



**The Research Administration
Improvement Network, TRAIN®
TRAIN®ing Guide:
Award Reconciliation Process**

Goal: To provide USF research administrators with standardized business process steps for award reconciliation.

Resources: TRAIN® Depot: <http://www.research.usf.edu/TRAIN/finanAdminTech.asp>
Research Financial Management Website: <http://usfweb2.usf.edu/uco/research/>
UCO Online Reconciliation Training: <http://usfweb2.usf.edu/UCOTraining/reconciliationdocs.asp>
USF Finance Mart: <https://eusf.admin.usf.edu/Topics/Applications/Queryland/Pages/default.aspx>
The Rapid Reconciliation Tool: <http://www.research.usf.edu/train/files/RapidReconciliationtool.xlsm>
TRAIN® HelpOne Service Center: 813-97-HELP1 (813-974-3571); TRAIN@research.usf.edu

Purpose: The [USF Research Roles and Responsibilities](#) require Department Research Administrators (Administrative Staff) to provide monthly financial reports to Principal Investigators and assist in monitoring encumbrances and expenditures.

About Reconciliation: Reconciliation is simply a comparison of two sets of information as of the same point in time.

- Identify the differences between what actually did post in Finance Mart vs. what you expected to post in Finance Mart.
- Compare your departmental records to Finance Mart.

Why Reconcile?

- Good internal controls and sound business practices necessitate the reconciliation of funds by business staff.
- USF needs assurance that all assets are safeguarded and used to the best benefit of the university.
- Research Administrators are obligated to be good stewards of the funds they administer.

Specifically:


- To protect your budget and cash.
- To ensure only valid, authorized purchases are made meeting university, state or federal requirements.
- To ensure accuracy and timeliness of transactions.
 - Were correct chartfields used?
 - Have any payments been duplicated?
 - Was all cash correctly recorded?
 - Have necessary corrections been made/posted?

TRAIN®ing Guide: Award Reconciliation Process

About the Rapid Reconciliation Tool

The [Rapid Reconciliation](#) tool serves two important functions:

1. Track expenses for required monthly reconciliations to the USF Finance Mart (green sections)
2. Project estimated expenses, i.e. "burn rate" (yellow sections)

Project Name: <input style="width: 600px;" type="text"/>															
PI/C0-PI: <input style="width: 600px;" type="text"/>															
Project ID: <input style="width: 600px;" type="text"/>															
Chartfields: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%; border: 1px solid black;">OPER UNIT</td> <td style="width: 20%; border: 1px solid black;">FUND</td> <td style="width: 20%; border: 1px solid black;">DEPT ID</td> <td style="width: 20%; border: 1px solid black;">PRODUCT ID</td> <td style="width: 20%; border: 1px solid black;">INITIATIVE</td> </tr> <tr> <td style="border: 1px solid black;"><input style="width: 90%;" type="text"/></td> <td style="border: 1px solid black;"><input style="width: 90%;" type="text"/></td> <td style="border: 1px solid black;"><input style="width: 90%;" type="text"/></td> <td style="border: 1px solid black;"><input style="width: 90%;" type="text"/></td> <td style="border: 1px solid black;"><input style="width: 90%;" type="text"/></td> </tr> </table>						OPER UNIT	FUND	DEPT ID	PRODUCT ID	INITIATIVE	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>	<input style="width: 90%;" type="text"/>
OPER UNIT	FUND	DEPT ID	PRODUCT ID	INITIATIVE											
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Award Dates: Begin Date: <input style="width: 100px;" type="text" value="1-Jan-10"/> End Date: <input style="width: 100px;" type="text" value="31-Dec-11"/>															

RSA Summary Grand Total as of: <input style="width: 150px;" type="text" value="01/31/10"/>	<input style="width: 150px;" type="text" value="\$0.00"/>
Worksheet Balance as of: <input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text" value="\$0"/>
Variance: <input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text" value="\$0"/>
Reconciled Balance as of: <input style="width: 150px;" type="text"/>	<input style="width: 150px;" type="text" value="\$0"/>
Projected RSA Balance as of: <input style="width: 150px;" type="text" value="12/31/11"/>	<input style="width: 150px;" type="text" value="\$0"/>

Comments:

<p style="text-align: center;">Remaining Spending Authority (RSA) Breakdown: Required Monthly Reconciliation Data (displays totals from the corresponding worksheets)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Budget Level (ACCOUNT)</th> <th style="text-align: right;">BUDGET_AMT</th> <th style="text-align: right;">Posted ENCUMBRANCE</th> <th style="text-align: right;">Posted Expenses (ACTUAL_AMT)</th> <th style="text-align: right;">Budget Balance (RSA)</th> </tr> </thead> <tbody> <tr> <td>Salary</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Expense</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Equipment</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> </tr> <tr> <td>F&A</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> </tr> <tr> <td>Total:</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> <td style="text-align: right;">-</td> </tr> </tbody> </table>	Budget Level (ACCOUNT)	BUDGET_AMT	Posted ENCUMBRANCE	Posted Expenses (ACTUAL_AMT)	Budget Balance (RSA)	Salary	-	-	-	-	Expense	-	-	-	-	Equipment	-	-	-	-	F&A	-	-	-	-	Total:	-	-	-	-	<p style="text-align: center;">Estimated - Projected Expenses</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Projected Expenses to Award End Date - based on average of posted actuals "Burn Rate" (PROJECTED_AMT)</th> <th style="text-align: center;">PENDING</th> <th style="text-align: right;">Estimated Budget Balance at Award End Date (PROJECTED_RSA)</th> </tr> </thead> <tbody> <tr> <td style="text-align: right;">-</td> <td style="text-align: center;">-</td> <td style="text-align: right;">-</td> </tr> <tr> <td style="text-align: right;">-</td> <td style="text-align: center;">-</td> <td style="text-align: right;">-</td> </tr> <tr> <td style="text-align: right;">-</td> <td style="text-align: center;">-</td> <td style="text-align: right;">-</td> </tr> <tr> <td style="text-align: right;">-</td> <td style="text-align: center;">-</td> <td style="text-align: right;">-</td> </tr> <tr> <td style="text-align: right;">-</td> <td style="text-align: center;">-</td> <td style="text-align: right;">-</td> </tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: center;"># Award Months</th> <th style="text-align: center;"># Award Months Posted (# closed months reconciled)</th> </tr> <tr> <td style="text-align: center;">24</td> <td style="text-align: center;">1</td> </tr> </table>	Projected Expenses to Award End Date - based on average of posted actuals "Burn Rate" (PROJECTED_AMT)	PENDING	Estimated Budget Balance at Award End Date (PROJECTED_RSA)	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	# Award Months	# Award Months Posted (# closed months reconciled)	24	1
Budget Level (ACCOUNT)	BUDGET_AMT	Posted ENCUMBRANCE	Posted Expenses (ACTUAL_AMT)	Budget Balance (RSA)																																																	
Salary	-	-	-	-																																																	
Expense	-	-	-	-																																																	
Equipment	-	-	-	-																																																	
F&A	-	-	-	-																																																	
Total:	-	-	-	-																																																	
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24	1																																																				

