Monthly Financial Report
Reconciliation Process
Agenda

I. Learning Objectives
II. Reconciliation Process
III. Terminology and Background Information
IV. Roles and Responsibilities
V. Supporting Documentation
VI. Track Departmental Transactions
VII. The MFR
VIII. Corrections and Discrepancies Contacts
IX. Resources
I. Learning Objectives
Learning Objectives

After completing this class you will be able to:

1. Identify the process of reconciling and why we reconcile

2. Review terminology and background information to understand the MFR Process

3. Identify the roles and responsibilities of the monthly reconciliation process
Learning Objectives

After completing this class you will be able to:

4. Review supporting documentation

5. Accurately track departmental transactions as they occur for comparison with the MFR

6. Understand the capabilities of the MFR
Learning Objectives

*After completing this class you will be able to:*

7. Set up and run the MFR in PeopleSoft

8. Interpret the report results

9. Identify how to request corrections when reconciling monthly transactions
What Is the MFR?

The MFR is the monthly financial report. It is a list of all transactions that have been posted to a cost center/project ID by accounting period.
II. Reconciliation Process

Learning Objective 1
Identify the process of reconciling and why we reconcile
Reconciliation Process

Reconciling your department financial activity is like balancing your check book to your bank statement.
Reconciliation Process

- Track all transactions and related documents in a detailed departmental log.
- Download/print monthly MFR report for each cost center/project ID.
- Compare information in the MFR to departmental log.

Excel sheet, QuickBooks etc.
In PeopleSoft
Reconciliation Process

1. Identify and keep a record of any reconciling items
2. Initiate any corrections needed by contacting the appropriate department
3. Sign the Certification Statement and obtain the signature of the department manager
Why Reconcile?

Reconciliation helps management to:

✓ Identify errors and inconsistencies
✓ Determine availability of funds
✓ Identify internal control deficiencies
Why Reconcile?

External Policy

UT System policy UTS142.1 requires all department managers to certify annually that reconciliations were performed for each month of the fiscal year.

Internal (UTSA) Guideline and Requirements

- Reconciliation and timely error correction are factors in Quality Assurance Reviews (QARs) conducted by Institutional Compliance and Risk Services.
- UTSA Operational Guideline, Monthly Financial Report Reconciliation Process, assists department managers and reconcilers with reconciliation of the MFR.
What Is a QAR?

• A Quality Assurance Review (QAR) is a proactive approach to reduce risk and preventing fraud. **It is not an audit, nor does it substitute for an audit.**

• QARs validate the responses from the annual Fiscal Management Sub-Certification & Management Certification

  • The certifications are used to assess a department’s system of internal controls in relation to the criteria in UTSA’s Management Assessment Tool
What Is a QAR?

• QARs evaluate the procedures a department has in place to reduce the risk of fraud and provide management with assurance that internal controls are in place and are operating effectively

• Refer to QAR Overview for more information
If a department is selected for a QAR compliance, the MFRs will be reviewed to ensure the department manager knows how funds are being managed and spent.
UTSA Fiscal Year Calendar

It is important that you know when the fiscal year occurs so that you are aware of the reporting period

<table>
<thead>
<tr>
<th>Period 1</th>
<th>Period 2</th>
<th>Period 3</th>
<th>Period 4</th>
<th>Period 5</th>
<th>Period 6</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sept</td>
<td>Oct</td>
<td>Nov</td>
<td>Dec</td>
<td>Jan</td>
<td>Feb</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Period 7</th>
<th>Period 8</th>
<th>Period 9</th>
<th>Period 10</th>
<th>Period 11</th>
<th>Period 12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mar</td>
<td>April</td>
<td>May</td>
<td>June</td>
<td>July</td>
<td>Aug</td>
</tr>
</tbody>
</table>

**Period 998**

Year-End Adjustments
Activity 1
Reconciliation Process: Step-By-Step
Activity 1

Instructions
Place the Reconciliation Steps in the correct order in boxes to the right

