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## UD FINANCIALS JOB AID

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Purpose Reconciliation

MAY 7, 2021

UNIVERSITY OF DELAWARE

# UD Financials Job Aid Purpose Reconciliation

May 7, 2021

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## 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 [General Instructions](#) for directions on how to perform a reconciliation. Before uploading the completed reconciliation, be sure to transfer the necessary data and backup to the [Reconciliation Template](#). Reconciler and Approver assignments can be found on the [Master List of Purpose Reconciliations](#).

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: <[assetliabilityrec@udel.edu](mailto:assetliabilityrec@udel.edu)>

Date: Wed, Feb 28, 2020 at 12:23 PM

Subject: Assigned Reconciliation(s)

To: [markf@udel.edu](mailto: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:

[https://udfindev.ead.udel.edu:4460/psc/FIDEV/EMPLOYEE/ERP/c/FIN\\_REPORTING.GLRN\\_WB.GBL?Page=GLRN\\_WB&Action=](https://udfindev.ead.udel.edu:4460/psc/FIDEV/EMPLOYEE/ERP/c/FIN_REPORTING.GLRN_WB.GBL?Page=GLRN_WB&Action=)

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

-----Original Message-----

From: [assetliabilityrec@udel.edu](mailto:assetliabilityrec@udel.edu) [<mailto:assetliabilityrec@udel.edu>]

Sent: Tuesday, March 27, 2020 4:18 PM

To: Dillon, Heather <[hdillon@udel.edu](mailto:hdillon@udel.edu)>

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:

[https://udfindev.ead.udel.edu:4470/psc/FITST/EMPLOYEE/ERP/c/FIN\\_REPORTING.GLRN\\_WB.GBL?Page=GLRN\\_WB&Action=](https://udfindev.ead.udel.edu:4470/psc/FITST/EMPLOYEE/ERP/c/FIN_REPORTING.GLRN_WB.GBL?Page=GLRN_WB&Action=)

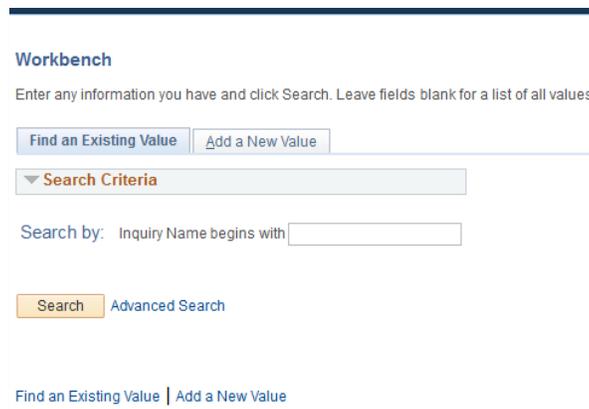
**Navigating to the Workbench**

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**

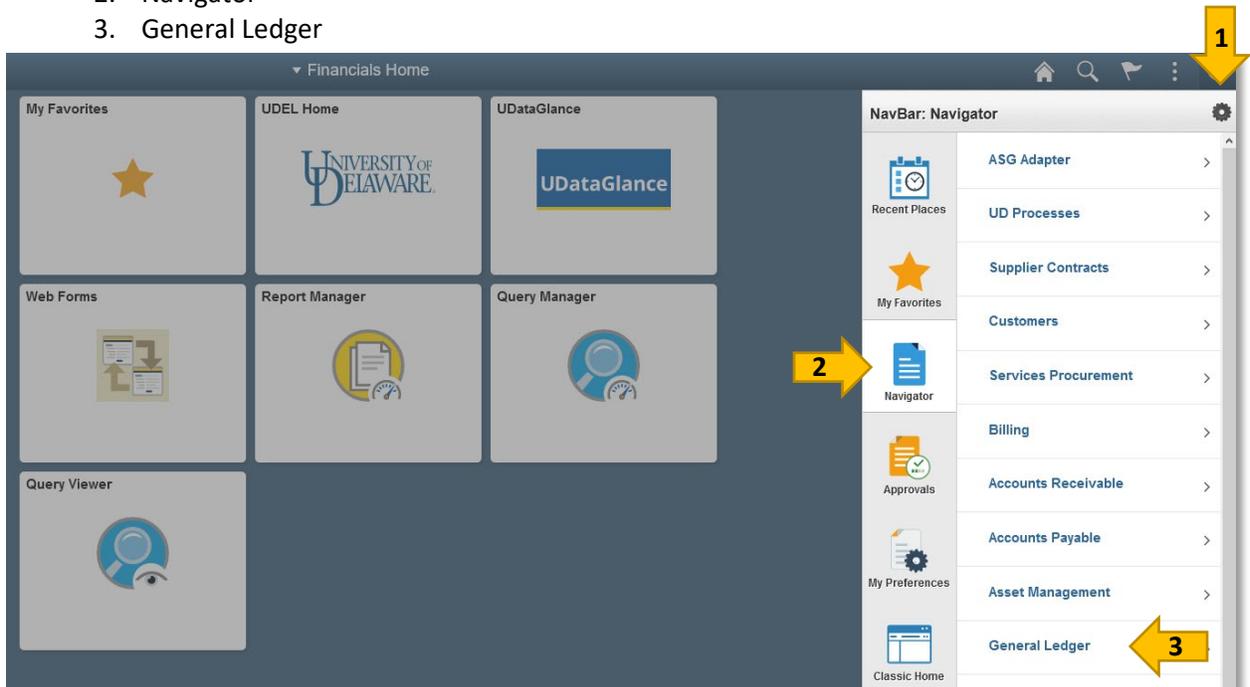
- First, log into PeopleSoft (FiPRD). *Important: this must be done in your system’s default web browser.*
- Then, go back to your email and click the link provided in the email (see example above). This will take you directly to the Workbench:



