

Account Reconciliation Training

January 9, 2025



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Introductions

- Jordan Ramsey, Internal Audit
- Cheryl Bowen, Student Affairs
- Juli Rester, HRM
- Maggie Ballard, DAFVM
- Chassidy Boyd, Access, Opportunity & Success
- Bobbie Baker, Academic Affairs
- Brandy Akers, Controller & Treasurer
- Susan Heath, Academic Affairs



Agenda



WHY RECONCILE?



RECONCILIATION
STEPS (1-5)



QUESTIONS



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Why Reconcile?

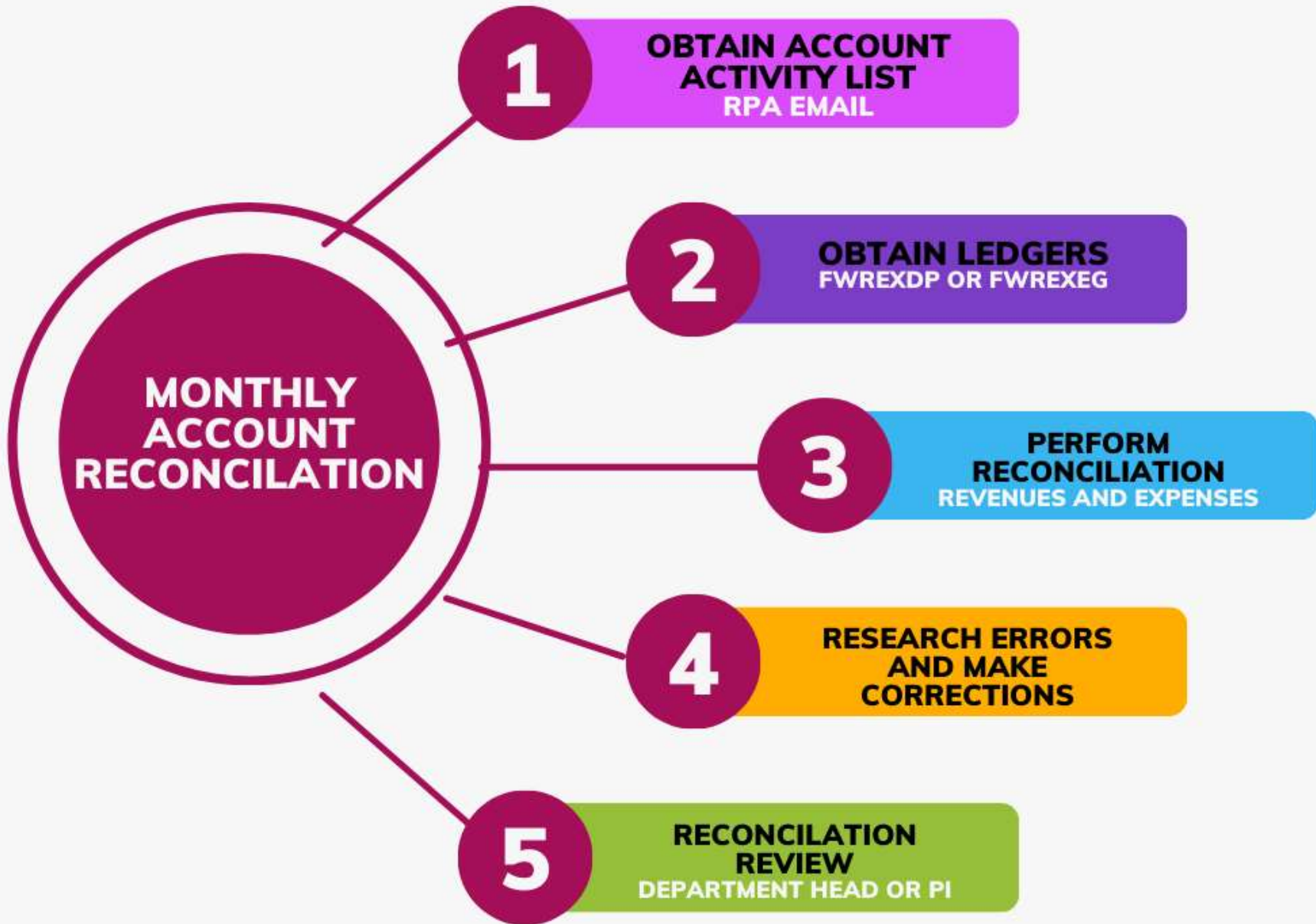


Required by OP 61.01



Departmental benefits





Step 1: Obtain Activity List

- Monthly email from Reporting, Planning & Analysis (RPA) (typically Amy Burchfield)
- Search this list by:
 - Mailstop
 - Your last name
 - Previous business manager's last name
 - Department head's last name
 - Previous department head's last name



Activity List Reminders

- If the Activity List information is outdated, the department is still responsible for ensuring all funds are reconciled
- Submit Activity List edits to Michael Ketchum
- This list is only for University funds



Step 2: Obtain Ledgers

- University Funds:
 - FWREXEG- Ledger Report E&G Funds (1 funds)
 - FWREXDP – Ledger Report Non E&G Funds (2, 3, 8 funds)
- Foundation Funds (Foundation Banner):
 - FWREXPND





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FWREXEG – 10, 16 Funds

Process: FWREXEG Ledger Report - E&G Parameter Set:

PRINTER CONTROL

Printer:

Special Print:

Lines:

Submit Time:

MIME Type:

PDF Font:

PARAMETER VALUES

Number *	Parameters	Values