Let’s get started.
Reconciliation Process

1. Track all transactions and related documents in a detailed departmental log.
2. Download/print monthly MFR report for each cost center/project ID.
3. Compare information in the MFR to departmental log.
4. Identify and keep a record of any reconciling items.
5. Initiate any corrections needed by contacting the appropriate department.
6. Sign the Certification Statement and obtain the signature of the department manager.
QUESTIONS
III. Terminology and Background Information

Learning Objective 2
Review terminology and background information to understand the MFR process
Terms & Definitions

**Account:** indicates the nature of the financial transaction, for example, revenue and expenditures.

**Cost Center/Project ID:** used to group transactions together for a particular purpose(s) and funding source(s).

**Reconciler:** the person assigned to reconcile all the cost centers/projects in department.

**Budgetary Account:** used to record budget to various high-level categories. It indicates the assigned budget category (salaries, M&O, etc.).

**Reconciliation:** an accounting process that uses two sets of records to ensure figures are correct and in agreement. It confirms whether the money leaving a department matches the amount that has been spent, ensuring the two are balanced at the end of the recording period.

Note: Refer to the terms handout for complete list
Budgetary Accounts

Budgetary Accounts are used to record budget to the various high-level categories. It indicates the assigned budget category.

Types of Budgetary Accounts

<table>
<thead>
<tr>
<th>OPE (Operating Expense)</th>
<th>OPR (Operating Revenue)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1000 – Staff Salaries</td>
<td>OPREV – Operating Revenue</td>
</tr>
<tr>
<td>A1200 – Wages</td>
<td>NOREV – Non-Operating Revenue</td>
</tr>
<tr>
<td>A2000 – Faculty Salaries</td>
<td>RTRFS – Revenue Transfers</td>
</tr>
<tr>
<td>A2100 – GTA Salaries</td>
<td>TOTRV – Total Revenue</td>
</tr>
<tr>
<td>A3000 – Benefits</td>
<td></td>
</tr>
<tr>
<td>A4000 – M&amp;O(including Travel)</td>
<td></td>
</tr>
<tr>
<td>A6000 – Debt Service</td>
<td></td>
</tr>
<tr>
<td>A7000 – Expense Transfers</td>
<td></td>
</tr>
<tr>
<td>A9000 – Reserve</td>
<td></td>
</tr>
</tbody>
</table>
Budgetary Accounts

We review budgetary accounts to understand and reconcile the MFR

- The **MFR summary report** will have a summary of all budgetary accounts within cost center/project ID

<table>
<thead>
<tr>
<th>Cost Center</th>
<th>Cost Center Descri</th>
<th>Account</th>
<th>Acct Descri</th>
</tr>
</thead>
<tbody>
<tr>
<td>DFX121</td>
<td>CAR OFFICE SERVICES</td>
<td>A1000</td>
<td>Staff Salaries</td>
</tr>
<tr>
<td>DFX121</td>
<td>CAR OFFICE SERVICES</td>
<td>A1200</td>
<td>Wages</td>
</tr>
<tr>
<td>DFX121</td>
<td>CAR OFFICE SERVICES</td>
<td>A2000</td>
<td>Faculty &amp; TA Salaries</td>
</tr>
<tr>
<td>DFX121</td>
<td>CAR OFFICE SERVICES</td>
<td>A3000</td>
<td>Payroll Related Costs</td>
</tr>
<tr>
<td>DFX121</td>
<td>CAR OFFICE SERVICES</td>
<td>A4000</td>
<td>Operating Expenses</td>
</tr>
</tbody>
</table>
Budgetary Accounts

The **MFR detail report results** will separate transactions by budgetary account.

A single cost center may have a workbook tab for A1000, A4000 and TOTRV.)

We review budgetary accounts to provide the correct **account code** type for reporting and requesting corrections for discrepancies.

*Note: Expense Account codes, not Budgetary Account codes, are used for corrections*
Budgetary Accounts

Budgetary Accounts indicate the assigned budget category (salaries, M&O, etc.)