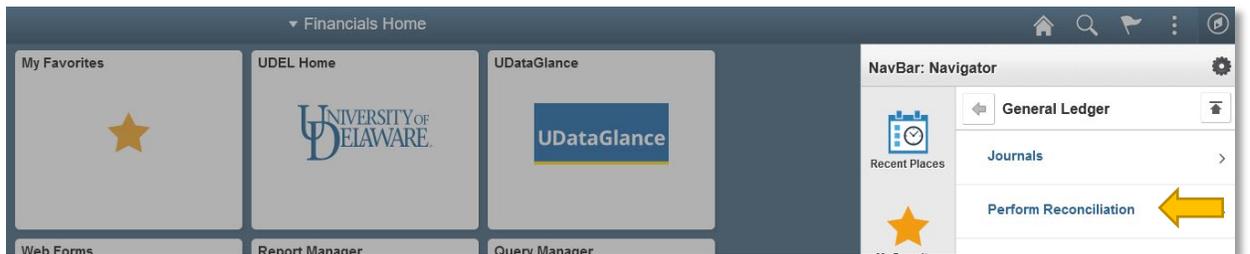
- Verify your browser permits pop-ups to avoid an error message
- Proceed to [Uploading the reconciliation in Workbench](#)

### Option #2: Navigate through PeopleSoft

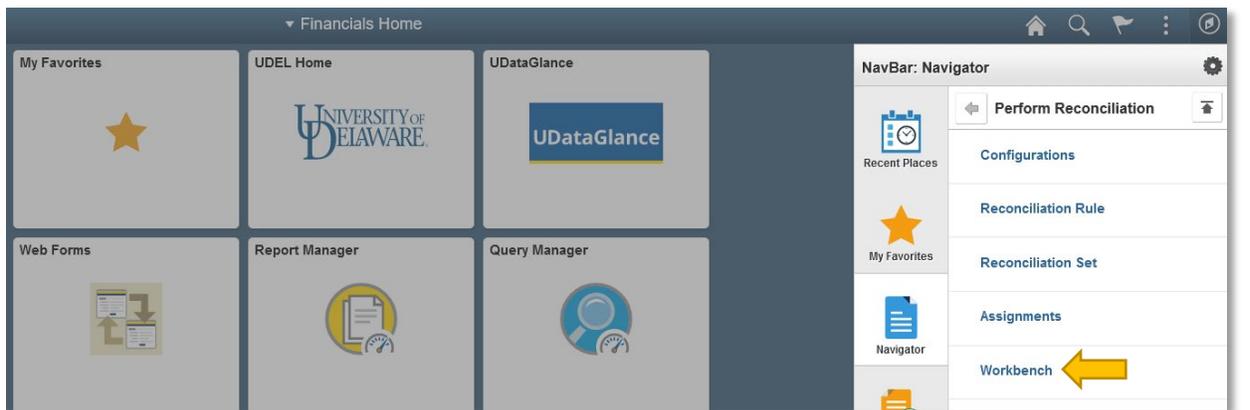
- Log into PeopleSoft and click:
  1. The navigation bar
  2. Navigator
  3. General Ledger



