Budget Reconciliation

NUIT Administrative Systems
Course FMS723
Resources

• Training Curriculum
  – [http://ffra.northwestern.edu/training/curriculum.html](http://ffra.northwestern.edu/training/curriculum.html)
  – FMS114 Cognos Report Reading
  – FMS504 Reports in Sponsored Research

• HELP @ 1-HELP, Option 2

• Open Labs
Course Outline

1. Overview
2. Essential Reports for Budget Reconciliation
3. Revenue
4. Accounts Receivable
5. Salary and Payroll Suspense
6. Tuition Expenses
7. Other Expenses
   - Purchasing / Expense Reports / Online Vouchers / Internal Charges /
8. Correction Journals
FFRA Role in Reconciliation

Problem Solving
1. Identify issue
2. Research issue
3. Determine resolution
4. Take action
What is budget reconciliation?

For every chart string, we can say:

• Chart string has spending authority.
• Spending fits the purpose of the chart string.
• Available balance is ok.
• Spending rate is ok.
What is budget reconciliation?

For every transaction, we can say:

• We recognize that.
• It was the right thing to do.
• It was done correctly.
• It was completed.
• It was categorized correctly.
• It was timely.
Essential Budget Reconciliation Reports

• Financial Summary and Budget Summary reports in Cognos enable you to monitor balances.
  – GL068 – chart string balances
  – GL005 – chart string and account balances
  – GM044 – balances per sponsored project in your department(s)
  – GM045 – financial summary with balances per chart string and account

• Financial activity is detailed in the GL008.
  – Transactions sum to the same amounts shown on summary reports.
Using the GL008 for Reconciliation

• Use the GL008 in Cognos Connection
  – In period or Year-To-Date (YTD) mode with the GL005
  – In YTD mode with the GM045 to match grant Year-To-Date summary

• Use the GL008 Ad Hoc Express in Query Studio
  – Over multiple years or with a custom date range to match grant Life-To-Date summary
  – Access to Query Studio is by manager approval

• Export to Excel for further analysis
Revenue
Reconciling Revenue

• Monitor performance on the GL005
  – Budget versus actual receipts to date

• Monitor transactions on the GL008
  – See receipts by chart string and account
  – Match GL008 to Cash Receipt Ticket (CRT)
  – See incoming revenue adjustments due to:
    • Miscounts, bad checks, disputed charges
Compare GL008 and CRT

The same CRT may appear on multiple GL008s.
Compare GL008 and CRT

- CRT 14992 on 8/25 - late fees from camping gear rental

<table>
<thead>
<tr>
<th>Account / Transaction Type</th>
<th>Transaction ID</th>
<th>Line/Schedule / Distribution</th>
<th>Budget Check Date</th>
<th>Description</th>
<th>Pre-Enc/Enc</th>
<th>Account Beginning Balance</th>
<th>Transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
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<td>(40.00)</td>
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<tr>
<td></td>
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Funds: Fund 160, Dept 2126800
Compare GL008 and CRT

- CRT 14992 on 8/25 - game room revenue from billiards

## Revenue and Expense Activity Report

**For Fiscal Year 2010**
**As of Accounting Period 1 - September 2009 (Closed)**

<table>
<thead>
<tr>
<th>Account / Transaction Type</th>
<th>Transaction ID</th>
<th>Line/Schedule/Distribution</th>
<th>Budget Check Date</th>
<th>Description</th>
<th>Pre-Enc/Enc</th>
<th>Account Beginning Balance</th>
<th>Transactions</th>
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<tbody>
<tr>
<td>40610 Vending Machine Sales(Non D&amp;C)</td>
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<td>CRT0048858</td>
<td>131</td>
<td>9/30/09</td>
<td>CRT/00016923/09/26 GameRoom Shortage</td>
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<tr>
<td>41140 Billiards</td>
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<td>9/1/09</td>
<td>CRT/00015189/08/27 GameRoom Video/Pool/Pong</td>
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<td>$0.00</td>
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<td>9/1/09</td>
<td>CRT/00014992/08/25 GameRoom Video/Pool/Pong</td>
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<td>$0.00</td>
<td>88.00</td>
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</table>
Compare GL008 and CRT

- Adjustments appear on account 40702.