- Budgetary Accounts codes (A4000 = Operating Expense)

Expense Account codes indicate the type of transaction

- Expense Account codes (e.g., 63003 = Office supplies)

Refer to the Chart of Accounts Quick Reference Guide
Account Codes

A general ledger account indicates the nature of the financial transaction. Examples include 63002 Postal Services expense and 42211 Program Revenue. These general ledger account codes are grouped into budgetary account codes like A4000 and TOTRV.

<table>
<thead>
<tr>
<th>Budgetary Account</th>
<th>General Ledger Account</th>
<th>General Account Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>A4000</td>
<td>62101</td>
<td>Travel In St Public Trans</td>
</tr>
<tr>
<td></td>
<td>63002</td>
<td>Postal Services</td>
</tr>
<tr>
<td></td>
<td>63003</td>
<td>Office Supplies</td>
</tr>
<tr>
<td>A1000</td>
<td>51201</td>
<td>SW Classified</td>
</tr>
<tr>
<td>A1200</td>
<td>51210</td>
<td>SW Classified Temp</td>
</tr>
<tr>
<td>A3000</td>
<td>57701</td>
<td>Workers Compensation</td>
</tr>
<tr>
<td>TOTRV</td>
<td>42201</td>
<td>General Service</td>
</tr>
<tr>
<td></td>
<td>42211</td>
<td>Program Revenue</td>
</tr>
<tr>
<td></td>
<td>44451</td>
<td>Miscellaneous Revenue</td>
</tr>
</tbody>
</table>
Remaining Spending Authority

The **Remaining Spending Authority (RSA)** is the remaining available funds after a transaction. It is calculated by subtracting the sum total of encumbrances and expenditures from the posted budget amount.

\[
\text{Budget (includes Revenue) – Encumbrances – Expenses = RSA}
\]
What Is an Encumbrance?

Encumbrances are funds that have been set aside or reserved for a purpose.
Remaining Spending Authority Process
(Example of a single transaction from requisition to payment voucher)

1. Cost Center
   Budget $5,000
   Remaining Spending Authority $5,000

2. Create Requisition
   For $500 in RowdyExchange

3. Requisition Validation Checks for Available Funds

4. Purchase Order Created in RowdyExchange

5. Budget Check Encumbers Purchase Order Funds in PeopleSoft

6. Remaining Spending Authority $4,500

7. Create Payment Voucher

8. Budget Check Voucher

9. Budget Checking Process liquidates the Encumbrance (-$500)
   and creates the Expense (+$500)

10. Remaining Spending Authority $4,500
Activity 2

How Well Do You Know the RSA Workflow Process?
Activity 2

Instructions
Use the cards to identify the workflow process for your transaction from requisition to payment voucher
QUESTIONS
IV. Roles and Responsibilities

Learning Objective 3
Identify the roles and responsibilities of the monthly reconciliation process
Reconciliation Roles

The reconciliation activity can be delegated, but the responsibility remains with the department manager.

**Reconciler**: The individual assigned by the department manager to perform the MFR reconciliation.

**Department Manager**: An individual with fiscal responsibility, including MFR reconciliation and decision-making authority for UTSA resources.
Reconciliation Responsibilities

Minimum Requirements

• Keep records of all transactions and related documents (paper or digital).
• Complete monthly reconciliation of departmental records against the MFR for all cost centers/project IDs.
• Sign the Certification Statement monthly and obtain the signature of the department manager.
  • Download a copy of the Monthly Financial Report Certification Statement
Reconciler Responsibilities

Minimum Requirements

• Retain reports, supporting documents and related records for the current fiscal year plus, three additional fiscal years.
• Promptly notify the appropriate office of errors and omissions and follow up to confirm corrections.
  • Refer to the Corrections Section for the appropriate contacts.
QUESTIONS
V. Supporting Documentation

Learning Objective 4
Review Supporting Documentation
Reconciliation Responsibilities

Supporting Documents

Establish a pending file with paper or electronic copies of transaction documents for the month. These documents provide a record of departmental transactions to be reconciled with the MFR. Examples* include:

- Invoices
- Receipts
- Work Requests
- Travel Requests
- Email Approvals
- Vouchers
- Check Log Books
- Cash Transaction Receipts

*Refer to MFR Reconciliation Checklist for a complete list.
VI. Track Departmental Transactions

Learning Objective 5
Accurately track departmental transactions as they occur for comparison with the MFR
Reconciliation Toolbox

Financial Affairs developed the **Reconciliation Toolbox** to assist in the reconciliation process. It was created for those departments that do not have another reconciliation process in place.