01	Accounting Year (YY)	25
02	Start Post Period (01-12)	03
03	Ending Posting Period (01-12)	03
04	VP Code	%
05	Fund Code	100000
06	Starting Organization Code	018800
07	End Organization Code	018800
08	Starting Program Code	000000
09	Ending Program	999999
10	COA Code	1

1 of 2 10 Per Page

LENGTH: 2 TYPE: Character O/R: Required M/S: Single
Specify start posting period (ex. 01)

SUBMISSION

Save Parameter Set as

Hold / Submit Hold Submit



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FWREXDP – 25, 26, 36, 32, 86, 82 Funds

Process: FWREXDP Ledger Report - Non E&G Parameter Set:

▼ PRINTER CONTROL

Printer	<input type="text" value="email"/>	Submit Time	<input type="text"/>
Special Print	<input type="text" value="mlp309@msstate.edu"/>	MIME Type	<input type="text" value="PDF"/>
Lines	<input type="text"/>	PDF Font	<input type="text" value="COURIER"/>

▼ PARAMETER VALUES

Number *	Parameters	Values
01	Accounting Year (YY)	25
02	Starting Posting Period	03
03	End Posting Period	03
04	VP Code	%
05	Fund Code	253732
06	Starting Organization Code	000000
07	Ending Organization Code	999999
08	Starting Program Code	000000
09	Ending Program Code	999999
10	COA Code	1

1 of 2 10 Per Page

LENGTH: 6 TYPE: Character O/R: Optional M/S: Multiple
Fund Code or 000000 for all funds

▼ SUBMISSION

Save Parameter Set as

Hold / Submit Hold Submit



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FWREXPND – Foundation Funds

Process: FWREXPND Expense Report - Development Parameter Set:

▼ PRINTER CONTROL

Printer: ...

Submit Time:

Special Print:

MIME Type: ▼

Lines:

PDF Font: ...