Reconciler's Initials (Prepared by): <input style="width: 150px;" type="text"/>	Date: <input style="width: 100px;" type="text"/>
PI / Accountable Officer's Signature (Reviewed & Approved by): <input style="width: 400px; height: 30px;" type="text"/>	Date: <input style="width: 100px;" type="text"/>

The workbook contains five worksheets; Summary, Salary, Expense, Equipment, and F&A. Totals from the Salary, Expense, Equipment, and F&A worksheets are displayed on the Summary sheet.

The tool contains a macro-enabled print button on the Summary sheet. Clicking the Print button prints the entire workbook to the designated default printer (macros must be enabled to use this function).

TRAIN®ing Guide: Award Reconciliation Process

Business Process:

Step 1: Upon receipt of Research Financial Management's (RFM's) award setup email ([sample email](#)), run the RSA Summary report via the Finance Mart ([demo](#)).

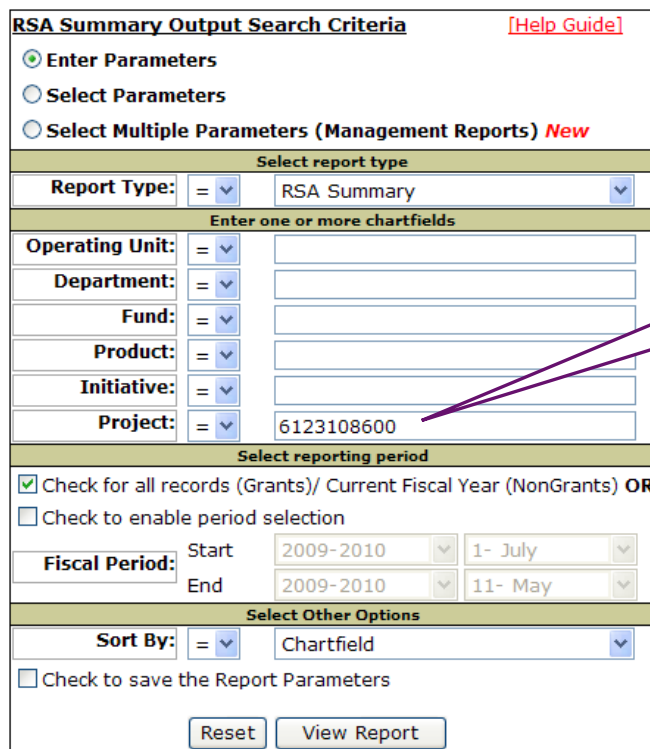
Note: The Finance Mart is **USF's official reporting tool** for financial reconciliations.

Direct access to Finance Mart, official USF ledgers, click:

<https://eusf.admin.usf.edu/Topics/Applications/Queryland/Pages/default.aspx> (or go through [eUSF Portal](#)).

Finance Mart system related questions? Contact Mark Devore (813/974-2286).

Enter the Project ID (the Project ID is listed in the RFM email).



RSA Summary Output Search Criteria [\[Help Guide\]](#)

Enter Parameters
 Select Parameters
 Select Multiple Parameters (Management Reports) **New**

Select report type

Report Type: = [v] RSA Summary [v]

Enter one or more chartfields

Operating Unit: = [v] []
Department: = [v] []
Fund: = [v] []
Product: = [v] []
Initiative: = [v] []
Project: = [v] 6123108600

Select reporting period

Check for all records (Grants)/ Current Fiscal Year (NonGrants) **OR**
 Check to enable period selection

Fiscal Period: Start 2009-2010 [v] 1- July [v]
End 2009-2010 [v] 11- May [v]

Select Other Options

Sort By: = [v] Chartfield [v]

Check to save the Report Parameters

Reset View Report

Enter the Project ID.
Do not enter dashes in the
Project field.


Note: For projects with cost share, the Fund code may be entered for a differentiated view. Entering only the Project ID, will return both project and cost share information. Entering Project and Fund will limit the results to return only project information associated with the specified fund code.

When reviewing award setup, it is recommended to run the RSA Summary report by Project only to ensure that information has been properly distributed across funds codes, as applicable.

Step 2: Compare the RSA Summary report totals to the project's [GBR](#), [Underwrite](#), or [Subaccount Establishment/Project Transfer](#) form to confirm project budget totals and chartfield values. If any discrepancies are found between the form and the RSA Summary report, contact your RFM, [Grants Financial Administrator \(GFA\)](#) as identified in the RFM email notification. If the discrepancy is solely chartfield related, please contact your [Sponsored Research Administrator](#) in the Division of Sponsored Research (DSR).

TRAIN®ing Guide: Award Reconciliation Process

Step 3: Using the [Rapid Reconciliation](#) tool, enter the Summary page header information (Project Name, PI/Co-PI name, Project ID, Chartfields, and Award Dates). This information will carry over to the remaining worksheet headers.