The **Reconciliation Toolbox** is a resource for tracking transactions accurately and performing the monthly reconciliation.
Reconciliation Toolbox

The Reconciliation Toolbox is the only tool supported by Financial Affairs.

Other resources can be used to track monthly transactions.

- Quicken
- Quickbooks
- Excel spreadsheets
Reconciliation Toolbox

The toolbox (Excel workbook) includes three tabs for tracking transactions:

- Transaction Log: To record non-payroll transactions
- Salary and Wages Log: To record salary transactions
- Check Log: For departments that receive checks

Two Reconciliation Summary Pages

- Summary of cost center/project
- Reconciliation Cover Sheet (optional for departments with many cost centers)

Refer to the Reconciliation Toolbox Procedure Document.
# Transaction Log Tab(s)

**Purpose:** Enter all transactions that occurred in a specific cost center

Enter transactions as they occur

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Date</th>
<th>Vendor Name/Employee Name</th>
<th>Item Description</th>
<th>Document # (PO, Voucher, Journal, Etc.)</th>
<th>Budg. Acct (opt.)</th>
<th>Account Code</th>
<th>Type of Expense: Travel, Supplies, Salary, Services, Etc.</th>
<th>Additions to Available Balance</th>
<th>Encumbrance</th>
<th>Expense</th>
<th>Balance</th>
<th>Month/Period Cleared</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BEGINNING BALANCE</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>$50,000.30</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/11/18</td>
<td>2/21/18</td>
<td>Todays Business Solutions</td>
<td>Office supplies</td>
<td>PO00049016</td>
<td>A4000</td>
<td>63003</td>
<td>pens</td>
<td>$5,60</td>
<td>53.60</td>
<td>$49,846.12</td>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/11/18</td>
<td>2/21/18</td>
<td>Todays Business Solutions</td>
<td>Office supplies</td>
<td>RO003513</td>
<td>A4000</td>
<td>83003</td>
<td>pens</td>
<td>(53.60)</td>
<td>53.60</td>
<td>$49,846.12</td>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/18/18</td>
<td>2/21/18</td>
<td>Citibank NA</td>
<td>V30001</td>
<td>V30001</td>
<td>A4000</td>
<td>63142</td>
<td>office supplies</td>
<td>25.60</td>
<td>25.60</td>
<td>$49,846.12</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>2/15/18</td>
<td>2/21/18</td>
<td>Citibank NA</td>
<td>V30268</td>
<td>V30268</td>
<td>A4000</td>
<td>83141</td>
<td>computer software expenses</td>
<td>286.30</td>
<td>$49,846.12</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/14/18</td>
<td>2/21/18</td>
<td>KONICA MINOLTA BUSINESS SOLUTIONS USA</td>
<td>Copier</td>
<td>PO00041492</td>
<td>A4000</td>
<td>63003</td>
<td>Office/Computer Supplies</td>
<td>5,000.00</td>
<td>$44,841.12</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/23/18</td>
<td>2/21/18</td>
<td>Well Service</td>
<td>DT</td>
<td>SC00035169</td>
<td>A4000</td>
<td>63002</td>
<td>postal services</td>
<td>45.75</td>
<td>45.75</td>
<td>$44,853.37</td>
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<tr>
<td>2/23/18</td>
<td>2/21/18</td>
<td>Parking</td>
<td>DT</td>
<td>SC021CS96</td>
<td>A4000</td>
<td>64016</td>
<td>parking services</td>
<td>165.00</td>
<td>$44,410.37</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/23/18</td>
<td>2/21/18</td>
<td>KONICA MINOLTA BUSINESS SOLUTIONS USA</td>
<td>Copier</td>
<td>PO00041492</td>
<td>A4000</td>
<td>63003</td>
<td>Office/Computer Supplies</td>
<td>(1,000.00)</td>
<td>1,000.00</td>
<td>$44,410.37</td>
<td>7</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2/23/18</td>
<td>2/21/18</td>
<td>Correction from 1/5/18 SC021CS92</td>
<td>DT</td>
<td>SC021CS96</td>
<td>A4000</td>
<td>64016</td>
<td>parking services</td>
<td>100.00</td>
<td>$44,385.37</td>
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<tr>
<td></td>
<td>2/21/18</td>
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</tr>
</tbody>
</table>