▼ PARAMETER VALUES

Number *	Parameters	Values
01	Account Year (YY)	25
02	Starting Posting Period 01-14	01
03	Ending Posting Period 01-14	03
04	Fund Code	400658
05	Organization Code (E&G only)	000000
06	Start Program Code (E&G only)	000000
07	End Program Code (E&G only)	999999
08	Printer (1=PCL 2=NONPCL)	1
09	Chart of Account Code	D

1 of 1 | 10 Per Page

LENGTH: 2 TYPE: Character O/R: Required M/S: Single
Specify ending Posting Period



Example- 1 Fund

MISSISSIPPI STATE UNIVERSITY
 CONTROLLER'S OFFICE
 MONTHLY LEDGER REPORT
 01-AUG-24 THRU 31-AUG-24

Page 6
 06-SEP-2024
 08:48:03 AM

Fund: 160000-MAPES Education and General Fund
 Org.: 010100-MAPES Administration
 Program: 027000-Agricultural Research

REVENUES	BUDGETED	REALIZED	BALANCE	% BUDGET REALIZED	% BUDGET UNREALIZED	% YEAR REMAINING	REVENUE WARNING	
General Tuition	.00	.00	.00	.00 %	.00 %	83.23 %		
Governmental Appropriations	.00	.00	.00	.00 %	.00 %	83.23 %		
Federal Grants & Contracts	.00	.00	.00	.00 %	.00 %	83.23 %		
State Grants & Contracts	.00	.00	.00	.00 %	.00 %	83.23 %		
Local Govt. Grants & Contracts	.00	.00	.00	.00 %	.00 %	83.23 %		
Private Gifts, Grants, Contracts	.00	.00	.00	.00 %	.00 %	83.23 %		
Endowment Income	.00	.00	.00	.00 %	.00 %	83.23 %		
Sales and Services	.00	.00	.00	.00 %	.00 %	83.23 %		
Other Revenues	.00	.00	.00	.00 %	.00 %	83.23 %		
Transfer Income	.00	.00	.00	.00 %	.00 %	83.23 %		
TOTALS	.00	.00	.00	.00 %	.00 %	83.23 %		
** % of budget unrealized exceeds % of year remaining.								
EXPENDITURES	BUDGETED	REALIZED	ENCUMBERED	AVAIL BALANCE	% BUDGET EXPENDED	% BUDGET REMAINING	% YEAR REMAINING	EXPEND. WARNING
Inventories								
Salaries	1,193,797.00	198,442.17	.00	995,354.83	16.62 %	83.38 %	83.23 %	
Wages	.00	.00	.00	.00	.00 %	.00 %	83.23 %	
Staff Benefits	.00	.00	.00	.00	.00 %	.00 %	83.23 %	
Travel & Subsistence	13,684.00	408.81	.00	13,275.19	2.99 %	97.01 %	83.23 %	
Contractual Services	23,173.00	2,727.00	.00	20,446.00	11.77 %	88.23 %	83.23 %	
Commodities	16,579.00	3,744.41	.00	12,834.59	22.59 %	77.41 %	83.23 %	***
Equipment	.00	.00	.00	.00	.00 %	.00 %	83.23 %	
Transfers	.00	.00	.00	.00	.00 %	.00 %	83.23 %	
TOTALS	1,247,233.00	205,322.39	.00	1,041,910.61	16.46 %	83.54 %	83.23 %	
*** Remaining % of year exceeds remaining % of budget.								
Non Current Fund Code	.00	.00	.00	.00	.00 %	.00 %	83.23 %	



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Example- 2 Fund

Date: 28-OCT-24 MISSISSIPPI STATE UNIVERSITY PAGE: 2
 CONTROLLERS OFFICE
 MONTHLY LEDGER REPORT
 CURRENT PERIOD: 01-SEP-24 - 30-SEP-24