Project Name:	Targeted Gene Therapy by SNAP					
PI/CO-PI:	Mohapatra, Shyam					
Project ID:	6123108600					
Chartfields:	OPER UNIT	FUND	DEPT ID	PRODUCT ID	INITIATIVE	
	HSC	21000	610802	000000	0000000	
Award Dates:	Begin Date:	1-Jan-10	End Date:	31-Dec-11		

Note: Some colleges/departments have similar tools developed for award reconciliation – the [Rapid Reconciliation](#) tool is provided as an option.

Step 4: In the RSA Summary Grand Total as of: field, enter the date and the amount shown as the Grand Total, RSA, on the RSA Summary report.

RSA Summary Grand Total as of: 01/31/10 \$374,053.00

**University of South Florida
RSA Summary
For Month Ended Jan 31 2010 (CLOSE)**
Display Query

Selection Criteria:

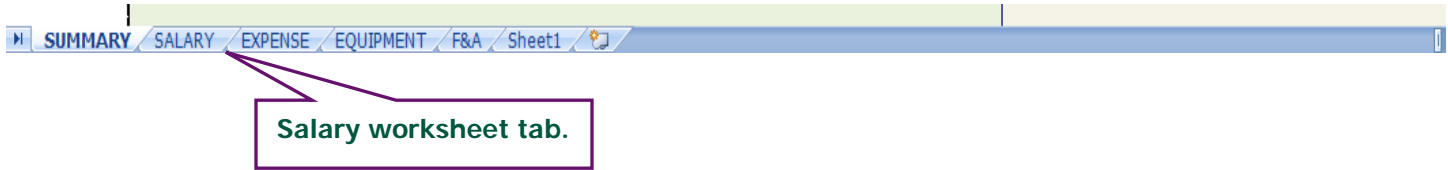
Operating Unit	Department	Fund	Product	Initiative	Project	Fiscal Period	Include Balance FWD	Report Dt.	Period
N/S	N/S	N/S	N/S	N/S	6123108600	2010 7-2010 7	TRUE	05/15/2010	CLOSE

OU: USF HEALTH Fund: 21000 RESTR SPONSORED RES STATE/LOC Dept: 610802 NANOMEDICINE RESEARCH CENTER Product: 000000 Initiative: 0000000
 Project: 6123108600 Targeted Gene Therapy by SNAP Project Beg date: 01-JAN-10 Project End Date: 31-DEC-11 Project PI: Mohapatra,Shyam S Project Sponsor: Florida Department of Health

ACCOUNT	ACCT_DESC	BUDGET_AMT	ENCUMBRANCE	ACTUAL_AMT	RSA
82100- Wages and Fringe					
82100	Wages and Fringe - Budget	244,048.00			
Totals		244,048.00			244,048.00
82400- EXPENSE					
82400	EXPENSE	47,500.00			
Totals		47,500.00			47,500.00
82900- OTHER GRANT RELATED EXPENSES					
82900	OTHER GRANT RELATED EXPENSES	48,500.00			
Totals		48,500.00			48,500.00
Total Direct Costs		340,048.00			340,048.00
OU: USF HEALTH Fund: 21000 RESTR SPONSORED RES STATE/LOC Dept: 610802 NANOMEDICINE RESEARCH CENTER Product: 000000 Initiative: 0000000					
Project: 6123108600 Targeted Gene Therapy by SNAP Project Beg date: 01-JAN-10 Project End Date: 31-DEC-11 Project PI: Mohapatra,Shyam S Project Sponsor: Florida Department of Health					
ACCOUNT	ACCT_DESC	BUDGET_AMT	ENCUMBRANCE	ACTUAL_AMT	RSA
82950- FACILITY AND ADMIN					
82950	FACILITY AND ADMIN	34,005.00			
Totals		34,005.00			34,005.00
Total Indirect Costs		34,005.00			34,005.00
Grand Totals		374,053.00			374,053.00

TRAIN®ing Guide: Award Reconciliation Process

Step 5: On the designated worksheets (tab titles: Salary, Expense, Equipment, and F&A), enter the confirmed budget totals from the RSA Summary report into the corresponding "ACCOUNT" fields by Budget level Account.



Note: Totals from the Salary, Expense, Equipment, and F&A worksheets are displayed on the Summary page.

Project Name:	Targeted Gene Therapy by SNAP				
PI/C0-PI:	Mohapatra, Shyam				
Project ID:	6123108600				
Chartfields:	OPER UNIT	FUND	DEPT ID	PRODUCT ID	INITIATIVE
	HSC	21000	610802	00000	00000
Award Dates:	Begin Date:	1-Jan-10		End Date:	31-Dec-11

#	DATE	ACCOUNT	ACCT_DESC	PAY_PERIOD	BUDGET_AMT	PENDING	ENCUMBRANCE	ACTUAL_AMT	RSA	SOURCE_DOC#
1	01/28/10	82100	Opening Salary Budget		244,048.00				244,048.00	2197179
2									244,048.00	
3									244,048.00	
4									244,048.00	

Note: As an option, the JOURNAL number can be entered as the SOURCE_DOC#. The JOURNAL number can be found by reviewing the expense details as described in Steps 12 & 14.