**Accounting Services**
Salary Tab (Optional)

**Purpose:** Track wages and transactions

### SALARY TRANSACTION LOG (SALARY/BENEFITS ONLY)

<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Name</th>
<th>Item Description</th>
<th>Budg. Acct (opt.)</th>
<th>Account Code</th>
<th>Type of Expense - Salary or Fringe</th>
<th>Additions to Available Balance (&quot;+&quot; Amt)</th>
<th>Subtractions From Available Balance (&quot;-&quot; Amt)</th>
<th>Balance</th>
<th>Month/Period Cleared</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/1/14</td>
<td>BEGINNING BALANCE</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4/30/18</td>
<td>Joan Doe</td>
<td>wages</td>
<td>A1000</td>
<td>S1201</td>
<td>Fringe</td>
<td>(3,235.06)</td>
<td></td>
<td>3,235.06</td>
<td>May (8)</td>
<td>wages</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

**Rename worksheet tab to cost center**
Summary of Cost Center/Project Tab

**Purpose:** Determine if the ending totals in the MFR and RSA balance (zero out)

If Reconciling difference is not “0”, check the following listed

---

**Table: Monthly Reconciliation of MFR to Transaction Log**

<table>
<thead>
<tr>
<th></th>
<th>SEP</th>
<th>OCT</th>
<th>NOV</th>
<th>DEC</th>
<th>JAN</th>
<th>FEB</th>
<th>MAR</th>
<th>APR</th>
<th>MAY</th>
<th>JUN</th>
<th>JUL</th>
<th>AUG</th>
</tr>
</thead>
<tbody>
<tr>
<td>MFR Available Balance</td>
<td>$95,216.60</td>
<td>$55,216.25</td>
<td>$45,100.66</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Difference between Log and MFR</td>
<td>$0</td>
<td>$10,000.00</td>
<td>$100.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Reconciling Difference - If Not $0, See Note Below**

If Reconciling difference is not “0”, check the following listed

- Are all transactions and activity from the MFR on the Transaction Log?
- Are transactions correctly marked as Cleared? Are any transactions marked as Cleared that are not on the MFR? Are any transactions on the MFR not marked as Cleared?
- Ensure all uncleared transactions are listed above.
Reconciliation Cover Sheet (Optional)

**Purpose:** Provide an “at-a-glance” summary of cost center/project balance for the manager to view and certify

---

<table>
<thead>
<tr>
<th>Cost Center/Project ID</th>
<th>Balance Per MFR</th>
<th>Actual Balance (From Transaction Log)</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXX000</td>
<td>$505,412.25</td>
<td>$505,412.25</td>
</tr>
<tr>
<td>YYY111</td>
<td>$123,547.00</td>
<td>$123,547.00</td>
</tr>
</tbody>
</table>

By this submittal, to the best of my knowledge I am certifying the following:

- The salary, wages, expenditures and other transactions posted to funds under my control as detailed in the Budget Page for the Cost Centers and/or Projects above are accurate, allowable and appropriate.

- All posted revenue has been reconciled to source documents and the amounts appear to be reasonable and properly recorded.

- For any errors that have been detected, corrections have been made and/or requested and are pending adjustments.

- I am aware of the requirement to report all suspected fraud to my supervisor, Audit, Campus Police or the institution Hotline to ensure it is appropriately addressed.

Note that accounts excluded in Commitment Control Budget Definitions are not included in Summary Financial Report, but they are included in the Detail Financial Report. Refer to Commitment Control Budget Definition for a listing of excluded accounts.