<table>
<thead>
<tr>
<th>Account / Transaction Type</th>
<th>Transaction ID</th>
<th>Line/Schedule/Distribution</th>
<th>Budget Check Date</th>
<th>Description</th>
<th>Pre-Enc/Enc</th>
<th>Account Beginning Balance</th>
<th>Transactions</th>
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<tbody>
<tr>
<td>Revenue</td>
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<tr>
<td>40610 Vending Machine Sales (Non D&amp;C)</td>
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<tr>
<td>40702 Cashier Over &amp; Short</td>
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<td>Journal</td>
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<td>9/22/09</td>
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<td>CRT/00016853/09/24 GameRoom Overage</td>
<td></td>
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<td>(64.00)</td>
</tr>
<tr>
<td>Journal</td>
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<td>131</td>
<td>9/30/09</td>
<td>CRT/00016923/09/26 GameRoom Shortage</td>
<td></td>
<td></td>
<td>42.00</td>
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</table>

| 41140 Billiards            |                |                            |                   |             |             | ($2,952.00)                |              |
| Journal                    | CRT0042783     | 111                        | 9/1/09            | CRT/00015189/08/27 GameRoom Video/Pool/Pong |             |                           | (136.00)     |
| Journal                    | CRT0042783     | 343                        | 9/1/09            | CRT/00014992/08/25 GameRoom Video/Pool/Pong |             |                           | (88.00)      |
Accounts Receivable
Accounts Receivable

- NUFinancials AR functionality is used with grants where sponsors pay in response to an invoice.
  - Accounting Services for Research and Sponsored Projects (ASRSP) manages AR in NUFinancials:
    - Creating customer numbers for sponsors, creating invoices, and recording payments
  - Invoices and payments are listed on the Cognos GM091.
    - Because this is not “revenue” it does not appear on the GL008.
  - Invoices, paid and unpaid, appear in NUFin’s AR Item List.
  - Payments are summarized on the GM045.
GM091 Sponsor Payments Received Report

- Invoices and payments by contract nbr (Award ID) and project—Deposit date, invoice, check number, and amount.

<table>
<thead>
<tr>
<th>Award ID</th>
<th>Project</th>
<th>Project Title</th>
<th>Award PI</th>
<th>Project PI</th>
<th>Sponsor</th>
<th>Sponsor Award Number</th>
<th>FAIN</th>
<th>Deposit Date</th>
<th>Posted Date</th>
<th>Entry Type</th>
<th>Invoice</th>
<th>Payment ID</th>
<th>Amount</th>
<th>Total Budget</th>
<th>Total Expenses</th>
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<tr>
<td>SP0000412</td>
<td>60016161</td>
<td>Prot# P07-6330: A Prospective,</td>
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<td>Cordis Corporation</td>
<td>P07-6330</td>
<td>Not Available</td>
<td>13640</td>
<td></td>
<td></td>
<td>$1,134.00</td>
<td></td>
<td></td>
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<tr>
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<td>Cordis Corporation</td>
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</table>

Total for Project 60016161

Total for Contract SP0000412

Entry Types: PY = Payment, RF = Refund, WO = Write-off, WOC = Write-off Credit

Paid invoices only
NUFinancials AR Item List

Invoices and payments by contract nbr (Award ID)