- From here, click Perform Reconciliation:



- 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 information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | **Add a New Value**

Search Criteria

Search by: Inquiry Name begins with

Search | Advanced 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**

**Workbench**

Find an Existing Value | Add a New Value

Inquiry Name RECS

**Add**

Find an Existing Value | Add a New Value

- This will take you to the Reconciliation Workbench:

**Reconciliation Workbench**

Inquiry Name RECS

Search Criteria

**Status and Dates**

Status  As of Date From  To   
 Past Due Due Date From  To

**Rule and Options**

Reconciliation Set   
 Reconciliation Rule   
 Frequency   
 Adhoc Recon  Across BU  
 Ledger Group  Ledger   
 Comment   
 Required for Sarbanes-Oxley

**Assignments**

Search All Columns for

Administrator   
 Reconciler   
 Department Approver   
 Final Approver

Business Unit  Assignment Level

Purpose  Purpose Node

Search | Save Search

Select All  Deselect All Action  Go

**Reconciliations** Personalize | Find | First 1 of 1 Last

Select	Due Date	Reconciliation Status	Reason	Business Unit	As of Date	Purpose	Book Code	Start Date	Complete Date
1 <input type="checkbox"/>									

- From here you define your search, by date range, status, reconciler, approver, etc.
- Once you have defined your search click the **Save Search** button
  - 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:



- 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

▼ Status and Dates

1  As of Date From  To  2

Past Due Due Date From  To

▼ Rule and Options

Reconciliation Set  Reconciliation Rule

Frequency

Adhoc Recon  Across BU

Ledger Group  Ledger

Comment

Required for Sarbanes-Oxley

Business Unit  Assignment Level

▼ Assignments

Search All Columns for  3

Administrator  Reconciler

Department Approver  Final Approver

Purpose  Purpose Node

4

Select All  Deselect All Action  Go

Reconciliations Personalize | Find |  First 1 of 1 Last

Select	Due Date	Reconciliation Status	Reason	Business Unit	As of Date	Purpose	Book Code	Start Date	Complete Date
1 <input type="checkbox"/>									

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.

Employee Self Service Reconciliation Workbench

Reconciliation Workbench

Inquiry Name RECS

Search Criteria

Select All Deselect All Action Go Save Changes

Reconciliations Personalize Find First 1-344 of 344 Last

Select	Date Date	Reconciliation Status	Reason	Business Unit	As of Date	Purpose	Book Code	Assignment Value 1	Start Date	Complete Date
1	03/25/2018	New/Assigned		UOD01	02/28/2018	A1100K				
2	03/25/2018	New/Assigned		UOD01	02/28/2018	A1CACD				
3	03/25/2018	New/Assigned		UOD01	02/28/2018	A1CACH				
4	03/25/2018	New/Assigned		UOD01	02/28/2018	A1CDBB				
5	03/25/2018	New/Assigned		UOD01	02/28/2018	A1CFED				
6	03/25/2018	New/Assigned		UOD01	02/28/2018	A1CGPC				
7	03/25/2018	New/Assigned		UOD01	02/28/2018	A1CJ17				
8	03/25/2018	New/Assigned		UOD01	02/28/2018	A1CJAP				
9	03/25/2018	New/Assigned		UOD01	02/28/2018	A1CJDA				
10	03/25/2018	New/Assigned		UOD01	02/28/2018	A1CJPM				
11	03/25/2018	New/Assigned		UOD01	02/28/2018	A1CJTO				
12	03/25/2018	New/Assigned		UOD01	02/28/2018	A1CMCM				
13	03/25/2018	New/Assigned		UOD01	02/28/2018	A1CME1				
14	03/25/2018	New/Assigned		UOD01	02/28/2018	A1CN5L				
15	03/25/2018	New/Assigned		UOD01	02/28/2018	A1OPEK				