University of South Florida
RSA Summary
For Month Ended Jan 31 2010 (CLOSE)

[Display Query](#)

Selection Criteria:

Operating Unit	Department	Fund	Product	Initiative	Project	Fiscal Period	Include Balance FWD	Report Dt.	Period
N/S	N/S	N/S	N/S	N/S	6123108600	2010 7-2010 7	TRUE	05/11/2010	CLOSE

OU: USF HEALTH Fund: 21000 RESTR SPONSORED RES STATE/LOC Dept: 610802 NANOMEDICINE RESEARCH CENTER Product: 000000 Initiative: 0000000
Project: 6123108600 Targeted Gene Therapy by SNAP Project Beg date: 01-JAN-10 Project End Date: 31-DEC-11 Project PI: Mohapatra,Shyam S Project Sponsor: Florida Department of Health

ACCOUNT	ACCT_DESC	BUDGET_AMT	ENCUMBRANCE	ACTUAL_AMT	RSA
82100- Wages and Fringe					
82100	Wages and Fringe - Budget	244,048.00			
Totals		244,048.00			244,048.00
82400- EXPENSE					
82400	EXPENSE	47,500.00			
Totals		47,500.00			47,500.00
82900- OTHER GRANT RELATED EXPENSES					
82900	OTHER GRANT RELATED EXPENSES	48,500.00			
Totals		48,500.00			48,500.00
Total Direct Costs		340,048.00			340,048.00

OU: USF HEALTH Fund: 21000 RESTR SPONSORED RES STATE/LOC Dept: 610802 NANOMEDICINE RESEARCH CENTER Product: 000000 Initiative: 0000000
Project: 6123108600 Targeted Gene Therapy by SNAP Project Beg date: 01-JAN-10 Project End Date: 31-DEC-11 Project PI: Mohapatra,Shyam S Project Sponsor: Florida Department of Health

ACCOUNT	ACCT_DESC	BUDGET_AMT	ENCUMBRANCE	ACTUAL_AMT	RSA
82950- FACILITY AND ADMIN					
82950	FACILITY AND ADMIN	34,005.00			
Totals		34,005.00			34,005.00
Total Indirect Costs		34,005.00			34,005.00
Grand Totals		374,053.00			374,053.00

Once all the confirmed budget totals from the RSA Summary report are entered into the corresponding worksheets, the workbook is ready for project expense tracking!

TRAIN®ing Guide: Award Reconciliation Process

Step 6: Create a folder for storing backup documentation for project related expenses.

Folder name format: PI Name – Project ID

Note: It is recommended that the folder be housed in a SharePoint/drive that is available as “Read Only” to the PI/Accountable Officer for easy access and review.

Step 7: Enter all transactions: p-card transactions, travel authorization reports, travel expense reports, interdepartmental charges, participant payments, requisitions, purchase orders (including subcontracts), budget transfers, payroll and non-payroll expenditure transfers, etc. into the corresponding fields on the designated worksheets by Budget level Account (Tab titles: Summary, Salary, Expense, Equipment, and F&A) when backup received or initiated.

Note: Amounts should be entered in the PENDING column until confirmed as encumbrances or posted expense (ACTUAL_AMT). Examples SOURCE_DOC#s include: TA#, Requisition#, ER#, PO#, P-Card Transaction#, etc.

After the source document is entered into the worksheet, it is recommended that the document be marked to indicate that the entry was made (perhaps have a stamp for this purpose). The number listed in the # column can be entered on the source document as a cross reference.

Project Name: Targeted Gene Therapy by SNAP										
PI/CO-PI: Mohapatra, Shyam										
Project ID: 6123108600										
Chartfields:										
OPER UNIT		FUND		DEPT ID		PRODUCT ID		INITIATIVE		
HSC		21000		610802		00000		00000		
Award Dates:										
Begin Date:			1-Jan-10			End Date:			31-Dec-11	
#	DATE	ACCOUNT	ACCT_DESC	VENDOR	BUDGET_AMT	PENDING	ENCUMBRANCE	ACTUAL_AMT	RSA	SOURCE_DOC#
1	01/28/10	82400	Opening Expense Budget		47,500.00				47,500.00	2197180
2	01/28/10	82000	Opening Expense Budget		48,500.00				96,000.00	2197181
3	02/20/10	82400	Lab Supplies	Phoenix Pharmaceuticals		450.00			96,000.00	155200
4	02/24/10	82400	Lab Supplies	Sigma Aldrich		426.46			96,000.00	155272
5	02/26/10	82400	Lab Supplies	New England Biolabs		255.00			96,000.00	155437
6	02/27/10	82400	Lab Supplies	Cell Signaling Technology		214.00			96,000.00	155474
7									96,000.00	
8									96,000.00	
9									96,000.00	
10									96,000.00	
11									96,000.00	
12									96,000.00	
38									96,000.00	
64									96,000.00	
90									96,000.00	
116									96,000.00	
142									96,000.00	
168									96,000.00	
194									96,000.00	
220									96,000.00	
246									96,000.00	
272									96,000.00	
298									96,000.00	
324									96,000.00	
350									96,000.00	
376									96,000.00	
402									96,000.00	
428									96,000.00	
454									96,000.00	
480									96,000.00	
506									96,000.00	
PAGE TOTALS					96,000.00	1,345.46	0.00	0.00	96,000.00	

Note: Salary transactions can either be logged into the spreadsheet one-by-one as appointment papers are received or the biweekly totals can be entered from the Payroll ledger query once the totals have been confirmed to match the source documents (appointment forms).

TRAIN®ing Guide: Award Reconciliation Process

Step 8: Upon University Controller's Office (UCO) email notification of official month close, rerun the RSA Summary report via the Finance Mart ([demo](#)). Be sure to check both the "Check to Include Starting Balance" and the "Check to enable period selection" boxes. Select the most recent "closed" month, as indicated in the UCO email notification, from both the Fiscal Period Start and End date drop down boxes.

The screenshot shows the 'RSA Summary Output Search Criteria' form. It has three radio buttons for selection: 'Enter Parameters' (selected), 'Select Parameters', and 'Select Multiple Parameters (Management Reports) New'. Below this are sections for 'Select report type' (Report Type: RSA Summary), 'Enter one or more chartfields' (Operating Unit, Department, Fund, Product, Initiative, Project: 6123108600), 'Select reporting period' (Check to Include Starting Balance and Check to enable period selection are checked; Fiscal Period Start and End are both 2009-2010, 8- February), 'Select Other Options' (Sort By: Chartfield; Check to save the Report Parameters is unchecked), and 'Reset' and 'View Report' buttons.