<table>
<thead>
<tr>
<th>Item</th>
<th>NWUNV Customer</th>
<th>62012</th>
<th>Cordis Corporation</th>
<th>Item ID: NU00201022</th>
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<tr>
<td>Days Late</td>
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<td>Due Date: 05/08/2014</td>
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<tr>
<td>Item Balance</td>
<td>0.00</td>
<td>USD</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Purchase Order:</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Bill of Lading:</td>
<td></td>
<td></td>
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<tr>
<td>Letter of Credit ID:</td>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>Item Activity</th>
<th>Sequence</th>
<th>Posted Date</th>
<th>05/08/2014</th>
<th>Amount</th>
<th>1,134.00 USD</th>
<th>Accounting Date</th>
<th>05/08/2014</th>
<th>Entry Type: IN</th>
<th>Document:</th>
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</thead>
<tbody>
<tr>
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<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Item Activity</th>
<th>Sequence</th>
<th>Posted Date</th>
<th>05/09/2014</th>
<th>Amount</th>
<th>-1,134.00 USD</th>
<th>Accounting Date</th>
<th>05/07/2014</th>
<th>Entry Type: PY</th>
<th>Document:</th>
<th>Origin ID: PS_AR</th>
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<tbody>
<tr>
<td>Group Unit: NWUNV</td>
<td>Group ID: 50337</td>
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<td></td>
<td></td>
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<tr>
<td>Deposit Unit: NWUNV</td>
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<td></td>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Find both paid and unpaid invoices.
GM045: Total Payments Applied

- In general, payments build to the award amount.

Compare payments applied to award amount/project budget and to cumulative expenses.
Salary & Payroll Suspense
Payroll Reconciliation

• Monitor balances on the GL005
• Monitor changes in salary funding sources:
  – Chart string status (inactive, closed)
  – Project start and end dates (gaps)
  – Non-existent chart strings (yet to be setup)
  – Allocation percentages (don’t add up to 100%)
Payroll Suspense

• All employee compensation is funded by one or more chart strings (called funding sources).
• When funding sources do not equal 100% of salary, the balance is charged to the parent department chart string:
  – Usually Fund 110, Financial Dept ID, ChartField1 – SUSP
  – Could be another chart string named on grant project
From FASIS to NUFinancials

• After each payroll run, FASIS sends a journal to NUFinancials to post in the General Ledger
  – Journal is scanned for errors and corrected by Accounting Services and HR as necessary

• After error corrections, payroll data appears in NUFinancials inquiries

• The next day, payroll data appears in Cognos reports
  – Users with “Salary Access” can drill to employee detail
Finding Suspense Issues

• VISTA Report – NWPAY067
  – See suspense amounts *before* the payroll run
• GL008 – Revenue and Expense Activity Report
  – See amounts *after* they are charged to SUSP
• NUFinancials – General Ledger Inquiry
  – Lookup amounts *after* they are charged to SUSP
Unresolved suspense issues have a non-zero balance.

Drill to employee names.
Suspense transactions are also visible in NUFinancials.
Resolving Suspense Issues

1. Use the Employee Paycheck Inquiry
   – Get the information you need for steps 2&3.

2. Issue one Payroll Journal per employee
   – Remove amounts from suspense
   – Journal appears with the offsetting (negative) amount in NUFinancials and Cognos BI

3. Complete a Funding Source Adjustment
   – Ensure salary is covered by an active chart string
Tuition Encumbrances & Expenses
Many students receive a commitment from the University to pay all or a portion of tuition.

Commitments may come from:

- Deans or Chairs at the Department or School level
- Professors in non-sponsored projects
- Principle Investigators in sponsored projects

Typically, tuition expenses are budgeted.
Tuition Reconciliation

• Monitor balances on the GL005/GM045
  – Per chart string and account 78020/78021
  – Budget, encumbrances, paid tuition expenses

• See detail on the GL008
  – Per chart string and account 78020/78021
  – Student names
  – Award amount
  – Expected disbursement dates
**Tuition Award Process**

1. NU makes a commitment to a student.
2. Enter tuition award in Student Enterprise System (SES).
   - SES sends nightly journal to NUFinancials
3. See tuition encumbrances and disbursement data in NUFinancials and Cognos BI reports.
   - Encumbrances are visible:
     * next business day in NUFinancials
     * subsequent business day in Cognos
Tuition Encumbrances on the GL008

Encumbrance listed as “Various Transactions”.

