

Reconciliations/YE Prep Tips and Tricks

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GGC Snapshot

- Fall 2015 Headcount: 11,468
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Our Team

- Student Accounts
 - Student Billing
 - Student Collections
- Budget & Reporting
 - Budget functions and reporting
 - Grant Accounting
 - Internal Reporting
- Daily Financial Operations
 - AP processing
 - Tam





Reconciliation Tips

- Master Recon Sheet
- Recon categories
 - Payroll & Benefits
 - Student Accounts Related (1 Reconciliation Accountant)
 - General Ledger (1 Reconciliation Accountant)



Reconciliation Tips

-Queries/Reports-

- Banner
 - Daily
 - TGRFEED
 - 400_BNR_JRNL
 - 400_JGEN
 - TRGRRCON/Student Accounts Related
 - 400_BANNER_RECON_ZUFGT
 - 400_BNR_MISC_FEED_TRANSACTIONS
- AM
 - Reconcile NBV to DIST_LN
 - BOR_AM_NBV_COMPARE
 - Review cost table
 - 400_AM_COST_GGC
 - Reconcile Capital to Actuals/AM to GL
 - Reconcile DIST_LN to JRNL_LN
 - Note 6 Reconciliation
 - Trial Balance Reports/Jrnl Line Queries
 - 400_AM_DIST_LN_GGC
 - BOR_AM_DEPR_CAP_LED_TTL_BQ
 - Note 6 nVision Report
 - SVP Reconciliation
 - BOR_AM_SVP_ACTUALS_DTL
 - BOR_AM_SVP_AM_DTL



Reconciliation Tips

-Queries/Reports-

- AP

- 400_GGC_VCHR_BAL_AP_GL_RECON
- 400_AP_INQUIRY

- PO

- BOR_KK_ENCUMB_AS_OF_PD
- 400_AP_DETAIL_EN_PAYABLE
- PO Open Enc As of Acctg Period (Report)

- GL

- 400_GL_JRNL_HDR_JRNL_LN
- BOR_TRIAL_BALANCE_AUD

- T&E

- BOR_EX_OPEN_LIABILITY
- 400_GL_TRAVEL_OPENITEM
- BOR_EX_WF_BLACK_HOLE



Reconciliation Tips

- Don't reinvent the wheel!
- Process adjustments and/or corrections in the source system.
- If there is an A then there is a B.
- If there is a Debit then there is a Credit.
- TGRRCON
 - Detail Code set up
- Bank Reconciliation
 - Software
 - Source systems
- Asset Management
 - Monitor
 - Year-Entry C2
 - Note 6 nVision



Reconciliation Tips



Reconciliation Tips

- When do I submit a ticket to ITS?
- Prior to submitting a ticket:
 - Was there a similar situation previously?
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Reconciliation Tips

- Monthly/Bi-Monthly/Quarterly meetings
 - Purchasing
 - Open PO Reviews sorted by budget year and PO number
 - Facilities
 - Review current MRR and/or GSFIC Project status
 - Auxiliary
 - Review all Auxiliary related liability account reconciliations



Reconciliation Tips

- Monthly/Bi-Monthly/Quarterly meetings (cont'd)
 - ORSP
 - Pre/Mid/Post Award meetings
 - Financial Aid Reconciliations
 - Federal Work Study
 - Other Reconciliations
 - Vice Presidents Quarterly Reviews
 - Open PO, Pcard, Accounts Payable, etc.
 - Annual budget
 - Annual spending rate



“I am just a child who has never grown up. I still keep asking these ‘how’ and ‘why’ questions. Occasionally, I find an answer.”

Stephen Hawking



YE Prep Lessons Learned

- Module Specific Workshops (Monthly/Annual)
 - Budget
 - Accounts Payable
 - Travel
 - Purchasing
- Internal campus deadlines
 - Calendar
 - Multiple campus notices
 - Module monitoring



YE Prep



