University of New Mexico

How to Reconcile Indices

Presented by

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Index Reconciliation

- We will cover:
  - What index reconciliation is & why it is important
  - Basic organizational helps
  - Reconciling non-payroll expenses
  - Reconciling payroll expenses
  - Reconciling Income accounts

What IS an Index?

- A (relatively) small unit in which revenue and expenses are accumulated.

- Each index has associated with it a fund and organization and program code, which defines what can be placed in the index.

- When reconciling an index, the expenses and revenue entries are traced to source documents and verified as belonging in that index.

Why Reconcile, Anyway?

- This is the last thing you want to hear from *your* boss

"Autosum aside, these numbers just don't add up."
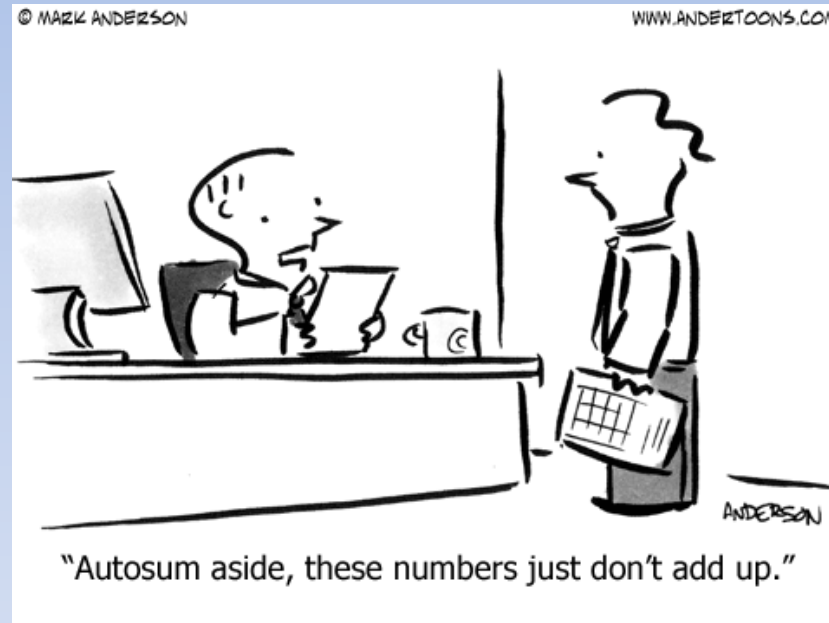
- This is also the last thing your boss wants to hear from *their* boss!

MyReports

- The appropriate MyReports to use to help you reconcile will be noted.

  - Report Examples will be given using MyReports
  - APEX, the new HR reporting tool will be briefly discussed
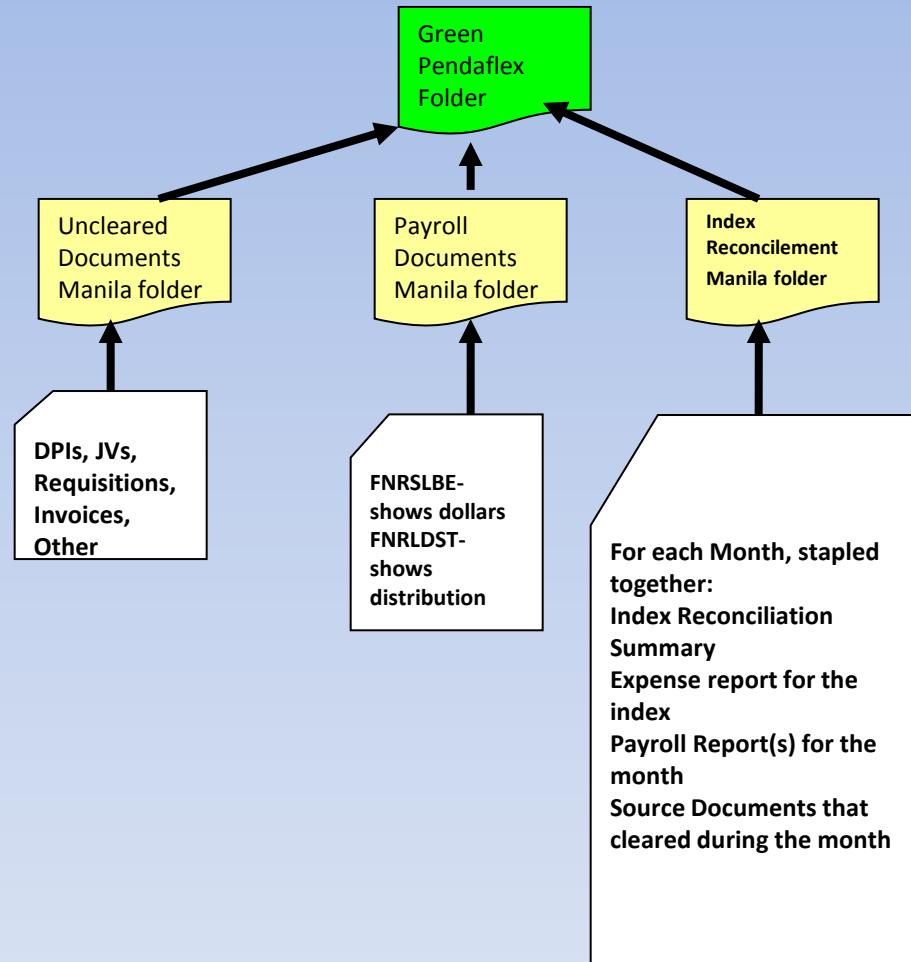
Index Reconciliation-What is it?