Callout 1: Check both boxes:
✓ Check to Include Starting Balance
✓ Check to enable period selection

Callout 2: Select the most recent "closed" month from both the Fiscal Period Start and End date boxes.

Note: To receive UCO email notifications of official month close, click to subscribe to the [FAST-LIST](#) serv.

Direct access to Finance Mart, official USF ledgers, click:

<https://eusf.admin.usf.edu/Topics/Applications/Queryland/Pages/default.aspx> (or go through [eUSF Portal](#)).

Finance Mart system related questions? Contact Mark Devore (813/974-2286).

Step 9: Retrieve source data/documentation.

Folder name format: PI Name – Project ID

Note: It is recommended that the folder be housed in a SharePoint/drive that is available as "Read Only" to the PI/Accountable Officer for easy access and review.

TRAIN®ing Guide: Award Reconciliation Process

Step 10: Open the [Rapid Reconciliation](#) tool, update the balance dates, the RSA Summary Grand Total amount (the amount shown as the Grand Total, RSA, on the RSA Summary report for the most recent "closed" month), and verify the # Award Months Posted (located below the Estimated - Projected Expenses section) on the Summary page.

Update balance dates.

RSA Summary Grand Total as of:	02/28/10		\$359,523.47
Worksheet Balance as of:	03/19/10		\$359,523
Variance:	03/19/10		\$0
Reconciled Balance as of:	02/28/10		\$359,523
Projected RSA Balance as of:	12/31/11		\$188,057

**University of South Florida
RSA Summary
For Month Ended Feb 28 2010 (CLOSE)**

[Display Query](#)

Selection Criteria:

Operating Unit	Department	Fund	Product	Initiative	Project	Fiscal Period	Include Balance FWD	Report Dt.	Period
N/S	N/S	N/S	N/S	N/S	6123108600	2010 8-2010 8	TRUE	03/12/2010	CLOSE

OU: USF HEALTH Fund: 21000 RESTR SPONSORED RES STATE/LOC Dept: 610802 NANOMEDICINE RESEARCH CENTER Product: 000000 Initiative: 0000000
Project: 6123108600 Targeted Gene Therapy by SNAP Project Beg date: 01-JAN-10 Project End Date: 31-DEC-11 Project PI: Mohapatra,Shyam S Project Sponsor: Florida Department of Health

ACCOUNT	ACCT_DESC	BUDGET_AMT	ENCUMBRANCE	ACTUAL_AMT	RSA
82100- Wages and Fringe					
82100	Wages and Fringe - Budget	244,048.00			
50022	WAGES - FACULTY			4,302.88	
50023	WAGES - USPS			931.01	
50040	WAGES - OPS - OTHER			2,843.80	
50700	BENEFIT EMPL PAID HEALTH INS			1,265.40	
50710	BENEFIT EMPL PD FRP RETIREMENT			543.83	
50720	BENEFIT EMPL PAID LIFE INS			11.57	
50725	BENEFIT EMPL PAID OTHER			40.83	
50730	BENEFIT EMPL PAID PAYROLL TAX			381.73	
50735	BENEFIT EMPL PAID PAYTAX OPS			41.20	
Totals		244,048.00		10,385.52	233,662.48
82400- EXPENSE					
82400	EXPENSE	47,500.00			
53600	SUPPLY/EQUIP LAB & RESEARCH		1,345.46		
75890	CHEM NMR DEPT. ANNUAL FEES			1,600.00	
Totals		47,500.00	1,345.46	1,600.00	44,554.54
82900- OTHER GRANT RELATED EXPENSES					
82900	OTHER GRANT RELATED EXPENSES	48,500.00			
Totals		48,500.00			48,500.00
Total Direct Costs		340,048.00	1,345.46	11,985.52	326,717.02
OU: USF HEALTH Fund: 21000 RESTR SPONSORED RES STATE/LOC Dept: 610802 NANOMEDICINE RESEARCH CENTER Product: 000000 Initiative: 0000000 Project: 6123108600 Targeted Gene Therapy by SNAP Project Beg date: 01-JAN-10 Project End Date: 31-DEC-11 Project PI: Mohapatra,Shyam S Project Sponsor: Florida Department of Health					
ACCOUNT	ACCT_DESC	BUDGET_AMT	ENCUMBRANCE	ACTUAL_AMT	RSA
82950- FACILITY AND ADMIN					
82950	FACILITY AND ADMIN	34,005.00			
51990	GRANT F&A CHARGES			1,198.55	
Totals		34,005.00		1,198.55	32,806.45
Total Indirect Costs		34,005.00		1,198.55	32,806.45
Grand Totals		374,053.00	1,345.46	13,184.07	359,523.47

Verify # Award Months Posted.

Reconciler's Initials (Prepared by):	<input type="text"/>	Date:	<input type="text"/>		
PI / Accountable Officer's Signature (Reviewed & Approved by):	<input type="text"/>	Date:	<input type="text"/>		

# Award Months	# Award Months Posted (closed months reconciled)
24	2

TRAIN®ing Guide: Award Reconciliation Process

Step 11: For Salary tab reconciliation, run the GEMS query, U_PAYROLL_POSTING_ABRIDGED for any pay periods that ended within the closed month, as source data to confirm payroll postings. Refer to the appropriate [GEMS Biweekly Processing Schedule](#) to obtain the Pay Period End Dates.