Fund: 260000 MAFES

DESCRIPTION	BUDGET	REALIZED	CURRENT MONTH	AVAILABLE BALANCE	REALIZED BUDGET
Budgeted 400000	0.00	0.00	0.00	0.00	
Budgeted Rev	0.00	63,283.05	28,201.83	-63,283.05	
Salaries	0.00	7,338.89	2,646.84	-7,338.89	
Wages	0.00	0.00	0.00	0.00	
Fringe Benefits	0.00	3,394.79	1,174.19	-3,394.79	
Fringe--Tuition	0.00	0.00	0.00	0.00	
Travel	0.00	0.00	0.00	0.00	
Subcontr<=\$25k	0.00	0.00	0.00	0.00	
Subcontr>\$25k	0.00	0.00	0.00	0.00	
Contractual	0.00	12,865.53	923.30	-12,865.53	
Commodities	0.00	5,852.65	227.56	-5,852.65	
Equipment	0.00	0.00	0.00	0.00	
Transfers	0.00	0.00	0.00	0.00	
Indirect Costs	0.00	0.00	0.00	0.00	
Subtotal Expend	0.00	29,451.86	4,971.89	-29,451.86	
Costs Of Goods	0.00	0.00	0.00	0.00	
Total Expend	0.00	29,451.86	4,971.89	-29,451.86	
Total Encumb	0.00	0.00	0.00	0.00	
Non Curr Fund	0.00	0.00	0.00	0.00	

Date: 28-OCT-24 MISSISSIPPI STATE UNIVERSITY PAGE: 1
 CONTROLLERS OFFICE
 MONTHLY LEDGER REPORT
 CURRENT PERIOD: 01-SEP-24 - 30-SEP-24

Fund: 260000 MAFES

Cash In Banks	345,944.04
Cash In Office-Imprest Fund	
Investments	
Accounts Receivable	5,495.20
Doubtful Accounts & Notes	
Notes Receivables	
Inventories	
Prepaid Expense & Deferred	
Purchase Discounts Taken	
Due From Other Funds	
Fixed Assets	
** Total Assets **	351,439.24
Accounts Payable & Accruals	
Notes Payable	
Bonds Payable	
Deferred Credits	
Due To Other Funds	
Fund Balances-Allocated	
Fund Balances-Unallocated	351,439.24
** Total Liabilities	351,439.24
** Total Revenue**	63,283.05
Costs of Goods Sold	
** Net Revenue **	63,283.05
Transfers In	
Salaries	7,338.89
Wages	
Staff Benefits	3,394.79
Travel & Subsistence	
Contractual Services	12,865.53
Commodities	5,852.65
Non Current Fund Codes	
Capital Outlay	
**Total Operating Expenditures	29,451.86
**Income(Loss)--Operations	33,831.19
Transfers Out	
**Total Income(Loss) **	33,831.19
Beginning Fund Balance	317,608.05
Net Change This Year	33,831.19
Ending Fund Balance	351,439.24
** Encumbered **	



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Example- 3 Fund

Date: 28-OCT-24 MISSISSIPPI STATE UNIVERSITY PAGE: 5
 CONTROLLERS OFFICE
 MONTHLY LEDGER REPORT
 REALIZED PERIOD: INCEPTION - 30-SEP-24

Fund: 327389 USDA ARS 58-6064-3-009

DESCRIPTION	BUDGET	REALIZED	CURRENT MONTH	AVAILABLE BALANCE	REALIZED BUDGET
Budgeted 400000	0.00	0.00	0.00	0.00	
Budgeted Rev	260,302.46	1,726.50	30.59	258,575.96	

Salaries	110,784.77	1,515.00	167.43	109,269.77	1%
Wages	0.00	0.00	0.00	0.00	
Fringe Benefits	11,039.91	392.69	44.35	10,647.22	3%
Fringe--Tuition	0.00	0.00	0.00	0.00	
Travel	55,930.00	0.00	0.00	55,930.00	0%
Subcontr<=\$25k	0.00	0.00	0.00	0.00	
Subcontr>\$25k	0.00	0.00	0.00	0.00	
Contractual	50,863.00	0.00	0.00	50,863.00	0%
Commodities	39,080.00	0.00	0.00	39,080.00	0%
Equipment	0.00	0.00	0.00	0.00	
Transfers	0.00	0.00	0.00	0.00	
Indirect Costs	0.00	0.00	0.00	0.00	

Subtotal Expend	267,697.68	1,907.69	211.78	265,789.99	0%
Costs Of Goods	0.00	0.00	0.00	0.00	