Reconciler Signature: ______________________ Date: _____________
Check Log Tab (optional)

**Purpose:** Log revenue/check received by the department.

### Check Log Table

<table>
<thead>
<tr>
<th><strong>Date Received</strong></th>
<th><strong>Date Deposited</strong></th>
<th><strong>Date Check Issued</strong></th>
<th><strong>Name &amp; Banner ID (if applicable)</strong></th>
<th><strong>Address/Phone</strong></th>
<th><strong>Invoice#</strong></th>
<th><strong>Check#</strong></th>
<th><strong>Amount</strong></th>
<th><strong>Speed Type (Cost Center or Project ID)</strong></th>
<th><strong>Initials</strong></th>
<th><strong>Comments</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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</tr>
</tbody>
</table>

*Fields marked with ** are required.*

Insert Cost Center/Project
For Departments Receiving Revenue

Revenue received will appear in the MFR on a revenue budget group tab. However, it does not necessarily affect your RSA.

For more details, attend the following class:

*Managing Departmental Expenses and Revenue Budgets*
Activity 3
Reconciliation Toolbox Tracking
Activity 3

Instructions

1. Open the Reconciliation Toolbox Excel document emailed to you prior to class
2. Use the information sheets to enter the transaction data into the spreadsheet.
3. Demonstrate how you would track your monthly transactions
QUESTIONS
Time for a break
VII. The MFR

Learning Objective 6
Understand the capabilities of the MFR

Learning Objective 7
Set up and run the MFR in PeopleSoft

Learning Objective 8
Interpret the report results
VII. The MFR

Learning Objective 6
Understand the capabilities of the MFR
Using the MFR to Reconcile

The Monthly Financial Report (MFR) is a list of all transactions that have been posted to a **Cost Center/ Project ID** by an accounting period month.

- The MFR generates two reports: Detail Financial Report and a Summary Financial Report
- Source of Data: Detail report tabs are sourced from the general ledger (GL). The summary report is sourced from commitment control (KK) (from the *detail accounting period* view screen).

*Note: The reports occasionally cause some differences in the totals.*
Using the MFR To Reconcile

• Detail for encumbrances will provide limited information.

• The MFR does not allow user to drill down to any detail.

• Budget will appear on the MFR summary report only.

• Budget Overview can be used as a tool to help reconcile and provide details on budget transactions (not visible on MFR).

Budget details are covered in the following course

*Managing Departmental Expenses & Revenue Budgets*
Using the MFR To Reconcile

- Run the MFR cumulatively – not one month at a time (i.e., Period: 1 to Period: x)
  - Certain actions will date back to the original document date (ex: closing of PO)

- The MFR must be formatted in Excel (.xlsx) to print data at the appropriate page breaks.

- The MFR does not provide column total amounts. Column total formula will need to be added.
• Grants and Projects need the inception-to-date cumulative costs to arrive at the available budget balance.

   **Note:** For support on grant reporting, refer to your Research Service Center (RSC).

• Payroll corrections are done at the end of the month through the Department Budget Table (DBT) process. Timing may affect the month in which it is recorded.

• Corrections are no longer easily associated with the source document (i.e., AP correction will have a different document ID than the original document).
QUESTIONS
VII. The MFR

Learning Objective 7

Set up and run the MFR in PeopleSoft
How to Run the MFR

Refer to the Setting Up and Running the MFR job aid for the demonstration.

Please log in to PeopleSoft at this time.
QUESTIONS
VII. The MFR

Learning Objective 8

Interpret the report results
Interpret Report Results

Report items to review:

• Summary Report totals
• Detail Report totals
• Monthly transaction lines for accuracy of posting
• Follow up to confirm that all reconciling items have been resolved
Interpret Report Results

Items to remember when reviewing detail report.

• Document types
  • (i.e., AP_VOUCHER, GL_JOURNAL, PO_POENC)

• IDT line description will provide expense details.

• For expense details on other documents refer to account codes for description.