- **Reconciliation** means checking the source documents that show what expenses should have been charged to an index, against the expenses that were actually charged to that index.

- Any deviation from what is expected is then researched, and any needed corrections are made to the accounting system.

One Approach

- **Index Reconciliation Fundamentals** goes into detail showing one way you can successfully gather and organize source document information to use when reconciling

- There are many ways to accomplish this; if you already have an organized way, keep using it
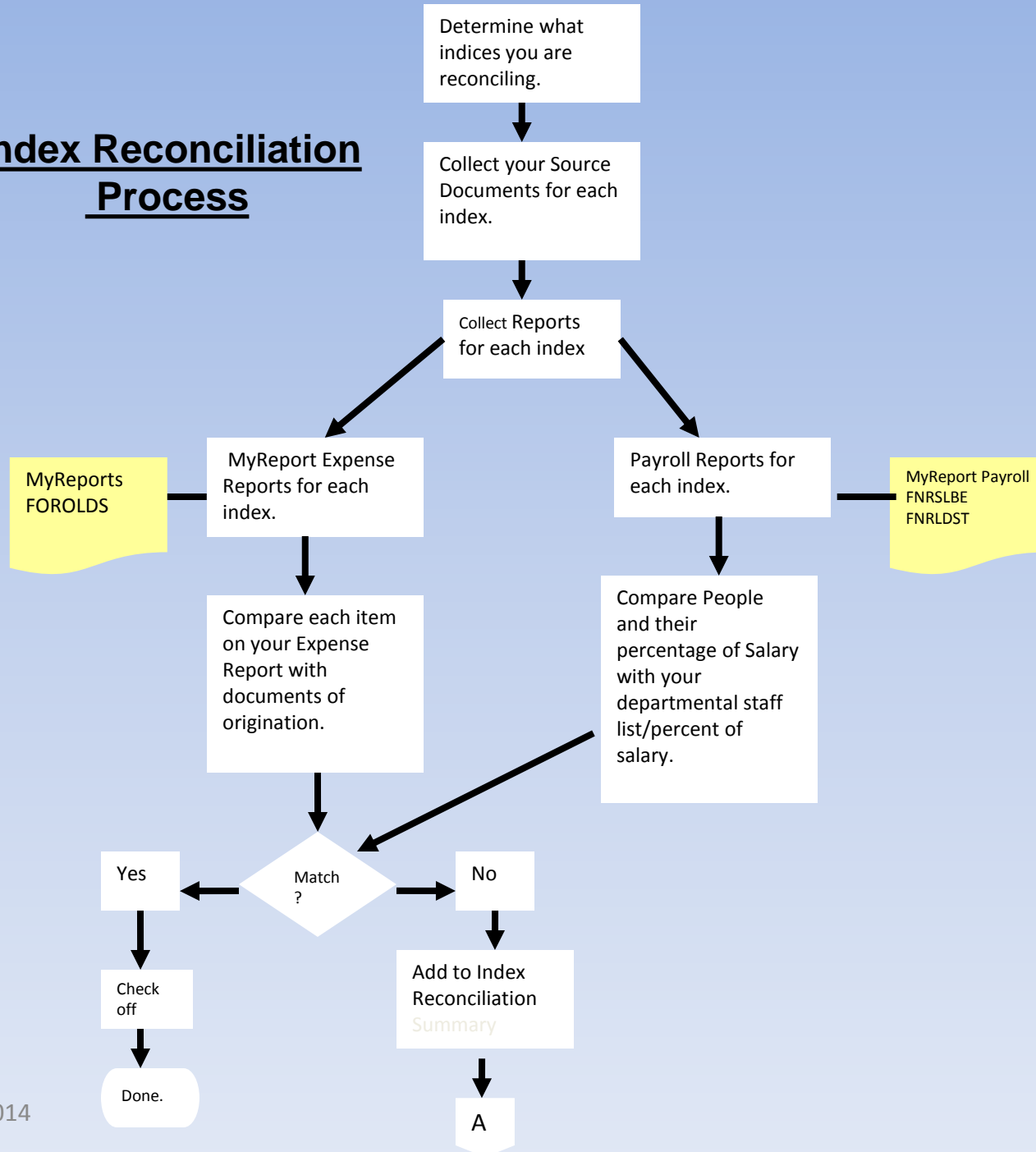
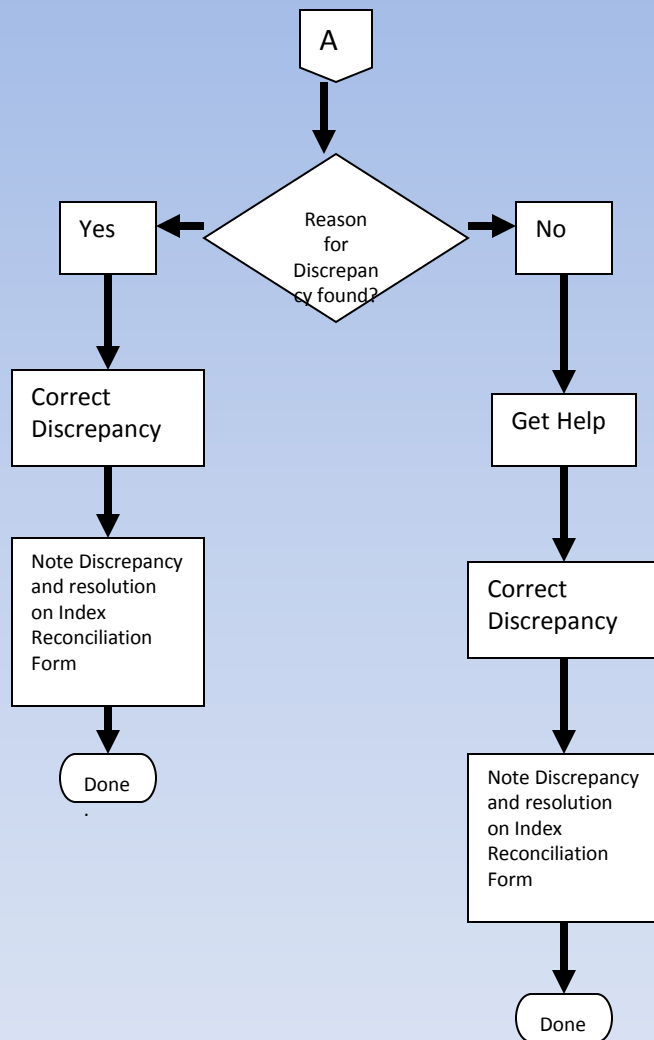- We will review one approach

Flow Chart – Document Organization

What you need to have

- Accounting Reports

- Information on Revenue and Expenses

- Source Documents

Index Reconciliation Process

Determine what indices you are reconciling.

↓

Collect your Source Documents for each index.

↓

Collect Reports for each index

↙ ↘

MyReport Expense Reports for each index.

Payroll Reports for each index.

MyReports FOROLDS

MyReport Payroll FNRSLBE FNRLDST

↓

Compare each item on your Expense Report with documents of origination.

Compare People and their percentage of Salary with your departmental staff list/percent of salary.

↓

Match ?

Yes ← Match ? → No

↓ (Yes)

Check off

↓

Done.