Total Expend	267,697.68	1,907.69	211.78	265,789.99	0%
Total Encumb	0.00	0.00	0.00	0.00	

Non Curr Fund	0.00	0.00	0.00	0.00	

Date: 28-OCT-24 MISSISSIPPI STATE UNIVERSITY PAGE: 4
 CONTROLLERS OFFICE
 MONTHLY LEDGER REPORT
 CURRENT PERIOD: 01-SEP-24 - 30-SEP-24

Fund: 327389 USDA ARS 58-6064-3-009

Cash In Banks	181.19-
Cash In Office-Imprest Fund	
Investments	
Accounts Receivable	
Doubtful Accounts & Notes	
Notes Receivables	
Inventories	
Prepaid Expense & Deferred	
Purchase Discounts Taken	
Due From Other Funds	
Fixed Assets	
** Total Assets **	181.19-
Accounts Payable & Accruals	
Notes Payable	
Bonds Payable	
Deferred Credits	
Due To Other Funds	
Fund Balances-Allocated	
Fund Balances-Unallocated	181.19-
** Total Liabilities	181.19-
** Total Revenue**	112.04
Costs of Goods Sold	
** Net Revenue **	112.04
Transfers In	
Salaries	167.43
Wages	
Staff Benefits	44.35
Travel & Subsistence	
Contractual Services	
Commodities	
Non Current Fund Codes	
Capital Outlay	
**Total Operating Expenditures	211.78
**Income(Loss)--Operations	99.74-
Transfers Out	
**Total Income(Loss) **	99.74-
Beginning Fund Balance	81.45-
Net Change This Year	99.74-
Ending Fund Balance	181.19-
** Encumbered **	



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Example- 8 Fund

Date: 28-OCT-24 MISSISSIPPI STATE UNIVERSITY PAGE: 2
 CONTROLLERS OFFICE
 MONTHLY LEDGER REPORT
 REALIZED PERIOD: INCEPTION - 30-SEP-24

Fund: 827389 Cost Share for 327389

DESCRIPTION	BUDGET	REALIZED	CURRENT MONTH	AVAILABLE BALANCE	REALIZED BUDGET
Budgeted 400000	0.00	0.00	0.00	0.00	
Budgeted Rev	228,963.00	61,066.46	0.00	167,896.54	
Budt Costshare	10,000.00	10,000.00	0.00	0.00	

Salaries	7,160.00	7,787.46	0.00	-627.46	108%
Wages	0.00	0.00	0.00	0.00	
Fringe Benefits	2,840.00	2,012.13	0.00	827.87	70%
Fringe--Tuition	0.00	0.00	0.00	0.00	
Travel	0.00	0.00	0.00	0.00	
Subcontr<=\$25k	0.00	0.00	0.00	0.00	
Subcontr>\$25k	0.00	0.00	0.00	0.00	
Contractual	0.00	0.00	0.00	0.00	
Commodities	0.00	0.00	0.00	0.00	
Equipment	0.00	0.00	0.00	0.00	
Transfers	0.00	0.00	0.00	0.00	
Indirect Costs	228,963.00	61,066.46	0.00	167,896.54	26%

Subtotal Expend	238,963.00	70,866.05	0.00	168,096.95	29%
Costs Of Goods	0.00	0.00	0.00	0.00	

Total Expend	238,963.00	70,866.05	0.00	168,096.95	29%
Total Encumb	0.00	0.00	0.00	0.00	

Non Curr Fund	0.00	0.00	0.00	0.00	

Date: 28-OCT-24 MISSISSIPPI STATE UNIVERSITY PAGE: 1
 CONTROLLERS OFFICE
 MONTHLY LEDGER REPORT
 CURRENT PERIOD: 01-JUL-24 - 30-SEP-24