• Correction credits show as a negative in Exp/Rev column.
<table>
<thead>
<tr>
<th>Transaction Date</th>
<th>Vendor Name/Employee Name</th>
<th>Item Description</th>
<th>Document # (PO, Vendor, Journal, Etc.)</th>
<th>Account Code</th>
<th>Type of Expense</th>
<th>Travel, Supplies, Salary, Services, Etc.</th>
<th>Encumbrance</th>
<th>Expense</th>
<th>Balance</th>
<th>Month/Period Cleared</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/4/2018</td>
<td>Today's Business Solutions</td>
<td>paper, paper</td>
<td>Req 1234567</td>
<td>A4000</td>
<td>63003</td>
<td>office supplies</td>
<td>$500.00</td>
<td></td>
<td>$49,500.00</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>8/5/2018</td>
<td>Today's Business Solutions</td>
<td>paper, paper</td>
<td>Req 1234567</td>
<td>A4000</td>
<td>63003</td>
<td>office supplies</td>
<td>$500.00</td>
<td></td>
<td>$49,500.00</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>8/10/2018</td>
<td>Today's Business Solutions</td>
<td>paper, paper</td>
<td>PO0012345</td>
<td>A4000</td>
<td>63003</td>
<td>office supplies</td>
<td>(200.00)</td>
<td>200.00</td>
<td>$49,300.00</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>8/15/2018</td>
<td>Today's Business Solutions</td>
<td>paper, paper</td>
<td>PO0012345</td>
<td>A4000</td>
<td>63003</td>
<td>office supplies</td>
<td>(100.00)</td>
<td>100.00</td>
<td>$49,200.00</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>8/18/2018</td>
<td>Crinkon Procurement</td>
<td>Bianca Granado</td>
<td>V-00012345</td>
<td>A4000</td>
<td>63141</td>
<td>computer expense</td>
<td>300.00</td>
<td></td>
<td>$49,200.00</td>
<td>12</td>
<td></td>
</tr>
<tr>
<td>8/25/2018</td>
<td>Parking Services</td>
<td>SC021C310</td>
<td>A4000</td>
<td>64016</td>
<td>156.00</td>
<td>parking space</td>
<td></td>
<td></td>
<td>$49,044.00</td>
<td>12</td>
<td></td>
</tr>
</tbody>
</table>

**Detail Financial Report**

**Business Unit:** UTSA1  
**Cost Center:** DFX121 - CAR OFFICE SERVICES  
**For the period (From) Aug 2018 - (To) Aug 2018**

**Account:** A4000 Operating Expenses  
**Approved Budget:** $50,000.00  
**Available Budget/Recognized Revenue:** $49,044.00  
**Pre-Encumbrance Total:** $0.00  
**Encumbrance Total:** $200.00  
**Expense/Revenue Total:** $756.00

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**Accounting Services**

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**MFR**
QUESTIONS
VIII. Corrections and Discrepancies

Learning Objective 9

Identify how to request corrections when reconciling monthly transactions
Corrections Requests

- All discrepancies (reconciling items) between departmental records and the MFR must be corrected.
- Contact the appropriate department for corrections.
- Corrections should be identified and sent within one month of occurrence.
Corrections Requests

The following information is required. Submit via email.

- Document ID
- Cost center and expense Account code of original document (NOT budgetary account)
- Amount of original document
- Cost Center and expense Account code to be corrected to (NOT budgetary account)
- Reason for correction
- Amount to be corrected
- If using account codes 67106 or 67107, provide Business Expense Form

Copy the department manager of the cost center being expensed.

Note: For corrections to sponsored projects, the above information is required at the project level.
# Corrections Contacts

