp	
+			File Attachment	
Save			Help Choose File No file chosen Upload Cancel	

• Choose the reconciliation template file you completed for this purpose reconciliation. Click the *Open* button and then the *Upload* button. The file is now added to the reconciliation.

WORK RECONCINAL							~
Recon Rule A11	XXX-1743_OPER Unit UOD01 As of Da	te 02/28/2018 Recon Set MONTHLY Seq	1				Help
Attachments				P	ersonalize   Find   💷   🔣	First 🕙 1 of 1 🤇	Last
Attachment	Filename	Description	View	User	Date/Time Stamp		
+	Accrued_Vacation_6-30-17.xls	Accrued Vacation					-
Save							.:

- Enter the **Description** here. IMPORTANT: there <u>MUST</u> be a description in this field, otherwise the Reviewers will not be able to view the attachment (due to a bug with the system). Please include a description for every attachment.
- If you have multiple files to attach, click the *Plus* button to add another line for the next attachment and repeat the process.

< Employee Self Service Poconciliation Workbanch
New Window   Heip   Pe Reconciliation Workbench Inquiry Name RECS
Search Criteria
Orenzi Som Green
Zeletct All Derelect All Action • 0e Save Changes
Neconclisions Personalize   Fred [12] Lill First 3/ 1 of 1 2/ Lill First 3/ 1
Select Recor Set Recor Sub Recor Sub Instructions Expected Amount Calculated Amount Dass Amount Period End Data Calculate Comments Attachments
Refur to Search
Recon Rule LIACOM-COMP_AB_WACA. Unit UOD01 As of Date 0228/2018 Recon Set QUARTERLY Seq 1
Attichment Finane Decrybon Ver Uer Durffrei Samp
1 R84-Calculation, of Compensated Absences_Liability, for FV17. Max Accrued Vacation
R0+Calculation_ctisx ^

- To view the attachments, click on the *magnifying glass* and the attachment will appear at the bottom of the page
- You can click on the attachment and view the file to confirm the support is appropriate
- Click the *Save* button to complete
- Once the attachments and comments have been added and the support equals the balance in the *Calculated Amount* column, you may submit the reconciliation for approval

### Submitting the reconciliation for approval

To submit the reconciliation for approval, check the **Select box** for the reconciliation to be submitted. Go to the **Action** box and from the drop-down menu select **submit for approval**. Click the **Go** button.

h Court Cat	Manie RECO											
Search Crit	teria	Search Cave Search										
		Oraci Oraci										
Select Al	Deselect All	Action T Go	Save Cha	nges								
Reconciliatio	ons								Personalize	find   🖉   🔢	First 🛞 1-344 of 344 🛞 Last	
Chartfields	Work Reconciliation	Assignments										
Select	Recon Set	Recon Rule	Instructions	Expected Amount	Calculated Amount	Base Amount		Period End Date	Calculate	Comments	Attachments	
	MONTHLY	A11XXX-1743_OPER	Instructions		5,386,914.06 USD	5,386,914.06	USD	02/28/2018	Calculate	Comments	Attachments	
2	MONTHLY	A1CACD-ACHDISBURSE	Instructions		USD		USD	02/28/2018	Calculate	Comments	Attachments	
3	MONTHLY	A1CACH-ACHWEBPYMTS	Instructions		USD		USD	02/28/2018	Calculate	Comments	Attachments	
4	MONTHLY	A1CDSB-UNIV_DISBURSE	Instructions		-139,385.89 USD	-139,385.89	USD	02/28/2018	Calculate	Comments	Attachments	
5	MONTHLY	A1CFED-FEDERALFUNDS	Instructions		USD		USD	02/28/2018	Calculate	Comments	Attachments	
6	MONTHLY	A1CGPC-GENPETTYCASH	Instructions		53,415.00 USD	53,415.00	USD	02/28/2018	Calculate	Comments	Attachments	
7	MONTHLY	A1CJ17-JPM_1743_DISB	Instructions		16,294.41 USD	16,294.41	USD	02/28/2018	Calculate	Comments	Attachments	
8	MONTHLY	A1CJAP-JPM_CONT_DISB	Instructions		-1,639,998.54 USD	-1,639,998.54	USD	02/28/2018	Calculate	Comments	Attachments	
9	MONTHLY	A1CJDA-JPMDEPACCT	Instructions					02/28/2018	Calculate	Comments	Attachments	
10	MONTHLY	A1CJPM-JPM_AP_FND	Instructions		7,201,934.01 USD	7,201,934.01	USD	02/28/2018	Calculate	Comments	Attachments	
11	MONTHLY	A1CJTO-JPMTREASOPS	Instructions					02/28/2018	Calculate	Comments	Attachments	
12	MONTHLY	A1CMCM-CITIZEN_CC	Instructions		80,677.68 USD	80,677.68	USD	02/28/2018	Calculate	Comments	Attachments	
13	MONTHLY	A1CME1-GEN_OP_CITIZE	Instructions		139,724.33 USD	139,724.33	USD	02/28/2018	Calculate	Comments	Attachments	
14	MONTHLY	A1CNSL-NSL_MM_ACCT_2	Instructions		258,055.72 USD	258,055.72	USD	02/28/2018	Calculate	Comments	Attachments	
15	MONTHLY	A1CPEK-PERK MM ACCT2	Instructions		3.748.975.21 USD	3.748.975.21	USD	02/28/2018	Calculate	Comments	Attachments	
-											-	