↓ (No)

Add to Index Reconciliation Summary

↓

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Index Reconciliation Process (cont)

Getting what you need

- Which accounting reports to get and where to get them

- Where to get information on Revenue and Expenses relating to your index

- How to get copies of source documents

Reports you need

- Accounting Reports

    - My Reports
        - FOROLDS – General expenses
        - FNRSLBE – Payroll detail by employee
        - FNRLDST – Employee payroll distribution

What you need

- Where to get information on Revenue and Expenses relating to your index:
  - **Keep** copies of all DPIs expected in your index
  - **Get** copies of all invoices automatically posted
    - Telecom invoices
    - Invoices relating to contracts(water, etc.)
    - Utility, other regular invoices
  - **Find** copies of additional posted invoices each month

What you need

- How to get copies of source documents
  - You can run telecom invoices; contact your supervisor or telecom and work through the process
  - Some internal (and external) invoices are mailed to your department monthly. Contact the person who opens the mail. You only need a copy
  - If all else fails, contact A/P. If they paid it, they can steer you toward the documents that authorized payment
  - PCard information
  - JVs

Reconciling Non-Payroll Expense

- Source Documents
  - Invoices
    - Get copies
  - Pcards
    - Get PCard Statements
  - JVs
    - Read document text

How to get PCard documentation

- Find out who the PCard holder is
  - FGIBDST, FAIINVE, user ID, Directory, Name/Phone
- Ask for a copy of the information they send Purchasing each month.
  - Call or email

Banner FGIBDST

Banner FGIBDST

Banner FAIINVE

Banner FAIINVE

Invoice/Credit Memo Query Form FAIINVE 8.6 (BANP)

Document : S1657544 ▾   ☐ Multiple   Direct Pay
Vendor: 100052221   Sandia Office Supply

Invoice/Credit Memo Header FAIINVE 8.6 (BANP)

Invoice Date:	30-JAN-2014	Transaction:	07-FEB-2014	Cancel:
Check Vendor:				

Address Code: BU   Sequence Number: 1   Collects
                                                       City:

Street Line 1:   3831 Singer Blvd NE   State or
Street Line 2:   Nation:
Street Line 3:

Discount Code: Payment Due: 20-FEB-2014
Bank: 04   Disbursements-Accounts Payable   ☐ Credit
Vendor Invoice: ☐ 1099 Vendor   ☐ Text
1099 Tax ID: Direct D
Income Type: ☐ Direct

User ID: JWBRANDT
Activity Date: 07-FEB-2014

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Directory

How to get JV documentation

- Document starts with a "J" if it is originated by a department person

- Other "JV" documents may be internal invoices:

  – Payroll start with "F0xxx" or "J"

  – Mail Systems start with "MSxxx"

  – Telecom line charges start with "ITxxx"

  – PPD starts with "PPxxx"

Examples – JV Types

Account: 20J0 - Student Salaries Gen

02/14/2014	HRAPPWORX	HR Payroll 2014 2R 4 0	F0178223	JV	HGNL	.00	318.25
02/28/2014	HRAPPWORX	HR Payroll 2014 2R 5 0	F0178906	JV	HGNL	.00	342.00
			Account 20J0	Total:		.00	660.25

Account: 20P0 - Temporary Salary Gen

02/14/2014	HRAPPWORX	HR Payroll 2014 2R 4 0	F0178223	JV	HGNL	.00	1,675.60
02/28/2014	HRAPPWORX	HR Payroll 2014 2R 5 0	F0178906	JV	HGNL	.00	1,675.60
			Account 20P0	Total:		.00	3,351.20

Account: 20R0 - Accrued Payroll and Benefits

02/01/2014	CLOUNSBU	Payroll Accrual 2R4	J0431652	JV	JEH	.00	(692.40)
02/01/2014	CLOUNSBU	Payroll Accrual 2R4	J0431652	JV	JEH	.00	(163.88)
02/01/2014	CLOUNSBU	Payroll Accrual 2R4	J0431652	JV	JEH	.00	(837.80)

Account: 31K0 - Postage Gen

02/28/2014	FSMLOAD14	MAILSYSTEMS – FEB14 189237 251718	MS000039	JV	JFD	.00	113.03
			Account 31K0	Total:		.00	113.03

Account: 6000 - Telecom Charges Gen

02/28/2014	FSMLOAD14	Line Charge Gen FEB2014	IT000007	JV	JFD	.00	202.50
			Account 6000	Total:		.00	202.50