Fund: 827389 Cost Share for 327389

Cash In Banks	200.41
Cash In Office-Imprest Fund	
Investments	
Accounts Receivable	
Doubtful Accounts & Notes	
Notes Receivables	
Inventories	
Prepaid Expense & Deferred	
Purchase Discounts Taken	
Due From Other Funds	
Fixed Assets	
** Total Assets **	200.41
Accounts Payable & Accruals	
Notes Payable	
Bonds Payable	
Deferred Credits	
Due To Other Funds	
Fund Balances-Allocated	
Fund Balances-Unallocated	200.41
** Total Liabilities	200.41
** Total Revenue**	
Costs of Goods Sold	
** Net Revenue **	
Transfers In	
Salaries	
Wages	
Staff Benefits	
Travel & Subsistence	
Contractual Services	
Commodities	
Non Current Fund Codes	
Capital Outlay	
**Total Operating Expenditures	
**Income(Loss)--Operations	
Transfers Out	
**Total Income(Loss) **	
Beginning Fund Balance	200.41
Net Change This Year	
Ending Fund Balance	200.41
** Encumbered **	



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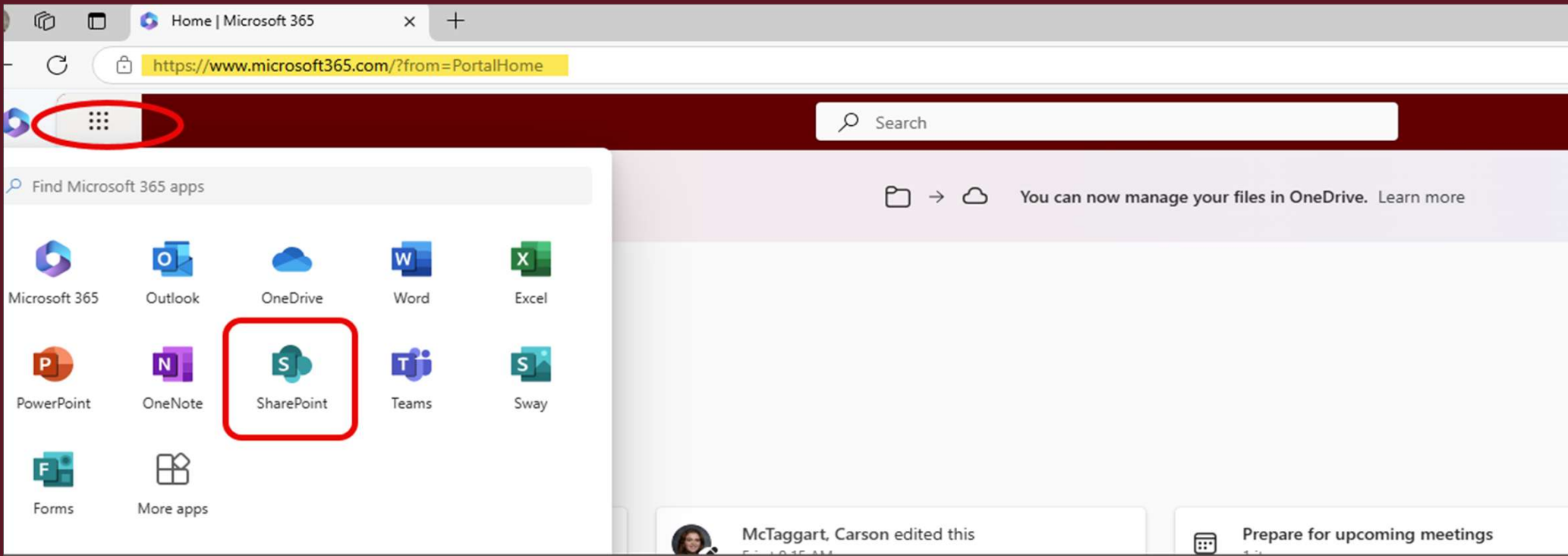
Business Management Training



SharePoint

- Link documents
- Remote access
- Grant view or edit access to multiple users
- Easy to search for source documents
- Proactive – as you become aware of expenses, include them in your tracking





MSU Microsoft apps link:

<https://www.microsoft365.com/?from=PortalHome>

SHAREPOINT LOGIN



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Step 3: Perform Reconciliation

- Match transactions to source documents
- Review transactions
- Makes notes on your ledger – you won't remember in 3 years!