<table>
<thead>
<tr>
<th>Department</th>
<th>Correction Type</th>
<th>Contact E-Mail</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Budget Office</strong></td>
<td>- Financial Budget (Non Payroll) related transactions</td>
<td><a href="mailto:budget@utsa.edu">budget@utsa.edu</a></td>
</tr>
<tr>
<td></td>
<td>- Position/Payroll Funding/Dept. Budget Table transactions</td>
<td></td>
</tr>
<tr>
<td><strong>Local Research Service Centers (RSC)</strong></td>
<td>Sponsored Projects/Grant related transactions</td>
<td>Check the RSC Directory at: utsa.edu/contact-research/service-center-directory/</td>
</tr>
<tr>
<td><strong>Purchasing &amp; Distribution</strong></td>
<td>Purchase Orders/Requisitions</td>
<td><a href="mailto:purchasing@utsa.edu">purchasing@utsa.edu</a></td>
</tr>
<tr>
<td><strong>Disbursements &amp; Travel</strong></td>
<td>Travel, Non-PO Voucher and Expense Reports</td>
<td><a href="mailto:Disbursements.travel@utsa.edu">Disbursements.travel@utsa.edu</a></td>
</tr>
<tr>
<td><strong>ProCard/Travel Card</strong></td>
<td>Procard Transactions</td>
<td><a href="mailto:Procard.travelcard@utsa.edu">Procard.travelcard@utsa.edu</a></td>
</tr>
<tr>
<td><strong>Accounting</strong></td>
<td>All other expense corrections (not mentioned above)</td>
<td><a href="mailto:Accounting.ofc@utsa.edu">Accounting.ofc@utsa.edu</a></td>
</tr>
</tbody>
</table>
Activity 4

MFR Corrections Scenarios
Activity 4

Instructions

Work with your group to identify the correct department to contact to resolve the scenario
Scenario 1

The Math Department order four chairs on PO14758 for $1,000. The PO was approved and $1,000 were encumbered.

Before the chairs were received, the department decided they only need three chairs and cancelled one chair for $250. When the three chairs were received, voucher 0014758 was created for payment of $750 and disencumbered $750, leaving a balance of $250 in encumbrances.

Who would be the department to contact for disencumbering the $250?
Scenario 2

The Engineering Department provided the wrong cost center on PO15748, which caused voucher 0012435 to be paid with the cost center ABCD2.

The department needs to correct the expense to cost center ABCD1.

Which department processes the correction?
Scenario 3

The English Department was reconciling their May MFR and realized an employee who did not belong to their department was being paid from cost center ABCD3.

What department should the English Department contact to have this employee be paid out from the right cost center and have the cost center ABCD3 corrected?
Scenario 4

The Student Affairs Department was reconciling their January MFR for all cost centers within the department and realized they overestimated the budget on cost center BCDE3 and under estimated cost center BCDE4.

Which department should they contact to move part of the budgeted funds from BCDE3 to BCDE4?
QUESTIONS
IX: Resources
Resources

• Financial Management Operational Guideline (FMOG) – MFR Reconciliation Process

• UTSA Financial Affairs Training (MFR & Toolbox Training Links)

• Accounting Tips and Tricks

• If you are unable to access reports, login issues or technical issues, contact Business Information Services at ext. 7762.
  • Visit utsa.edu/utshare, select the SPOC icon for the PeopleSoft ticketing system.
Resources

These are some common queries that provide more detailed information:

• Open PO Query – UTS_PO_OPEN_ENC_BY_CC
• G/L Transactions – UTS_GL_TRANSACTIONS_UTSA
• Pro Card Query – UTS_PO_CC_DEPT_RECONCILE
• UTZ JrnI Detail – UTS_BANNER_DD_JRNAL_CC_PROJ
• Cost Ctrs by Dept – UTZ_GL_DEPT_CSTCNTR_LIST
• PO to invoice - UTS_AP_VCHR_DIST_by_PO
• Pending Expense Reports - UTS_EXP_PND_STAT_WF_PRMPT
• Open Travel Encumbrances- UTS_TE_TAUTH_OPEN_ENC_ALL
Resources

For more information on how to run a query and other helpful queries visit [Accounting Tips and Tricks](#) and [Financial Affairs Training](#).
MFR Summary

Learning Goals:

✓ Identify the process of reconciling and why we reconcile
✓ Review terminology and background information to understand the MFR Process
✓ Identify the roles and responsibilities of the monthly reconciliation process
✓ Review supporting documentation
✓ Accurately track departmental transactions as they occur for comparison with the MFR
✓ Understand the capabilities of the MFR
✓ Set up and run the MFR in PeopleSoft and interpret the report results.
✓ Identify how to request corrections when reconciling monthly transactions.
QUESTIONS
Thank You!