Account: 6020 - Long Distance Gen

02/28/2014	FSMLOAD14	Long Distance Gen FEB2014	IT000007	JV	JFD	.00	1.50
			Account 6020	Total:		.00	1.50

Examples – JV Types

Account: 6080 - Cellular Charges Gen						
02/28/2014	FSMLOAD14	Cellular Charges Gen FEB2014	IT000007	JV	JFD	.00
			Account 6080	Total:		.00
Account: 75Z0 - Other Repairs Maintenance Gen						
02/14/2014	FSMLOAD14	PPD PR#HSCFIN WO#SN-5866 BLD#266	PPY14041	JV	JAD	.00
			Account 75Z0	Total:		.00
Account: 80K0 - Banner Tax						
02/28/2014	FSMLOAD14	Banner Tax	BTY14008	JV	JEN	.00
			Account 80K0	Total:		.00
			Other Expense	Total:		.00

Using the report and information gathered

- Brief example
  - FOROLDS

  - Source Documents

  - Reconcilement report

FOROLDS

FOROLDS

Operating Ledger Detail
For the Month of Jan 2014

02/07/14

Index: 258000 - Unrestricted Acct HSC Admin

Transaction Date	Initiator	Transaction Description	Document ID	Document Type	Rule Class	Budget	Actuals	Encumbrances / Reservations
Account: 20R0 - Accrued Payroll and Benefits								
01/01/2014	FSMLOAD14	Reverse Payroll Accrual 2R1	HSY14032	JV	JEH	.00	(1,661.76)	.00
01/01/2014	FSMLOAD14	Reverse Payroll Accrual 2R1	HSY14032	JV	JEH	.00	(576.58)	.00
01/01/2014	FSMLOAD14	Reverse Payroll Accrual 2R1	HSY14032	JV	JEH	.00	(450.30)	.00
01/31/2014	FSMLOAD14	Payroll Accrual 2R4	HSY14035	JV	JEH	.00	692.40	.00
01/31/2014	FSMLOAD14	Payroll Accrual 2R4	HSY14035	JV	JEH	.00	163.88	.00
01/31/2014	FSMLOAD14	Payroll Accrual 2R4	HSY14035	JV	JEH	.00	837.80	.00
				Account 20R0	Total:	.00	(994.56)	.00
				Salary Expense Total:		.00	41,187.07	(24,199.73)
Other Expense								
Account: 31K0 - Postage Gen								
01/30/2014	FSMLOAD14	MAILSYSTEMS – JAN14 186787 251718	MS000038	JV	JFD	.00	139.12	.00
				Account 31K0	Total:	.00	5 139.12	.00
Account: 37Y0 - Supply Costs F&A Unallowable								
01/26/2014	JWBRANDT	Dawson Ice & Water Co Inc	S1650388	IN	IPNI	.00	39.00	.00
				Account 37Y0	Total:	.00	6 39.00	.00
Account: 6000 - Telecom Charges Gen								
01/31/2014	FSMLOAD14	Line Charge Gen JAN2014	IT000006	JV	JFD	.00	202.50	.00
				Account 6000	Total:	.00	7 202.50	.00
Account: 6030 - Long Distance Gen								

Source Document – Mail Systems

UNM Mailing Systems
Monthly Invoice
Department Report For 1/1/2014 To 1/31/2014

Department	Unrestricted Accounting HSC Office
Contact	Sean McDougle
Mail Stop	MSC09 5222
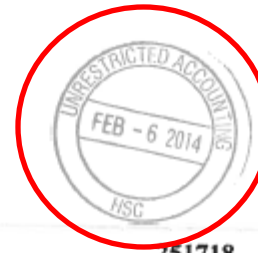
Invoice#	188787	PR#	251718
Account#	25800031K0		

Function	Date	Ticket#	Item	Qty	Item Total
Non-Promotional					
	1/2/2014	020140102141520	First Class Mail	2	$0.94
	1/3/2014	220140103125410	First Class Mail	1	$0.67
		220140103130216	First Class Mail	96	$42.06
	1/8/2014	320140108134051	First Class Mail	58	$27.75
	1/10/2014	220140110124752	First Class Mail	1	$0.47
	1/17/2014	020140117114315	First Class Mail	2	$0.88
		320140117134952	First Class Mail	42	$18.40
		320140117135129	First Class Mail	31	$13.58
		320140117135130	First Class Mail	2	$3.82
		320140117135356	First Class Mail	61	$27.36
		320140117135357	First Class Mail	2	$3.20

Total For Non-Promotional: $139.12

Total For Invoice #188787: $139.12

Source Document – for PCard

Source Document - Telecom

9 * $22.50 = $202.50

Reconcilement Sheet

- Any Items that do not match (source document should match Banner amount) are entered in the reconcilement report for research.