If you have reason to believe your reconciliation should be canceled or deleted, please contact the Controller's Office (assetliabilityrec@udel.edu).

### Reconciliation denial

If your reconciliation is denied for any reason, you will receive an email stating that the reconciliation has been denied:



# Log into PeopleSoft *in your default browser*, then click the link from the email to be directed to the Approval Screen:

orkbench	
Summary	
Reconciliation Set PILOT2	Reconciliation Rule L2HSG3-RENTAL_HOUS
Business Unit UOD01	As of Date 12/31/17
Base Amount -55,781.22 USD	Period End Date 12/31/17
Expected Amount 0.00 USD	Due Date 01/25/18
Purpose L2HSG3	
▼ Attachments	
View Attachments (2)	
Approver Comments	

View the Approver's comments for the denied reconciliation by clicking *Approval Chain*:

G_NT_BONDS			
FYTD Current Totals w/Bal Fwd 73,113,429.65 USD	Approval Chain	×	
O Denied on 04/16/2020	Recon Approver From Record		
Workbench Summary	Recon Set MONTHLY GA, Recon Rule G NT BONDS, Unit UDD01, As Of Date 2020- 02-29, Sequence 1 Denied		
Reconciliation Set MONTHLY_GA	▼ Comments	ONDS	
Business Unit UOD01	Ligamori Alan at 04/16/20 11:52 AM		
Base Amount 73,113,429.65 USD	Torey, I think you have the wrong statement attached to support this balance. Please attach the correct one and resubmit		
Expected Amount 0.00 USD	Thanks.		
- ChartField Nodes			
Assignment Value 1 G_NT_BONDS			
- Attachments			
View Attachments (1)			
Approval Chain >			

- After reviewing, close the window and return to the Workbench by clicking on the link in the upper left above the summary caption
- Make the necessary corrections and resubmit for approval



### **Department Approvers**

When the reconciliation is submitted to the Approver, an email will be sent with a link to the GL Reconciliation page. Log into PeopleSoft (FiPRD) *in your default browser* and click the link from the email. Or, navigate to the GL Reconciliation page by clicking the **Approvals** tile in PeopleSoft (which will have to be added to your screen the first time you use it).



