The Intro

This document is intended to instruct users on how to reconcile their financial information. It is generally assumed that users will be reconciling at the UDO level, and will want to reconcile all financial transactions and balances that roll up to their UDO. This document will walk users through how to do that.

The Reports

There are three sets of reports to help with your reconciliation:

1. A SmartView query to help organize your UDOs for a month to month analysis for the full year of 2017
2. A set of OTBI reports in Oracle Cloud to show you the details of the transactions that hit your UDO
3. A custom Project Cost report that shows all your project cost details that hit your UDO.

The SmartView template is in the SmartView Templates section of the SmartView Canvas course page: https://rutgers.instructure.com/courses/3442/modules

The OTBI dashboard can be found in the following folder in the Reports and Analytics tool:

Shared Folders > Custom > RU Saved Queries > Year End Reconciliation Queries
Dashboard Analyses

**Opening Balance** – This analysis will show the opening balance of the UDO

Verify the opening balance of your UDO. If it is not as expected, and you know you have made adjustments/reclasses already, they may be reflected in other months in the year.

![Opening Balance](image)

**GL Trial Balance** – This analysis will show you all of the activity at the balance level in the GL

This will show you the month activity throughout the year and should tie back to what you see in the SmartView analysis. You will see the balances and monthly activity in this analysis, but not the detail.

![GL Trial Balance](image)

**Journal Detail** – This analysis will show you all of the journal details for the UDO

Every transaction from the subledgers or entered directly in the GL is a journal entry and will be included in this analysis. You can click links in the table to go into the journal itself (Please make sure your pop-up blocker is disabled, as these links will open in a new tab/window).

![Journal Detail](image)
**AP GL Entries** – This analysis will show you all transactions that hit your UDO from Payables

Accounts Payable transactions with the AP detail will be shown in this analysis for both those that have and have not been charged to projects.

### AP GL Entries

<table>
<thead>
<tr>
<th>Accounting Period</th>
<th>Supplier or Payee Name</th>
<th>Journal Source Name</th>
<th>Journal Category</th>
<th>Consolidated Segments</th>
<th>Unit</th>
<th>Division</th>
<th>Organization</th>
<th>Location</th>
<th>Fund Type</th>
<th>Business Line</th>
<th>Account</th>
<th>Activity</th>
<th>Intended</th>
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<th>Amount DR</th>
<th>Amount CR</th>
<th>Net Activity</th>
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<tbody>
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**Other Sources GL Entries** – This analysis will show you all of the details that hit your UDO from all other sources such as Payroll, and journals entered manually or via spreadsheet.

For example, this will show you all payroll transactions that came from payroll directly with a ‘RU Payroll’ source, but project payroll will have a ‘Project’ source.
Project GL Entries – This analysis will show you all of the details that hit your UDO from Projects (this will not include AP invoices that charged to a project). For example, if you run this analysis and then filter it for all revenue accounts, it will show you all revenue that came from which project number.

Project AP Reconciliation with PO Number – This analysis will show you the invoices that have been charged to a project with the project and PO information.

This analysis will supplement the AP GL entries analysis by showing you which of the AP entries are associated with projects with the detail.
**Ending Balance** – This analysis will show the ending balance of the UDO. It is identical to the Opening Balance analysis, only with the date set to JUN-ADJ-17.

These analyses together will allow you to tie out your GL balances.

**The Process**

**Step 1 (Optional) – Run the SmartView Analysis**

This analysis will show your UDO’s opening balance in the first column, and then all of the monthly activity throughout the year. If you do not have SmartView, or are not comfortable using SmartView, you can skip this step.

To use the SmartView analysis, simply change the Unit, Division, and Organization in the POV toolbar at the top to your desired values.
Step 2 – Run the GL Reconciliation Dashboard

Access the OTBI dashboard (Shared Folders > Custom > RU Saved Queries > Year End Reconciliation Queries) and click ‘View’ under the ‘GL Reconciliation’ dashboard.

There are two prompts that control the various analyses in this dashboard: GL Reconciliation on the left and Project-GL / Project-AP Reconciliation on the right. Each has its own set of parameters.

GL Reconciliation Prompt

These parameters apply to the non-project-based analyses, denoted with a blue border:

1. GL String
   Required.
   Users can enter the Unit and any additional segments separated by periods.

2. Accounting Year
   Users can type in the Accounting year (e.g. 2017) to filter data by that year. Can be used alone or with the Accounting Period.

3. Accounting Period
   Users can type in the period(s) in the format (first three letters of month – last two digits of year) (e.g. APR-17) with multiple terms separated by semi-colons or can search for a period by choosing ‘Search’ from the dropdown. Can be used alone or with the Accounting Year.
Project Prompt

These parameters apply to the project-based analyses, denoted with a red border:

1. **GL String for Project – GL**
   Required for and only applies to *Project – GL Entries*
   
   The user can enter a partial or whole GL string with segments separated by periods.

2. **Project Owning Organization**
   Required for and only applies to *Project – AP Reconciliation*.
   
   Users can enter a single Project Owning Organization (no periods) to see all AP transactions related to it.

3. **Project Number**
   Applies to both *Project – GL Entries* and *Project – AP Reconciliation*.
   
   Users can enter a project number to filter both project-based reports for further investigation.
4. **Accounting Year**

Users can type in the Accounting year (e.g. 2017) to filter data by that year. Can be used alone or with the Accounting Period.

5. **Accounting Period**

Users can type in the period(s) in the format {first three letters of month – last two digits of year} (e.g. APR-17) with multiple terms separated by semi-colons or can search for a period by choosing ‘Search’ from the dropdown. Can be used alone or with the Accounting Year.

Once all parameters have been selected, click ‘Apply’ under each prompt. All relevant analyses will update accordingly.

All analyses will load on the same page.

To export each of the analyses, click the ‘Export’ link located at the bottom of each one.

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**Step 3 – Run the Project Cost Report**

The Project Cost report is located in the *PGM Reports* folder in the *Reports and Analytics* catalog: *Shared Folders > Custom > RU Custom > Reports > PGM Reports*
This report will show you all the details that hit your projects, similar to the Manage Expenditure Items Oracle application, but laid out in one spreadsheet. This report will only show you cost detail for your project, not revenue.

If you are running the report for only one Project or one Project Organization for one month, you can simply enter your parameters and hit Apply to export the report to an Excel file.

If you are running the report for one or more Projects or Project Organizations over multiple months, you will need to schedule the process, which can take a significant amount of time—1-2 hours.

To schedule the report, follow these steps:

1. Click the gear at the top-right corner of the report.
2. Select Schedule from the menu.
3. Make sure the General tab is selected.
4. Choose your parameters.
5. Select the Output tab.
6. Click Add Destination.
7. Type the email address you would like to send the report to in the field that appeared after clicking Add Destination. You can add additional address to the CC field as well.
8. Click Submit.
Other Reports that will Help with Reconciliation

- **205 – Project Revenue Details** – This report will show you the revenue details by your project
- **Cash Receipts** – This report will show you details of the cash receipts
- **All Reports under the 505 Dashboard**
  - Projects Consolidate view and all other like that – these reports will show you the project costs, indirect (F&A or Burden), and revenue
  - **Project Cost and Revenue** – This report will show you the costs and revenues by project
  - **Project Revenue Report** – This report will show you the revenues
  - **Project Budget Report** – This report will show you the project budgets
  - **Project Commitment Report** – This report will show you the commitments by project
  - **Award Funding** – This report will show you the Funding amounts by Award