Notify Add Update/Display

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

Employee Self Service Reconciliation Workbench

Reconciliation Workbench

Inquiry Name RECS

Search Criteria

Select All Deselect All Action Go Save Changes

Reconciliations Personalize Find First 1-344 of 344 Last

Select	Recon Set	Recon Role	Instructions	Expected Amount	Calculated Amount	Base Amount	Period End Date	Calculate	Comments	Attachments
1	MONTHLY	A1100K-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	A1CDBB-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-JPMTRASOPS	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_OTITZE	Instructions		139,724.33 USD	139,724.33 USD	02/28/2018	Calculate	Comments	Attachments
14	MONTHLY	A1CN5L-NSL_MM_ACCT_2	Instructions		258,055.72 USD	258,055.72 USD	02/28/2018	Calculate	Comments	Attachments
15	MONTHLY	A1OPEK-PERK_MM_ACCT2	Instructions		3,748,975.21 USD	3,748,975.21 USD	02/28/2018	Calculate	Comments	Attachments

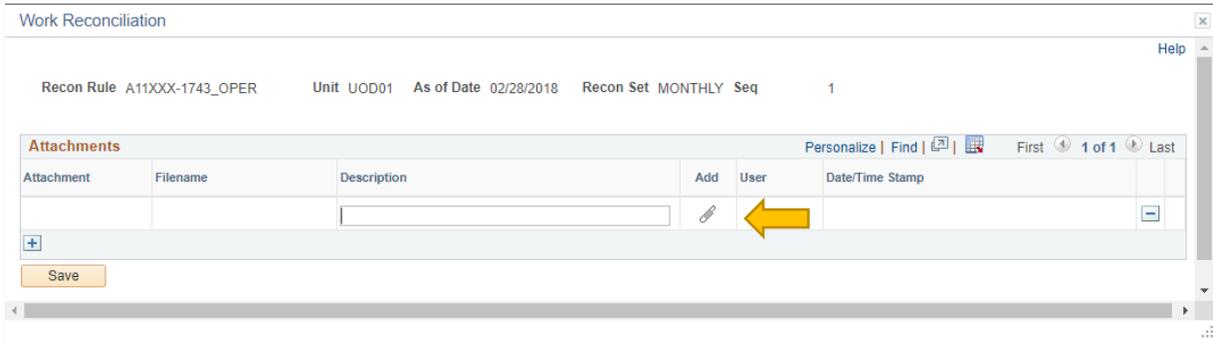
Return to Search Notify Add Update/Display

1. **Instructions** contains a link to the [Controller's Office web page](#), 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

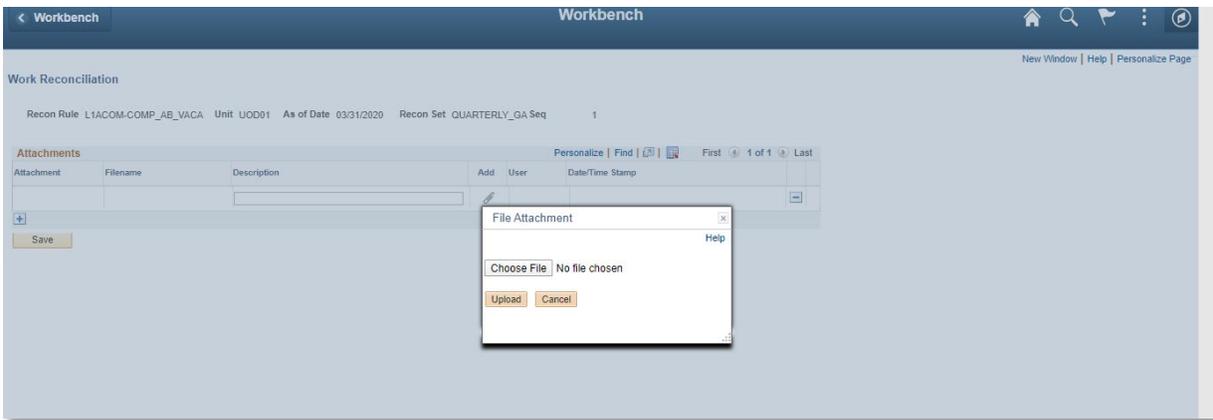
## Attaching the reconciliation template

The [reconciliation template](#) and all supporting documentation must be attached to the reconciliation for it to be complete. For questions on required attachments, please refer to the [General Instructions](#).