Pay Period Cycles		Pay Period Dates		Pay Dates	Appointment Guarantee Dates	On-line Certification Update				Payroll Confirm	GEMS RSA Check	Pay Distribution	Posting to FAST!!
Notes	Pay Period No.	Pay Period Begin Date	Pay Period End Date	Regular Pay Date	Deadline to Submit Appointment Forms to HR	First Day to Update On-line Certs 10:00 AM (Start Time)	Payroll Creates Mini-Certs 12:00 1:00 (Certs Not Available to Depts)	Last Day to Update On-line Certs 5:00 PM (End Time)	Last Day to Submit PR Adj Forms 5:00 PM (End Time)	Payroll Confirm	Start GEMS RSA Check & Account Code Validation	Last Day for Pay Distribution, RSA Check & Account Code Validation	FAST!! Posting Viewable by Depts / Pay Data Available for Effort Reporting Batch Job
2010 APC	1013	12/11/09	12/24/09	12/30/09	12/01/09	12/16/09	12/17/09	12/17/09	12/21/09	12/23/09	12/28/09	12/29/09	01/12/10
	1014	12/25/09	01/07/10	01/15/10	12/28/09	01/04/10	01/06/10	01/06/10	01/08/10	01/12/10	01/13/10	01/15/10	01/25/10
*	1015	01/08/10	01/21/10	01/29/10	01/12/10	01/19/10	01/20/10	01/20/10	01/22/10	01/26/10	01/27/10	01/29/10	02/09/10
	1016	01/22/10	02/04/10	02/12/10	01/26/10	02/01/10	02/03/10	02/03/10	02/05/10	02/09/10	02/10/10	02/12/10	02/22/10
	1017	02/05/10	02/18/10	02/26/10	02/09/10	02/15/10	02/17/10	02/17/10	02/19/10	02/23/10	02/24/10	02/26/10	03/06/10
	1018	02/18/10	03/04/10	03/12/10	02/23/10	03/01/10	03/03/10	03/03/10	03/05/10	03/09/10	03/10/10	03/12/10	03/22/10
	1019	03/05/10	03/18/10	03/26/10	03/09/10	03/15/10	03/17/10	03/17/10	03/19/10	03/23/10	03/24/10	03/26/10	04/05/10
	1020	03/18/10	04/01/10	04/09/10	03/23/10	03/29/10	03/31/10	03/31/10	04/02/10	04/06/10	04/07/10	04/09/10	04/19/10
	1021	04/02/10	04/15/10	04/23/10	04/06/10	04/12/10	04/14/10	04/14/10	04/16/10	04/20/10	04/21/10	04/23/10	05/03/10
	1022	04/16/10	04/29/10	05/07/10	04/20/10	04/26/10	04/28/10	04/28/10	04/30/10	05/04/10	05/05/10	05/07/10	05/17/10
	1023	04/30/10	05/13/10	05/21/10	04/26/10	05/10/10	05/12/10	05/12/10	05/14/10	05/18/10	05/19/10	05/21/10	06/01/10
APC	1024	05/14/10	05/27/10	06/04/10	05/18/10	05/24/10	05/25/10	05/25/10	05/27/10	06/01/10	06/02/10	06/04/10	06/14/10
	1025	05/28/10	06/10/10	06/18/10	06/01/10	06/07/10	06/09/10	06/09/10	06/11/10	06/15/10	06/16/10	06/18/10	06/28/10
	1026	06/11/10	06/24/10	07/02/10	06/15/10	06/21/10	06/23/10	06/23/10	06/25/10	06/29/10	06/30/10	07/02/10	07/12/10

Earliest Pay-End-Date:
 Latest Pay-End-Date:
 HR Department LIKE (use %):
 GL DeptID LIKE (use %):
 Proj/Grt LIKE (use %):
 Initiative LIKE (use %):
 Product LIKE (use %):
 Fund LIKE (use %):
 and EmplID LIKE (use %):

Refer to the appropriate GEMS Biweekly Processing Schedule to obtain the Pay Period End Dates.

Download results in: [Excel Spreadsheet](#) [CSV Text File](#) (4 kb)

First Last

PP#	PP End Date	Last Name	First Name	ID	Empl Rcd#	Position	Job Code	Sal Plan	FTE	Fund	Prod	Initiative	Proj/Grt	% Dist	Comp Rate	Total pay	Total Fringes	Total Amt	
1	1016	Das	Mahasweta	00000050863	1	00014632	9004	22	1.000000	21000	000000	00000000	6123108600	100	20.000000	1493.40	21.65	1515.05	
2	1016	02/04/2010	Kumar	Arun	00000050310	000000585	9003	22	0.375000	21000	000000	00000000	6123108600	50	1784.789272	892.39	400.36	1292.75	
3	1016	02/04/2010	Mohapatra	Subhra	00000026324	000000585	9003	22	0.375000	21000	000000	00000000	6123108600	2	1700.114943	42.50	19.75	50.20	
4	1017	02/18/2010	Das	Mahasweta	00000050863	1	0015	00	0.500000	21000	000000	00000000	6123108600	100	20.000000	1348.40	19.55	1367.95	
5	1017	02/18/2010	Kong	Xiaoyuan	00000022743	00001793	5035	23	1.000000	21000	000000	00000000	6123108600	50	1639.849000	819.93	382.42	1202.35	
6	1017	02/18/2010	Kumar	Arun	00000050310	1	00014632	9004	22	1.000000	21000	000000	00000000	6123108600	50	1784.789272	892.39	400.38	1292.77
7	1017	02/18/2010	Mohapatra	Shyam	00000025184	000000998	9001	22	0.880000	21000	000000	00000000	6123108600	8	6275.842912	456.09	116.78	572.87	
8	1017	02/18/2010	Mohapatra	Subhra	00000026324	000000585	9003	22	0.375000	21000	000000	00000000	6123108600	25	1700.114943	425.03	77.18	502.21	
9	1017	02/18/2010	Monteiro	Maria	00000045101	000002507	0716	23	1.000000	21000	000000	00000000	6123108600	10	1507.790000	137.08	71.66	208.74	
10	1017	02/18/2010	Wang	Jia-Wang	00000033015	000014929	9166	22	1.000000	21000	000000	00000000	6123108600	100	1594.482759	1594.48	765.90	2360.38	

Ensure that all personnel that should be assigned to the project have salary distributions to the referenced Project ID for the selected pay periods (via the GEMS Combo Codes).

Note: For projects with cost share, enter both the Proj/Grt and Fund to ensure only project information associated with the specified chartfield information is displayed.