Revenue and Expense Activity Report
For Fiscal Year 2015
As of Accounting Period 2 - October 2014 (Open)

<table>
<thead>
<tr>
<th>Account / Transaction Type</th>
<th>Transaction ID</th>
<th>Line/Schedule/Distribution</th>
<th>Budget Check Date</th>
<th>Description</th>
<th>Pre-Enc/Enc</th>
<th>Account Beginning Balance</th>
<th>Transactions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Expense Budget Activity</td>
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<td>$0.00</td>
<td>$336,000.00</td>
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<td>78021 Tuition</td>
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<td>$336,000.00</td>
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<td>96,000.00</td>
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Ending Balances

<table>
<thead>
<tr>
<th>Expenses and Open Commitments</th>
<th>Expense Budget Activity</th>
<th>Ending Balances</th>
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</thead>
<tbody>
<tr>
<td>78020 Tuition</td>
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<td>$23,418.00</td>
</tr>
<tr>
<td>Tuition Encumbrance</td>
<td>Various Transactions</td>
<td>$23,418.00</td>
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</table>

Ending Balances

$23,418.00

Expenses and Open Commitments

Ending Balances

$23,418.00
Drill to Tuition Detail on the GL008

- Per student:
  - Amount in Fall, Winter, Spring, or Summer columns
  - Expected Disbursement Date
  - Total Encumbrance

Exports to Excel.
Tuition Tracking over Time

1. If tuition is paid
   – Encumbrance is relieved (reduced to zero)
   – Payment amount moves to expense column

2. If tuition is unpaid
   – Encumbrance is relieved
Requisitions and Purchase Orders
Research Issues...

- **Cognos (all activity)**
  - SC016 – Open Encumbrance Report
  - SC027 – Match Exceptions Report

- **NUFinancials (one at a time)**
  - Manage Requisitions
  - Voucher Inquiry > Payment Inquiry
  - Lifecycle Viewer
## Open Encumbrance Report

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<thead>
<tr>
<th>Fund</th>
<th>Department</th>
<th>Project</th>
<th>Account</th>
<th>Requisition ID</th>
<th>PO ID</th>
<th>PO Budget Header Status</th>
<th>PO Status</th>
<th>Vendor ID</th>
<th>Vendor Name</th>
<th>Item Description</th>
<th>PO Date</th>
<th>PO Line</th>
<th>PO Schedule</th>
<th>PO Distribution Line</th>
<th>PO Line Amount</th>
<th>PO Line Amt Remaining</th>
<th>Receiver Status</th>
<th>Voucher ID(s)/Voucher Budget Status</th>
<th>Match Status</th>
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<tbody>
<tr>
<td>110</td>
<td>4016400</td>
<td>76727</td>
<td>0000821459</td>
<td>Binny's Beverage Depot</td>
<td>Beverages</td>
<td>3/8/10</td>
<td>1</td>
<td>1</td>
<td>Partially Received</td>
<td>Partially Matched</td>
<td>00012345</td>
<td>Valid Budget Check</td>
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<td>73475</td>
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<td>3/10</td>
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<tr>
<td>110</td>
<td>4016400</td>
<td>73010</td>
<td>0000821459</td>
<td>Binny's Beverage Depot</td>
<td>Beverages</td>
<td>3/8/10</td>
<td>1</td>
<td>1</td>
<td>PO Partially Received/Valid Budget Check</td>
<td>Partially Matched</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Match Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Matched</td>
</tr>
<tr>
<td>Partially Matched</td>
</tr>
<tr>
<td>Matched</td>
</tr>
</tbody>
</table>
### Match Exception Report

<table>
<thead>
<tr>
<th>Match Exception Rule</th>
<th>Match Exception Rule Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>100</td>
<td>No receipt entered</td>
</tr>
<tr>
<td>330, 380, 390, 490, 500</td>
<td>Differences between the PO, Receipt, and/or Voucher</td>
</tr>
<tr>
<td>580, NU_310</td>
<td>Differences between the Receipt and Voucher</td>
</tr>
</tbody>
</table>