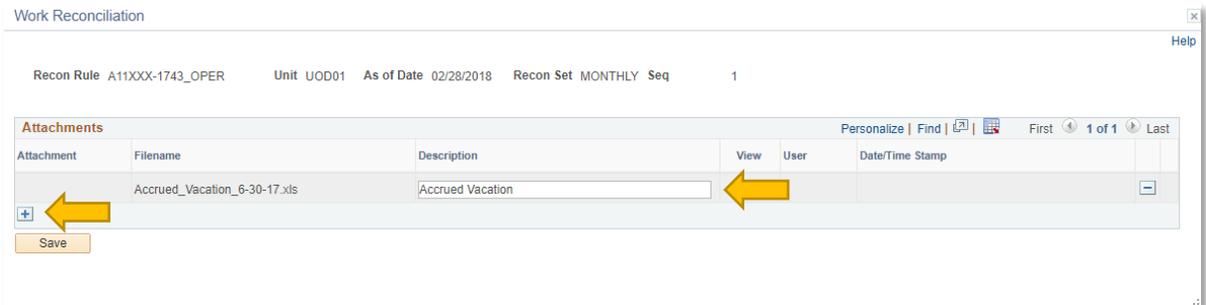
- To attach a supporting file to the reconciliation, click the **Attachments** button (#5 in the previous screenshot). The following screen will appear:



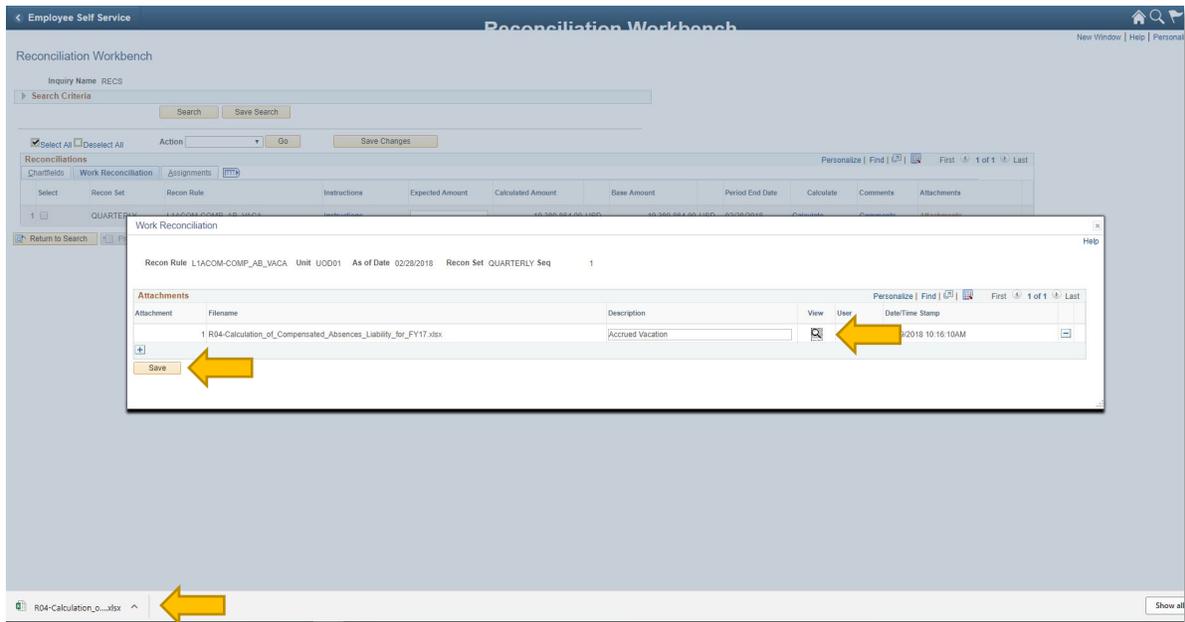
- Click the **Paperclip** under **Add** and you will be asked to choose your file from a directory
- Click **Choose File**



- 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.



- Enter the **Description** here. IMPORTANT: there MUST 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.



- 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.

The screenshot shows the 'Reconciliation Workbench' interface. At the top, there are navigation buttons: 'Return to Search' and 'Notify'. Below that, there are buttons for 'Add' and 'Update Display'. The main area contains a table of reconciliations. The table has columns for 'Select', 'Recon Set', 'Recon Rate', 'Instructions', 'Expected Amount', 'Calculated Amount', 'Base Amount', 'Period End Date', 'Calculate', 'Comments', and 'Attachments'. The first row is highlighted, and a yellow arrow points to the 'Select' checkbox. Above the table, there is a search bar and a 'Go' button. The 'Action' dropdown menu is highlighted with a yellow circle, and the 'Go' button is also highlighted with a yellow circle.