TRAINing Guide: Award Reconciliation Process

Compare the query totals to the totals reflected on the RSA Summary report, salary related sections (Wages and Fringe), and the salary transactions entered on the Salary tab. Salary expense details can be viewed by clicking the Payroll Detail link on the left hand menu.

Note: Worker's Compensation charges are posted monthly and reported on the RSA Summary once the month has closed.

Salary expense details can be viewed by clicking the Payroll Detail link on the left hand menu.

- ▼ Finance Mart
 - ▶ **RSA Summary**
 - ↳ Download to Excel
 - ↳ Print friendly(web)
 - ↳ Print friendly(pdf)
 - ▶ Financial Report Summary
 - ▶ Balance Sheet Summary
 - ▶ Expense Detail
 - ▶ Revenue Detail
 - ▶ Payroll Detail
 - ▶ Budget Detail
 - ▶ Balance Sheet Detail
 - ▶ Encumbrance Summary
 - ▶ Encumbrance Detail Report

**University of South Florida
RSA Summary
For Month Ended Feb 28 2010 (CLOSE)**

[Display Query](#)

Selection Criteria:

Operating Unit	Department	Fund	Product	Initiative	Project	Fiscal Period	Include Balance FWD	Report Dt.	Period
N/S	N/S	N/S	N/S	N/S	6123108600	2010 8-2010 8	TRUE	05/12/2010	CLOSE

OU: USF HEALTH **Fund:** 21000 **RESTR SPONSORED RES STATE/LOC Dept:** 610802 **NANOMEDICINE RESEARCH CENTER Product:** 000000 **Initiative:** 0000000
Project: 6123108600 **Targeted Gene Therapy by SNAP Project Beg date:** 01-JAN-10 **Project End Date:** 31-DEC-11 **Project PI:** Mohapatra,Shyam S **Project Sponsor:** Florida Department of Health

ACCOUNT	ACCT_DESC	BUDGET_AMT	ENCUMBRANCE	ACTUAL_AMT	RSA
82100- Wages and Fringe	Wages and Fringe - Budget	244,048.00			
50022	WAGES - FACULTY			4,302.88	
50023	WAGES - USPS			957.01	
50040	WAGES - OPS - OTHER			2,841.80	
50700	BENEFIT EMPL PAID HEALTH INS			1,265.40	
50710	BENEFIT EMPL PD FRP RETIREMENT			343.03	
50720	BENEFIT EMPL PAID LIFE INS			11.59	
50725	BENEFIT EMPL PAID OTHER			40.88	
50730	BENEFIT EMPL PAID PAYROLL TAX			381.73	
50735	BENEFIT EMPL PAID PAYTAX OPS			14.00	
Totals		244,048.00		10,385.52	233,662.48

\$10,385.52

- ▼ Finance Mart
 - ▶ RSA Summary
 - ▶ Financial Report Summary
 - ▶ Balance Sheet Summary
 - ▶ Expense Detail
 - ▶ Revenue Detail
 - ▶ **Payroll Detail**
 - ↳ Download to Excel
 - ↳ Print friendly(web)
 - ↳ Print friendly(pdf)
 - ▶ Budget Detail
 - ▶ Balance Sheet Detail
 - ▶ Encumbrance Summary
 - ▶ Encumbrance Detail Report

**University of South Florida
Payroll Detail
For Month Ended Feb 28 2010 (CLOSE)**

[Display Query](#)

Selection Criteria:

Operating Unit	Department	Fund	Product	Initiative	Project	Fiscal Period	Include Balance FWD	Report Dt.	Period
N/S	N/S	N/S	N/S	N/S	6123108600	2010 8-2010 8	TRUE	05/12/2010	CLOSE

By Employee

CHARTFIELD	CLIENT_NAME	CLIENT RPT	Salary Wages	Transfers Awards	Fringe	Other Compensation	Total
USF01HSC 210006123108600 610802 00000000000000					20.25		20.25
USF01HSC 210006123108600 610802 00000000000000	DAS, MAHASWETA	E00000050863	2,841.80		41.20		2,883.00
USF01HSC 210006123108600 610802 00000000000000	KONG, XIAOYUAN	E00000022743	819.93		382.42		1,202.35
USF01HSC 210006123108600 610802 00000000000000	KUMAR, ARUN	E00000050310	1,784.78		800.74		2,585.52
USF01HSC 210006123108600 610802 00000000000000	MOHAPATRA, SHYAM S	E00000025184	456.09		116.78		572.87
USF01HSC 210006123108600 610802 00000000000000	MOHAPATRA, SUBHRA	E00000026324	467.53		84.88		552.41
USF01HSC 210006123108600 610802 00000000000000	MONTEIRO, MARIA Z	E00000045101	137.08		71.66		208.74
USF01HSC 210006123108600 610802 00000000000000	WANG, JIA-WANG	E00000033015	1,594.48		765.90		2,360.38
Grand Totals	Totals		8,101.69		2,283.83		10,385.52