You will see the *Pending Approvals* screen. Select a reconciliation and review the attachments and comments which support the Calculated Amount. The Approver can choose to approve or deny the submission and add comments to explain why the submission was not approved.

mployee Self Service		Pending Approvals	: ۲ <b>۴</b>
view by Type	Ŧ		
	All		1
L Reconciliation	GL Reconciliation	COMPENSATED ABSENCES-VACATION / L1ACOM - QUARTERLY / L1ACOM-COMP_AB_VACA / UOD01 / 02/28/18 Ligameri, Alan	Routed 03/13/2018
	-10,000,000,000		00102010
	1,00,0010 000		
w this when I clicked on that row:			

To view attachments, first click View Attachments and the following screen appears:

	View Attach	ments		>
Recon Set	PILOT2			
Recon Rule	L2HSG3-RENTAL_HOUS			
Business Unit	UOD01			
As of Date	03/31/2018			
Comment				
Sequence	Attached File	Description	Entered by	
1 (	Non_Residential_Rental_Property_UNIV112394.xlsx		Kirby Jr, Joseph Robert	



• Click the name of the attached file and the file appears in the lower left side of the screen:

		GL Reconciliation	r 🕈	: @
RENTAL HOUSING DE	POSITS			
FYTD Current Totals w/	3al Fwd -47,318.89 USD			
Approved on 04/25	2018			
Workbench		View Attachments		
Summary	Decession for DU 070			
	Reconciliation Set PILO12	Recon Set PILOT2		
	Business Unit UOUU1	Recon Rule L2HSG3-RENTAL_HOUS		
	Expected Amount 0.00 LISD	Business Unit UOU01		
	Expected Amount 0.00 000	As of Late U3/31/2/18		
<ul> <li>ChartFields</li> </ul>	8 101000	- Comment		
	Purpose L2H5G3			
- Attachments		Sequence Attached File Description Entered by		
View Attachments (1)		1 @ Non Residential Rental Property UNIV112394 xisx Kirby Jr, Joseph Robert		
Approver Comments				
Approval Chain				
Non_Residential_Rxls				Show all X
	N N			

- Click the file and review the support for the *Calculated Amount*.
- Exit the *View Attachments* window to return to the *GL Reconciliation* screen.

#### Approving, denying, and adding comments to a reconciliation

If the file accurately supports the balance in the General Ledger and there are no other questions or concerns with the reconciliation, click the Green *Approve* button on the *GL Reconciliation* screen. Type any comments in the *Approver Comments* box before or after clicking the *Approve* button. Once the Approver submits the approved reconciliation, the reconciliation moves to the Controller's Office for final approval.

If the file does not accurately support the balance in the General Ledger or there are any questions or concerns, deny the reconciliation to send it back to the Reconciler for updates. Type any comments in the *Approver Comments* box explaining the reason the reconciliation is being denied and then click the *Deny* button to send it back to the Reconciler for correction and resubmission.

Note: if there appear to be missing attachments, it may be due to a known issue where all attachments must be given a description by the Reconciler. If attachments are missing, deny the reconciliation and request that the Reconciler re-attach the attachments along with a description for each and resubmit.

< Pendin	ig Approvals	GL Reconciliation	â	Q	6 : ۲
ADVANO	CE FED STU LOAN				
FYTD C	urrent Totals w/Ball Fwd -13,170,565.92 USD		Approve	Deny	Pushback
Workbenck	h arv		_		
<b>U</b>	Reconciliation Set QUARTERLY_GA	Reconciliation Rule L1AFED-FED_STU_LOAN			
	Business Unit UOD01	As of Date 12/31/18			
	Base Amount -13,170,565.92 USD	Period End Date 12/31/18		_	
	Expected Amount 0.00 USD	Due Date 01/25/19			
Recond	ciliation Comments				
Line	Comment		Entered by	r -	Entered
2	Attached is what I complete at year end using the trial balance report. What other information would you	like provided. I normally do not contact Student financials for this entry.	Bond, Dene	ska	12/31/18
1	testing		Bond, Dene	eka	12/31/18
- Char	rtFields				
	Purpose L1AFED				
- Attac	chments				
View At	ttachments (2)				
Approve	er Comments				
Approv	al Chain >				