

Monthly Reconciliation Checklist

Grant:		Reconciled By:	Date:
Principal Investigator:		Review Period:	
BW Reports to Run:			
<input type="checkbox"/> Sponsored Revenue Expense Detail <input type="checkbox"/> Deficit Cash Balance Report <input type="checkbox"/> CO Allocation Report <input type="checkbox"/> Summary of Gross Salary Sponsored <input type="checkbox"/> Vendor Payment Report <input type="checkbox"/> Cost Center Master Data <input type="checkbox"/> Commitment Reporting Detail			
Task	Expected Action	Tools	Completed
Payroll-Salary & Fringe Fellowships	Salary should be reviewed for accuracy and proper distribution. Are the proper faculty and staff being charged to this grant? Are any eform transfers pending or necessary? Reconcile FI document transactions beginning with 48xxxxxxx. Control salary default should be reviewed on a semi-monthly basis.	R3-PA20 BW-Summary of Gross Salary Sponsored BW-Control Salary-Cost Center Master Data & Commitment Reporting Detail G/L account, sponsored class and commitments for salary, wage, or fringe benefits begin with 61xxxx or 62xxxx. The G/L for fellowships begins with 654xxx. Control salary default accounts end with 99 and are named Payroll/Non-payroll.	
Procurement Card Postings	Identify Pcard expenses and reconcile to packing slips and receipts. Department cardholder/approver should retain all original receipts for 7 years from the date the final report is submitted. It's recommended the department cardholder/approver also keeps logs of transactions and packing slips for reconciliation, for returns or disputes and for audit purposes.	R3-FB03 FI Document numbers begin with 10xxxxxxx. The default G/L for unreconciled Pcard transactions is 632002.	
Purchasing & Supply Chain	Reconcile expenses to ensure allowability and allocability. Departments should retain packing slips and backup for auto-confirming vendors and when goods receipts are not confirmed. Process correcting cost transfers as necessary.	R3-ME23N, FB03 FI Doc numbers begin with 50xxxxxxx if the good or service has been confirmed. FI Doc numbers begin with 51xxxxxxx if the invoice has been received.	
Online Payment Requests & Online Vendor Payments by AP	Reconcile all postings. Note: completing the item area text during initial processing later populates the Long Descriptoin field in BW, which is very useful during reconciliation. Original invoices should be scanned or faxed to APSSC and retained by the department for 7 years.	R3-FB03, FBL1N BW-Vendor Payment Report FI Document numbers begin with 19xxxxxxx. G/L account, sponsored class and commitments begin with 6xxxxx.	
Travel Reimbursements Travel Advances	Reconcile travel expenses. Are travel expenses reasonable and allowable (e.g., pre-approved where necessary, lowest available fares, US air carriers, correct per diems)? Has all original documentation been retained? Documentation and receipts should be maintained for 7 years from the final report submission.	R3-TRIP, FB03, FBL1N BW-Vendor Payment Report FI Document numbers begin with 19xxxxxxx or 17xxxxxxx (if the traveler owes \$\$ back to JHU). Predecessor doc or original reference number will be the TRIP number from the original TRIP transaction.	
Internal Cost Allocations Service Centers	Reconcile and scrutinize these expenses to ensure validity. Have charges been recorded properly? If not, have corrections been initiated? Internal cost activity posts to secondary cost elements, with the KB15N being the most frequently used method for posting secondary charges. Internal service provider transactions are also internal cost allocations.	R3-KSB5, ZSGM_COST_TRANSFER BW- CO allocation report FI Document numbers begin with 14xxxxxxx or 13xxxxxxx (for School of Medicine costing sheets.) G/L, sponsored class and commitment item: Intra-entity- 94xxxx, 96xxxx or 90xxxx Inter-entity- 981xxx, 985xxx, 991xxx,995xxx, 97xxxx Internal Service Providers- 492xxx (revenue) & 692xxx (expense)	
Expense Transfers	Identify and research expense transfers during reconciliation. Expense transfers route based on the initiator's home cost center, not by cost objects charged. Have any expense transfers been initiated that haven't posted yet?	R3-FB03, ZSGM_COST_TRANSFER FI Document numbers begin with 10xxxxxxx. The G/L account, sponsored class and commitment item begin 6xxxxx.	
Facilities & Administrative Char F&A	Is the grant set up to take the correct IDC rate? Are the IDC caps correctly set up for sub award activity?	R3-GMGRANTD	
Revenue	Identify the billing rule on the grant and review the revenue postings from the BW report. Do expenses exceed revenue? Remember to exclude unbilled revenue (420141) from the report. Contact ARSS or SPSS as necessary.	R3- GMGRANTD BW- Deficit Cash Balance Report Unbilled revenue G/L- 420141	
Budget Overview	Review budget and actual totals and take corrective action as necessary. Has additional funding been awarded that isn't currently reflected? Is re-budgeting necessary.	R3- Real Time Grant Report	
Notes & Document Numbers of Pending Transfers:			