Select	Recon Set	Recon Rate	Instructions	Expected Amount	Calculated Amount	Base Amount	Period End Date	Calculate	Comments	Attachments
<input type="checkbox"/>	MONTHLY	A1100X-1743_OPER	Instructions		5,386,914.06 USD	5,386,914.06 USD	02/28/2018	Calculate	Comments	Attachments
<input type="checkbox"/>	MONTHLY	A1CADC-ACHDISBURSE	Instructions		USD	USD	02/28/2018	Calculate	Comments	Attachments
<input type="checkbox"/>	MONTHLY	A1CACH-ACHNEBPYMTS	Instructions		USD	USD	02/28/2018	Calculate	Comments	Attachments
<input type="checkbox"/>	MONTHLY	A1CDSB-UNIV_DISBURSE	Instructions		-139,385.89 USD	-139,385.89 USD	02/28/2018	Calculate	Comments	Attachments
<input type="checkbox"/>	MONTHLY	A1CFED-FEDERALFUNDS	Instructions		USD	USD	02/28/2018	Calculate	Comments	Attachments
<input type="checkbox"/>	MONTHLY	A1CGPC-GENPETTYCASH	Instructions		53,415.00 USD	53,415.00 USD	02/28/2018	Calculate	Comments	Attachments
<input type="checkbox"/>	MONTHLY	A1CJ17-JPM_1743_DISB	Instructions		16,294.41 USD	16,294.41 USD	02/28/2018	Calculate	Comments	Attachments
<input type="checkbox"/>	MONTHLY	A1CIAP-JPM_CONT_DISB	Instructions		-1,639,998.54 USD	-1,639,998.54 USD	02/28/2018	Calculate	Comments	Attachments
<input type="checkbox"/>	MONTHLY	A1CIDA-JPMDEFACCT	Instructions				02/28/2018	Calculate	Comments	Attachments
<input type="checkbox"/>	MONTHLY	A1CJPM-JPM_AP_FND	Instructions		7,201,934.01 USD	7,201,934.01 USD	02/28/2018	Calculate	Comments	Attachments
<input type="checkbox"/>	MONTHLY	A1CJTO-JPMTREASOPS	Instructions				02/28/2018	Calculate	Comments	Attachments
<input type="checkbox"/>	MONTHLY	A1CMCM-CITIZEN_CC	Instructions		80,677.68 USD	80,677.68 USD	02/28/2018	Calculate	Comments	Attachments
<input type="checkbox"/>	MONTHLY	A1CME1-GEN_OP_CITIZE	Instructions		139,724.33 USD	139,724.33 USD	02/28/2018	Calculate	Comments	Attachments
<input type="checkbox"/>	MONTHLY	A1CNLS-NSL_MM_ACCT_2	Instructions		258,055.72 USD	258,055.72 USD	02/28/2018	Calculate	Comments	Attachments
<input type="checkbox"/>	MONTHLY	A1CFEK-FERK_MM_ACCT2	Instructions		3,748,975.21 USD	3,748,975.21 USD	02/28/2018	Calculate	Comments	Attachments