- If the amount, index, or account is in error, the accounting system is corrected.

- The item on the reconcilement sheet has a notation added, giving the correction document number/other information.

Reconcilement Sheet

Reconciliation for Index 258000 for 2/2014

Date	Initiator	Account	Amount	Description	Explanation of Problem/Resolution
3/14/14	JWBRANT	3100	42.12	S053671	Need P-Card doc - received & reconciled 3/17/14
3/14/14	JBRN	3820	412.82	I04930	DPI posted to wrong index. Moved by JO73056 to 258020
3/14/14	LSMITH	3820	942.18	I04942	DPI from 12/15 still not posted. Never completed, then denied. To be resubmitted by originator

Reconcilement Sheet

Index Reconciliation Summary

Index Number: 258 000

Month Reconciled: 2/2014

Person Completing Reconcilement: T. Shoebotham

I have reviewed this reconcilement and believe it to be correct: Laura Putz
Dept Administrator

Reconciling Items:

Account	Amount	Notes
3100	42.12	S053671 – Need P-Card doc. – received & reconciled 3/17/14
3820	412.82	104930 DPI Posted to wrong index. Moved by J073056 to 258020
382	942.18	104942 – DPI from 12/15 still not posted. Never completed, then denied & returned. To be re-submitted by originator, LSMITH

Payroll Reconcilement

- Payroll reconciliation is the same concept
- Reports differ
- Correction methods differ for errors

Payroll Reconcilement

- Report FNRSLBE will give you payroll detail be employee for your index

- Report FNRLDST will give you the distribution percentage by index for your employees

- Human Resources has APEX reports that will allow you to modify the reports to give you a variety of data

Report Examples - FNRSLBE

Report Examples - FNRSLBE

The University of New Mexico
FNRSLBE - Salary Labor Benefits and Encumbrance Detail by Index Report
For the Month(s) of: FEB FY2014
Selected Indexes: '258000'
Included Months: FEB

Trans Code	PayID	Trans Date	Labor	Fringe FICA (2110 2120)	Fringe Ret. (2140)	Fringe Ins. (2160)	Fringe UE-Comp (2180)	Fringe WC-Comp (21A0)	Prof Liability (21C0)	Fringe Other (21J0)	Total Fringe	FYTD Salary Encumb.
		02/26/2014	.00	.00	.00	.00	.00	.00	.00	.00	.00	(1,275.20)
Subtotal:												
			.00	.00	.00	.00	.00	.00	.00	.00	.00	(2,550.40)
Total: 258000 - 2060												
			2,769.60	.00	.00	.00	.00	.00	.00	.00	.00	(5,320.00)
258000 - 20J0 - Fund:3U0044 - Orgn:258B - Prog:P131 - Actv:GNACTV												
0	2R4	02/14/2014	318.25	.00	.00	.00	.00	.00	.00	.00	.00	.00
0	2R5	02/28/2014	342.00	.00	.00	.00	.00	.00	.00	.00	.00	.00
Subtotal:												
			660.25	.00	.00	.00	.00	.00	.00	.00	.00	.00
Total: 258000 - 20J0												
			660.25	.00	.00	.00	.00	.00	.00	.00	.00	.00
258000 - 20P0 - Fund:3U0044 - Orgn:258B - Prog:P131 - Actv:GNACTV												
0	2R4	02/14/2014	400.40	.00	.00	.00	.00	.00	.00	.00	.00	.00
0	2R5	02/28/2014	400.40	.00	.00	.00	.00	.00	.00	.00	.00	.00
Subtotal:												
			800.80	.00	.00	.00	.00	.00	.00	.00	.00	.00