#### Table Example

<table>
<thead>
<tr>
<th>Dept ID</th>
<th>Voucher ID</th>
<th>Voucher Line Nr</th>
<th>Voucher Quantity</th>
<th>Voucher Unit Price</th>
<th>Voucher Merchandise Amount</th>
<th>PO ID</th>
<th>PO Line Nr</th>
<th>PO Quantity</th>
<th>PO Price</th>
<th>PO Origin</th>
<th>Match Exception Rule</th>
<th>Match Exception Rule Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>4011400</td>
<td>00189563</td>
<td>1</td>
<td>1</td>
<td>$2,735.00</td>
<td>$2,735.00</td>
<td>PUR0128094</td>
<td>1</td>
<td>1</td>
<td>$2,345.00</td>
<td>ONL</td>
<td>RULE_E200</td>
<td>Extended Price % Tolerance</td>
</tr>
<tr>
<td>4011400</td>
<td>00189563</td>
<td>2</td>
<td>1</td>
<td>$599.04</td>
<td>$599.04</td>
<td>PUR0128094</td>
<td>2</td>
<td>1</td>
<td>$78.60</td>
<td>ONL</td>
<td>RULE_P500</td>
<td>Voucher Unit Price &lt;&gt; PO Unit Price + Unit Tol</td>
</tr>
<tr>
<td>4011400</td>
<td>00189563</td>
<td>2</td>
<td>1</td>
<td>$599.04</td>
<td>$599.04</td>
<td>PUR0128094</td>
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<td>1</td>
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<td>$599.04</td>
<td>PUR0128094</td>
<td>2</td>
<td>1</td>
<td>$78.60</td>
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<td>$599.04</td>
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<td>2</td>
<td>1</td>
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<td>ONL</td>
<td>RULE_P500</td>
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</tr>
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<td>2</td>
<td>1</td>
<td>$599.04</td>
<td>$599.04</td>
<td>PUR0128094</td>
<td>2</td>
<td>1</td>
<td>$78.60</td>
<td>ONL</td>
<td>RULE_P500</td>
<td>Voucher Unit Price &lt;&gt; PO Unit Price + % Unit Tol</td>
</tr>
</tbody>
</table>

**Notes:**
- Department: 4011400 - Chemistry
- Supplier Invoice #: All
- Vendor: All
- Requestor NetID: All
- PO ID: All
Match Process

3-Way Match
Non-catalog > $500
• Purchase Order
• Receipt
• Voucher

2-Way Match
Catalog (iBuyNU)
& Non-Cat < $500
• Purchase Order
• Voucher

The NUFinancials Match Process runs night.
Payment is made after successful match and budget check.
Tolerance

• Applied to differences between PO and Voucher
• Each line is checked for differences:
  • Quantity x Unit Price = Amount
  • Tolerance is 25% or $100, whichever is less
  • Both Unit Price and Amount are checked
    – Difference under threshold? Payment is made.
    – Difference over threshold? No payment.

Differences over threshold are called a Match Exception.
What can prevent completion of a purchase?

• Requisition not fully approved (purged > 90 days)

• Voucher has **Match Exception**
  – The order was not received (non-catalog)
    • Receipts required for non-catalog orders over $500
  – A difference in quantity between voucher and receipt
  – A difference in price between voucher/PO exceeds **tolerance**
    • Purchase Order may contain a human error
    • Invoice may contain a human error
    • Voucher may contain a human error
Reading Match Exceptions

• When a voucher has a Match Exception:
  – Explanatory messages are sent to you via email
  – Explanations appear in system reports and inquiries:
    • Cognos BI SC027 Match Exception Report
    • NUFinancials Voucher Inquiry

NU makes no partial payments, so any line with a Match Exception prevents payment of the entire voucher.
Resolving Match Exceptions

• Potential Solutions
  – Purchase Order Change Request
    • Update any field (for example, unit price and/or quantity)
    • Cancel lines or cancel the entire purchase order
  – Update Receipt
    • Add or remove a receipt
  – Request a revised invoice from vendor
  – Request a voucher correction from AP
Expense Reimbursements and Online Vouchers
Other Accounts Payable

• Payments to employees (non-payroll)
  – Expense Reimbursements
  – Cash Advances/Travel Authorizations

• Payments to non-employees
  – Direct Payment Requests
  – Visitor Expense Reports
  – Contracted Services for U.S. Residents
Research Issues...