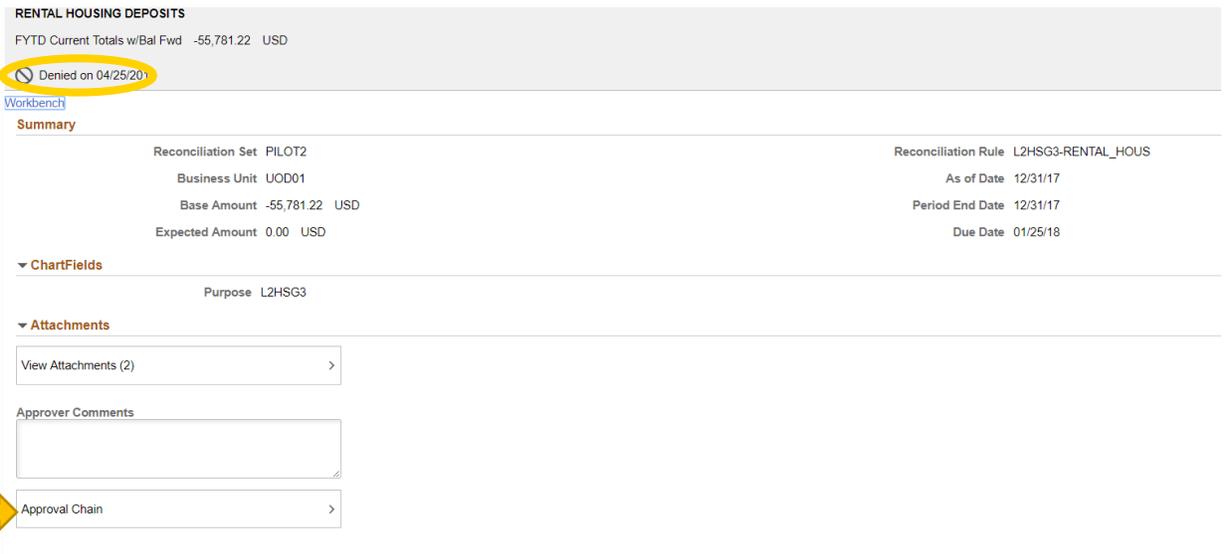
If you have reason to believe your reconciliation should be canceled or deleted, please contact the Controller's Office ([assetliabilityrec@udel.edu](mailto:assetliabilityrec@udel.edu)).

## Reconciliation denial

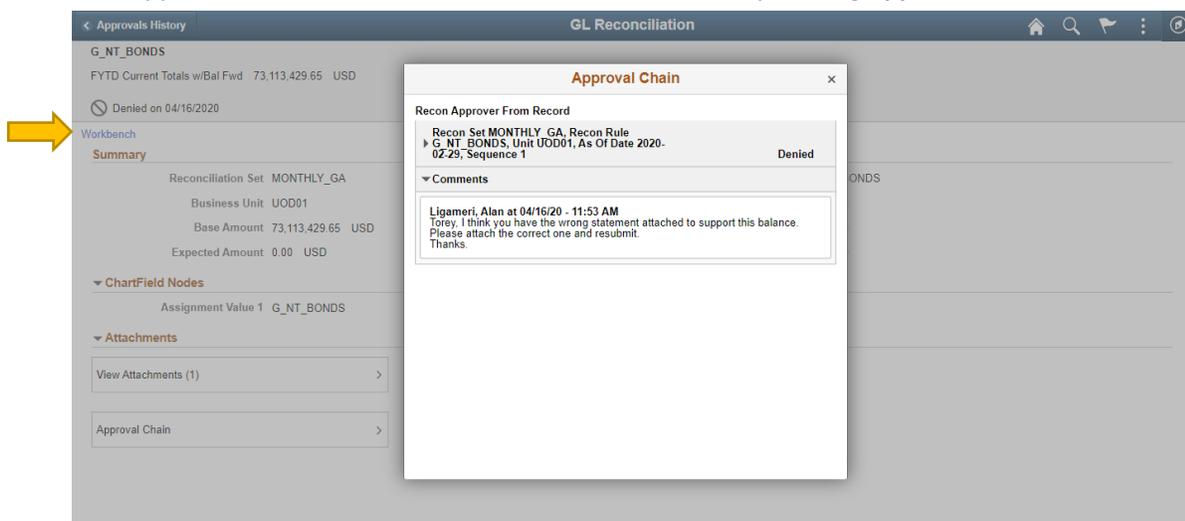
If your reconciliation is denied for any reason, you will receive an email stating that the reconciliation has been denied:



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



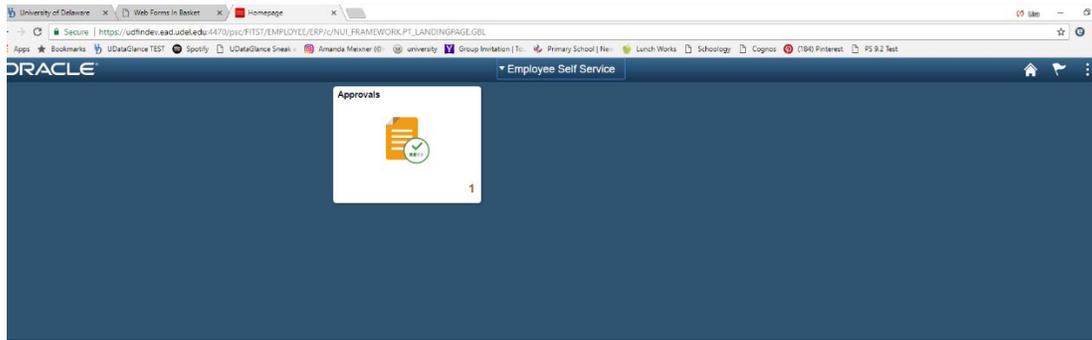
View the Approver's comments for the denied reconciliation by clicking **Approval Chain**:



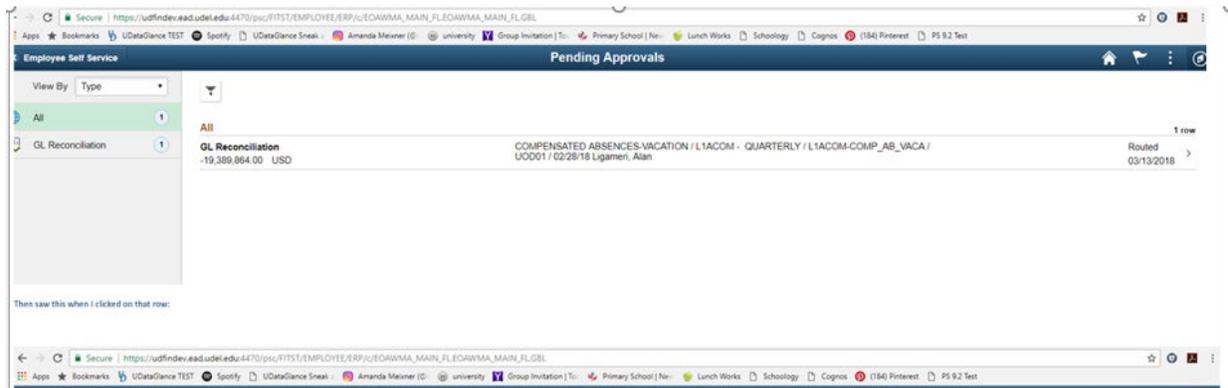
- After reviewing, close the window and return to the Workbench by clicking on the link in the upper left above the summary caption
- Make the necessary corrections and resubmit for approval

## 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).



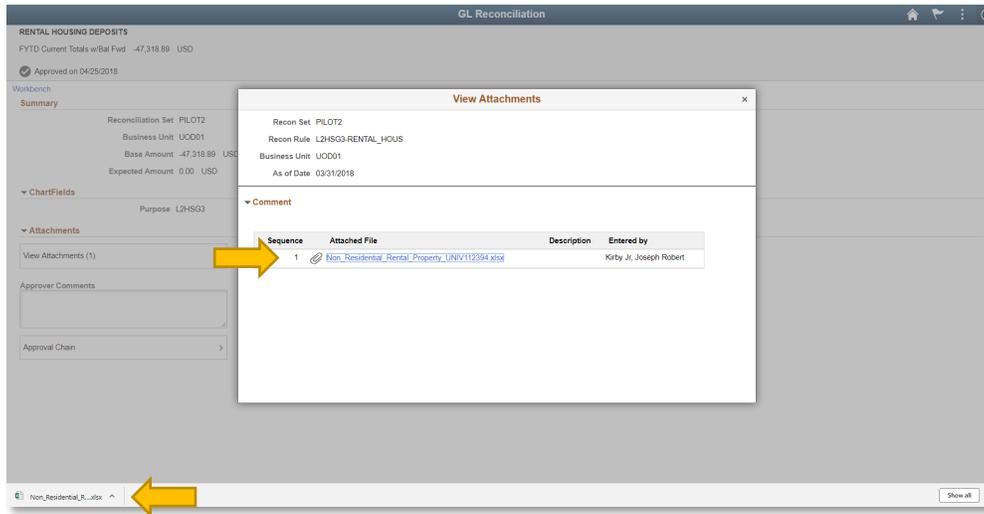
You will see the **Pending Approvals** screen. Select a reconciliation and review the attachments and comments which support the Calculated Amount. The Approver can choose to approve or deny the submission and add comments to explain why the submission was not approved.



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



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



- 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.*

