MONTHLY REPORT RECONCILIATION

DOPE Summary REPORT

This report provides the total salary, benefits and GAEL for each person, by Account, then Project Code, then Consolidation Code

When reviewing the DOPE Report you created in excel, check for the following:

- Have you generated a DOPE Report for every account that has any payroll activity?
- Are all the salaries paid on the correct Consolidation Code?
    - SWG0 – Regular Faculty Salary, Chair/Director Stipends, Temp Instruction, Readers, or any students who are hired for instruction related duties
    - SWG1 – Regular Staff Salaries
    - SWG2 - students who are hired for administrative related duties and non-perm staff payments
- Are all the salaries paid on the correct Project Code?
    - All project codes should end in 9015
- Compare the salary amount paid to what is included in the projection sheet to look for any discrepancies
- Compare the salary amount paid to each period – these are typically the same amount each month
- Lastly, compare the amounts on your DOPE Report you created in Excel to the Account Summary Ledger by Consolidation Code to make sure these numbers are the same

SUMMARY BY ACCOUNT

This report provides the total of all the expenses that have hit for the fiscal year by Consolidation Code, then Project Code, then Org Ref ID

When reviewing the Summary by Account Report you created in excel, check for the following:

- Have you generated a Summary by Account Report for every account included in the drop-down list in cell B1?
- Is this the first page in your Final Report Packet for that account?
- Compare the totals of each consolidation from the report you created to the totals of each consolidation on the KFS Account Summary Ledger you downloaded from Decision Support
- Compare the YTD Budget, YTD Actuals, Encumbrances and YTD Variance on the Account Summary Ledger, to the totals on your Summary by Account Report to ensure they match
- If you have any income in Consolidation INCO or RECH, I will move the funds to UNAL each month when I review your final report packets
- This report can also be used to make financial decisions
    - Are there funds available in that account/project code?
    - What project code/Org Ref ID should be used for a purchase?

MONTHLY REPORT RECONCILIATION

DETAIL BY PERIOD

When reviewing the Detail by Period Report you created in excel, check for the following:

- Have you generated a Detail by Period Report for every account included in the drop-down list in cell B1?
- Is this the second page in your Final Report Packet for that account?
- Compare the Grand Total from the Detail by Period report to the total expense on the KFS Account Transactions Ledger that you downloaded from Decision Support
- Review each expenditure to ensure that it belongs to your department, that it is on the correct account, that the project code and Org Ref ID are included and accurate, where applicable (This can also be done using the KFS Account Transactions Ledger if preferred)
- Check to ensure that all expenses have hit the account , for example:
    - MTF's – if you are expecting any foundation funds to be transferred to your account, and they didn't hit the ledger within 2 months
    - Intercampus Transfers – check to make sure if you requested funds to be transferred to another campus or to another department, that it has been transferred from your account

ENCUMBRANCES

This report provides the current encumbrances on each of your accounts. These represent the commitment of funds, mostly via Purchase Order.

PROJECT CODE ERRORS

This report provides the data needed when an expense is missing a project code or org ref id. I also included the Object Code to help when filtering the data when processing the GECx. This is only required for your Operating Account, but may be useful for other accounts, where there are restricted funds with multiple different purposes to help track balances. This is NOT included in your final report packet, but a tool to identify when a GECx is needed

Please review this monthly and complete any necessary GECx's each month. The grand total should be zero – if it's not, a GECx needs to be processed

DEPT SUMMARY

This report provides an overview of all the funds in your department by account/project code

NOTES

This is included so you can make notes for the purpose of each of your accounts, or anything else in relation to your department funds. If you are expecting funds or the breakdown of an allocation. Please use this to help you identify anything you should be aware of when making financial decisions or when reconciling your accounts