- **Cognos (all activity)**
  - SC026 Expense Reports
  - SC028 Voucher Activity
  - Use each report alongside the GL008

- **NUFinancials (one at a time)**
  - Inquiries are available, but the reports above are more effective.
Online Vouchers and Expense Reports on the GL008

• The encumbrance column (Pre-Enc/Enc)
  – Does not apply to Online Vouchers & Expense Reports
  – Applies only to requisitions and purchase orders

• The Transactions column
  – Amount appears when transaction enters workflow
  – Amount disappears if Sent Back or Denied
  – Expense is settled (paid) when you also see:
    • GL Post Date on the GL008
    • Payment ID and Payment Date on the SC028
SC026 – Expense Reports

- Monitor expense reports in Cognos.

Expense Reports by Submission and Workflow Status Report

<table>
<thead>
<tr>
<th>Sheet ID</th>
<th>Employee ID</th>
<th>Department</th>
<th>Department Name</th>
<th>Project ID</th>
<th>Total Amount</th>
<th>Last Activity Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>0000242542</td>
<td>4732000</td>
<td>Chemical &amp; Biological Engg</td>
<td>10018818</td>
<td>$77.82</td>
<td>5/2/14</td>
<td></td>
</tr>
<tr>
<td>0000242542</td>
<td>4732000</td>
<td>Chemical &amp; Biological Engg</td>
<td>60024381</td>
<td>$49.71</td>
<td>5/2/14</td>
<td></td>
</tr>
<tr>
<td>0000243327</td>
<td>4732000</td>
<td>Chemical &amp; Biological Engg</td>
<td>60034491</td>
<td>$862.59</td>
<td>5/2/14</td>
<td></td>
</tr>
<tr>
<td>0000243436</td>
<td>4732000</td>
<td>Chemical &amp; Biological Engg</td>
<td>10005434</td>
<td>$52.20</td>
<td>5/5/14</td>
<td></td>
</tr>
<tr>
<td>0000243688</td>
<td>4732000</td>
<td>Chemical &amp; Biological Engg</td>
<td>10035814</td>
<td>$288.40</td>
<td>5/6/14</td>
<td></td>
</tr>
<tr>
<td>0000244449</td>
<td>4732000</td>
<td>Chemical &amp; Biological Engg</td>
<td>60030838</td>
<td>$85.00</td>
<td>5/5/14</td>
<td></td>
</tr>
<tr>
<td>0000244972</td>
<td>4732000</td>
<td>Chemical &amp; Biological Engg</td>
<td>60036382</td>
<td>$829.86</td>
<td>5/14/14</td>
<td></td>
</tr>
<tr>
<td>0000245440</td>
<td>4732000</td>
<td>Chemical &amp; Biological Engg</td>
<td>60027406</td>
<td>$206.07</td>
<td>5/16/14</td>
<td></td>
</tr>
</tbody>
</table>

Subtotal for Department 4732000: $10,429.59
SC026 – Expense Reports

- Monitor expense reports in Cognos.
SC028 – Voucher Activity

- Monitor online vouchers in aggregate.