Match Transactions to Source Documents

- You should have backup/source documents for most transactions that post to your ledger
- FGIBDST – Organization Budget Status
- FGITRND – Detail Transaction Activity
- FGIDOCR – Document Retrieval Inquiry
 - Helpful to see full transaction
- FOIAPHT – Approval History
 - Helpful to see approval history for document and originating user (note: can be wrong for Procards)



Review Transactions

- Correct posting
- Unusual dollar amounts
- Appropriateness of transaction
- Duplicate payments
- Unfamiliar vendor/payee names
- Unusual or incorrect account codes or types of expenditures
 - Example: a federal grant that does not allow foreign travel should not have any expenditures related to foreign travel



Review Transactions (Salary)



- Salary and fringe is the largest expense for most departments
- Job Labor Redistribution Form (JLRF) used to redistribute employee effort between funding sources
 - Reconciliation process is critical for ensuring JLRFs are processed timely and correctly (also could impact Time and Effort Reporting)
 - Utilize SharePoint or Excel for salary tracking (expenses, encumbrances, and balances)
- Required reports:
 - PWRVOCH – Post-time entry payroll voucher (should already be reconciled to timesheets)
 - PWRVOCC – Payroll voucher (shows all funding sources for each employee on your org)
 - PWRDSPV – Departmental Salary Voucher



Step 4: Research Errors and Make Corrections

- Each reconciling item (those identified as an issue, error, or that you do not understand) should be researched and, if needed, corrected.
- Don't ignore! They won't go away.



Research Errors

1. Pull the details of the transaction from your ledger and FGIDOCR
2. Contact any employees involved in the transaction to get more information
3. If the transaction belongs to another department, contact that department and process a journal voucher (JV) to transfer the expense. Make a note in your ledger.
4. If the transaction is an error (such as the wrong account code being used), process a JV to correct. Make a note in your ledger.
 - Current month has already closed- can't change, so make note to check for correction in following month and follow up to make sure it posts correctly.



Research Errors cont..

5. If the transaction is not appropriate there are several possible options:

- a. Talk to your department head or the PI about the transaction to keep him/her informed and decide on a plan to correct
- b. Contact the appropriate central office (Budget, Payroll, SPA, etc.) to get more information or assistance on the best way to correct the error
- c. Speak to the employee responsible for the transaction to get more information and advise him/her why the transaction is not appropriate (expenses not allowed for this fund, not an allowable Procard charge, etc.)



Step 5: Reconciliation Review



- Reconciler is responsible for providing evidence that the account reconciliation is completed and reviewed on a monthly basis
- Who should perform the review?
 - Department Head
 - Principal Investigator (REQUIRED for 3 and 8 funds)



Reconciliation Reviewer Responsibilities

- Focus on unanticipated/unreasonable activity
- Analyze unusual activity, fluctuations in balances or activity levels
- Review activity for reasonableness
- Identify deficit spending
- Look for unfamiliar vendors/payees and review those source documents
- Review for unallowable expenses
 - For example, a grant that does not allow foreign travel should not have any expenditures related to foreign travel



Reconciliation Reviewer Responsibilities Continued

- Compare budgeted revenue and expenditures with actual activity for the period
- Salary and fringe expenses are typically the largest expense for a department, so payroll activity should be reviewed for accuracy
 - Unfamiliar employee names
 - Unusual dollar amounts
 - Duplicate payments
 - Terminated employees

MOST IMPORTANTLY – ask questions about anything in the ledgers that does not make sense!



Questions



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A photograph of a campus scene during autumn. In the foreground, a large pile of fallen brown and orange leaves is visible. In the background, a large white sign reads "HALL STATE". The scene includes trees with some autumn-colored leaves, a brick building, and a street lamp.

HALL STATE

Thank you!



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