Report Comparison - FOROLDS

Account: 20J0 - Student Salaries Gen

02/14/2014	HRAPPWORX	HR Payroll 2014 2R 4 0	F0178223	JV	HGNL		.00	318.25
02/28/2014	HRAPPWORX	HR Payroll 2014 2R 5 0	F0178906	JV	HGNL		.00	342.00
				Account 20J0	Total:		.00	660.25

Account: 20P0 - Temporary Salary Gen

02/14/2014	HRAPPWORX	HR Payroll 2014 2R 4 0	F0178223	JV	HGNL		.00	1,675.60
02/28/2014	HRAPPWORX	HR Payroll 2014 2R 5 0	F0178906	JV	HGNL		.00	1,675.60
				Account 20P0	Total:		.00	3,351.20

Account: 20R0 - Accrued Payroll and Benefits

02/01/2014	CLOUNSBU	Payroll Accrual 2R4	J0431652	JV	JEH		.00	(692.40)
02/01/2014	CLOUNSBU	Payroll Accrual 2R4	J0431652	JV	JEH		.00	(163.88)
02/01/2014	CLOUNSBU	Payroll Accrual 2R4	J0431652	JV	JEH		.00	(837.80)

Account: 31K0 - Postage Gen

02/28/2014	FSMLOAD14	MAILSYSTEMS – FEB14 189237 251718	MS000039	JV	JFD		.00	113.03
				Account 31K0	Total:		.00	113.03

Account: 6000 - Telecom Charges Gen

02/28/2014	FSMLOAD14	Line Charge Gen FEB2014	IT000007	JV	JFD		.00	202.50
				Account 6000	Total:		.00	202.50

Account: 6020 - Long Distance Gen

02/28/2014	FSMLOAD14	Long Distance Gen FEB2014	IT000007	JV	JFD		.00	1.50
				Account 6020	Total:		.00	1.50

Report Examples - FNLDST

Report Examples - FNLDST

FNRLDST					THE UNIVERSITY OF NEW MEXICO Active Labor Distribution by Employee 100013381 - Fondino, Robert G. Position: S04263 -				03/25/2014			
Index Code	Fund	Acct Code	Suff	Hiring Org	Labor Dist Org	Labor Dist Org Desc	Dist%	FTE%	Job Start Date	Job End Date	Labor Dist Start Date	Labor Dist End Date
601000	3U0044	2020	00	878A	601B	HSC Facility Planning Office	50.00	100.00	07/01/2013	12/31/2099	07/01/2013	12/31/2099
	3U0044	2020	00	878A	878A	Sr Exec Officer - Finance & Admin	50.00	100.00	07/01/2013	12/31/2099	07/01/2013	12/31/2099

258000

Human Resources Reports - APEX

- EOD 355 class must be taken to gain access to these reports

- With access, the reports are accessed through MyReports on the Employee Life tab under "Reports", HR Reports

Human Resources Reports - APEX

Correcting Payroll Errors

- Salary can be moved with a PHAREDS Banner screen completion

- This correction can also be done in LoboWeb self service

- Only the employee's organization can make the correction

- An EPAF can prevent future errors

Income Reconciliation

- Look for general reasonableness

- 07ZZ-Reimbursement Holding

- 08Z0- Miscellaneous General

- Look for amounts in unbudgeted and previously unused accounts

Income

- Ask questions about unusual entries

- Ask questions about expected entries that are missing

Example: Correcting Income Accounts

- The following example shows how revenue can be posted to the wrong account, and must then be moved.

- $125 was posted via Money List to account 0820 – F&A Cost Recovery General. There is no budget or prior activity in this account

Correcting Income Accounts

- $125 was posted to 0820-F&A Cost Recovery General, via Money List deposit

Money List

Correcting Income Accounts

- $125 was removed from this account (Reconcilement Correction) via J0427107

In Summary

- Expense in each index should be reconciled monthly

- Errors should be corrected

- Income should be looked at for reasonableness

- Obvious income errors should be corrected

The Handout

- The Reconciliation LEARN handout is in four sections
  - Section 1 covers the basics, and basic organization
  - Section 2 covers Intermediate items, such as Banner screens and MyReports to use in greater detail
  - Section 3 covers advanced topics such as payroll reconciliation and revenue reconciliation
  - Section 4 is an Appendix. It includes frequently used Banner screens, Document Rule Class Code descriptions, current batch header reference list, reconciliation reports, and other helpful information

What are your questions?