### Voucher Activity by DeptID

<table>
<thead>
<tr>
<th>Invoice Date</th>
<th>Vendor ID</th>
<th>Vendor Name</th>
<th>Fund</th>
<th>Project</th>
<th>Account</th>
<th>Total Voucher Amount</th>
<th>Voucher Line Amount</th>
<th>Voucher Purpose</th>
<th>Line Description</th>
<th>Accounting Date</th>
<th>Budget Date</th>
<th>Budget Line Status</th>
<th>Workflow Status</th>
<th>Payment Number</th>
<th>Payment Date</th>
<th>Entered By</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/16/10</td>
<td>0000020543</td>
<td>MATERIALS RESEARCH SOCIETY</td>
<td>611</td>
<td>60024882</td>
<td>76765</td>
<td>$595.00</td>
<td>$595.00</td>
<td>Owen Compton registration fees for 2010 Spring Meeting</td>
<td>3/16/10</td>
<td>3/16/10</td>
<td>Valid</td>
<td>Approved</td>
<td>4156763</td>
<td>3/17/10</td>
<td>Copeland, Lee</td>
<td></td>
</tr>
<tr>
<td>3/15/10</td>
<td>0000024836</td>
<td>DEPARTMENT OF HOMELAND SECURIT</td>
<td>171</td>
<td>10002439</td>
<td>76780</td>
<td>$320.00</td>
<td>$320.00</td>
<td>Pay for visa processing fee</td>
<td>3/16/10</td>
<td>3/16/10</td>
<td>Valid</td>
<td>Approved</td>
<td>4156775</td>
<td>3/17/10</td>
<td>Shwartz, Olga</td>
<td></td>
</tr>
<tr>
<td>3/23/10</td>
<td>0000024836</td>
<td>DEPARTMENT OF HOMELAND SECURIT</td>
<td>610</td>
<td>60023171</td>
<td>76780</td>
<td>$320.00</td>
<td>$320.00</td>
<td>VISA PROCESSING FEE</td>
<td>4/1/10</td>
<td>4/1/10</td>
<td>Valid</td>
<td>Denied</td>
<td></td>
<td></td>
<td>Mandenberg, Mary Lynn</td>
<td></td>
</tr>
<tr>
<td>3/10/10</td>
<td>0000018586</td>
<td>HOTEL ORRINGTON</td>
<td>171</td>
<td>10025061</td>
<td>76745</td>
<td>$270.14</td>
<td>$270.14</td>
<td>Hotel for Organic Seminar Speaker David Schultz</td>
<td>3/24/10</td>
<td>3/24/10</td>
<td>Valid</td>
<td>Approved</td>
<td>4160233</td>
<td>3/29/10</td>
<td>Abrams, Lucy A</td>
<td></td>
</tr>
</tbody>
</table>
Internal Charges
Internal Charges

• Recharge centers (and some departments) with a high volume of internal sales use a Journal Spreadsheet to charge for goods and services
• Charges appear on your budget statements without a review and approval via workflow
• If you do not recognize a charge, you may dispute the charge by contacting the person directly.
Three fields appear on the GL008.

1. Journal Mask – Who is the contact?
2. Journal Source – What Dept. issued the journal?
3. Description – What is the charge for?
Internal Charges on the GL008

Knowing the transaction description is key.

<table>
<thead>
<tr>
<th>GL008 Column</th>
<th>Journal Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Type</td>
<td>Journal</td>
</tr>
<tr>
<td>Transaction ID</td>
<td>Journal Mask</td>
</tr>
<tr>
<td>Description</td>
<td>Journal Source</td>
</tr>
</tbody>
</table>
Accounting on the NU Portal
(Actuals Journals)
# Actuals Journals

<table>
<thead>
<tr>
<th>This Actuals Journal</th>
<th>Is the solution for this reconciliation issue...</th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal Sales Journal</td>
<td>• Prior Internals Sales Journals gone wrong.</td>
</tr>
<tr>
<td>Transfer Journal</td>
<td>• Prior Transfer Journals gone wrong.</td>
</tr>
</tbody>
</table>
| Correction Journal        | • Completed transactions (excluding HR) posted to the General Ledger with wrong chart string or account (mis-categorized transactions)  
                            | • Redistributing cost                                                                                                                                 |
| Agency Journal            | • Prior Agency Journals gone wrong.                                                                                  |
Journal Resources

- Financial Operations Listserv
- Financial Operations website
- Monthly Closing Calendar
- NUIT training curriculum
- PCard e-mails
Course Summary
Next Steps

• Please complete the course evaluation.
  – Click Home on your browser.
  – Click “Training Evaluation.”

• Within 1-2 weeks, enroll in related online learning.
  – FMS114 Cognos Report Reading
  – FMS504 Reports in Sponsored Research

• Thank you for coming!