\$10,385.52

By Employee, Pay End Date

CHARTFIELD	CLIENT_NAME	CLIENT RPT	PAY_END_DATE	Check No	Salary Wages	Transfers Awards	Fringe	Other Compensation	Total
USF01HSC 210006123108600 610802 00000000000000				JDRGWC44622			20.25		20.25
USF01HSC 210006123108600 610802 00000000000000	Totals						20.25		20.25
USF01HSC 210006123108600 610802 00000000000000	DAS, MAHASWETA	E00000050863	2010-02-04	2015737	1,493.40		21.65		1,515.05
USF01HSC 210006123108600 610802 00000000000000	DAS, MAHASWETA	E00000050863	2010-02-18	2029007	1,348.40		19.55		1,367.95
USF01HSC 210006123108600 610802 00000000000000	DAS, MAHASWETA Totals				2,841.80		41.20		2,883.00
USF01HSC 210006123108600 610802 00000000000000	KONG, XIAOYUAN	E00000022743	2010-02-18	2036758	819.93		382.42		1,202.35
USF01HSC 210006123108600 610802 00000000000000	KONG, XIAOYUAN Totals				819.93		382.42		1,202.35
USF01HSC 210006123108600 610802 00000000000000	KUMAR, ARUN	E00000050310	2010-02-04	2023710	892.39		400.36		1,292.75
USF01HSC 210006123108600 610802 00000000000000	KUMAR, ARUN	E00000050310	2010-02-18	2036231	892.39		400.38		1,292.77
USF01HSC 210006123108600 610802 00000000000000	KUMAR, ARUN Totals				1,784.78		800.74		2,585.52
USF01HSC 210006123108600 610802 00000000000000	MOHAPATRA, SHYAM S	E00000025184	2010-02-18	2036239	456.09		116.78		572.87
USF01HSC 210006123108600 610802 00000000000000	MOHAPATRA, SHYAM S Totals				456.09		116.78		572.87
USF01HSC 210006123108600 610802 00000000000000	MOHAPATRA, SUBHRA	E00000026324	2010-02-04	2023944	42.50		7.70		50.20
USF01HSC 210006123108600 610802 00000000000000	MOHAPATRA, SUBHRA	E00000026324	2010-02-18	2036423	425.03		77.18		502.21
USF01HSC 210006123108600 610802 00000000000000	MOHAPATRA, SUBHRA Totals				467.53		84.88		552.41
USF01HSC 210006123108600 610802 00000000000000	MONTEIRO, MARIA Z	E00000045101	2010-02-18	2026192	137.08		71.66		208.74
USF01HSC 210006123108600 610802 00000000000000	MONTEIRO, MARIA Z Totals				137.08		71.66		208.74
USF01HSC 210006123108600 610802 00000000000000	WANG, JIA-WANG	E00000033015	2010-02-18	2036269	1,594.48		765.90		2,360.38
USF01HSC 210006123108600 610802 00000000000000	WANG, JIA-WANG Totals				1,594.48		765.90		2,360.38
USF01HSC 210006123108600 610802 00000000000000	Grand Totals	Totals			8,101.69		2,283.83		10,385.52

\$10,385.52

TRAIN®ing Guide: Award Reconciliation Process

Project Name:		Targeted Gene Therapy by SNAP									
PI/C0-PI:		Mohapatra, Shyam									
Project ID:		6123108600									
Chartfields:		OPER UNIT	FUND	DEPT ID	PRODUCT ID	INITIATIVE					
		HSC	21000	610802	00000						
Award Dates:		Begin Date:			1-Jan-10	End Date:			31-Dec-11		
#	DATE	ACCOUNT	ACCT_DESC	PAY_PERIOD	BUDGET_AMT	PENDING	ENCUMBRANCE	ACTUAL_AMT	RSA	SOURCE_DOC#	
1	01/28/10	82100	Opening Salary Budget		244,048.00				244,048.00	2197179	
2	02/22/10	82100	February 2010 Payroll & Fringe	2/4/10				2,858.00	241,190.00	PR00242517	
3	03/08/10	82100	February 2010 Payroll & Fringe	2/18/10				7,507.27	233,682.73	PR00243953	
4	03/12/10	82100	February 2010 Workers Compensation					20.25	233,662.48	DRGWC44622	
5									233,662.48		
6									233,662.48		
7									233,662.48		
8									233,662.48		
9									233,662.48		
10									233,662.48		
11									233,662.48		
12									233,662.48		
38									233,662.48		
64									233,662.48		
90									233,662.48		
116									233,662.48		
142									233,662.48		
168									233,662.48		
194									233,662.48		
220									233,662.48		
245									233,662.48		
272									233,662.48		
298									233,662.48		
324									233,662.48		
350									233,662.48		
376									233,662.48		
402									233,662.48		
428									233,662.48		
454									233,662.48		
480									233,662.48		
506									233,662.48		
PAGE TOTALS					244,048.00	0.00	0.00	10,385.52	233,662.48		

\$10,385.52

Note: Monthly Worker's Compensation expense totals from the RSA Summary report must be entered into the corresponding fields in the Salary tab to ensure accurate balance totals.

RSA Summary Grand Total as of:	02/28/10	\$359,523.47
Worksheet Balance as of:	03/19/10	\$359,523
Variance:	03/19/10	\$0
Reconciled Balance as of:	02/28/10	\$359,523
Projected RSA Balance as of:	12/31/11	\$188,057
Comments: <div style="border: 1px solid black; height: 30px; width: 100%; margin-top: 5px;"></div>		

Review prior month's reconciliation for variances in a timely manner (refer to Research CCHIP #001, [Timeline for Processing Cost Transfers on Sponsored Projects](#)). Investigate and resolve any discrepancies between the two lists. Enter any unposted transactions into the current month's reconciliation as "Pending." Include comments as appropriate.

TRAIN®ing Guide: Award Reconciliation Process

Step 12: For Expense tab reconciliation, review the RSA Summary report expense details by clicking the budget level Account details link for each budget category sub section listed (all sections between the Wages and Fringe section/s and the Equipment or Facility and Admin section, as applicable).

Note: To view all expense related details (rather than clicking on each Budget level Account) click the Expense Detail link on the left hand menu. The details can be downloaded to Excel and subtotaled by BUD ACCT.

To view all expense related details, click the Expense Detail link on the left hand menu.

▼ Finance Mart

- ▼ **RSA Summary**
 - ▶ Download to Excel
 - ▶ Print friendly(web)
 - ▶ Print friendly(pdf)
- ▶ Financial Report Summary
- ▶ Balance Sheet Summary
- ▶ Expense Detail
- ▶ Revenue Detail
- ▶ Payroll Detail
- ▶ Budget Detail
- ▶ Balance Sheet Detail
- ▶ Encumbrance Summary
- ▶ Encumbrance Detail Report

University of South Florida
RSA Summary
 For Month Ended Feb 28 2010 (CLOSE) [Display Query](#)

Selection Criteria:

Open Unit	Department	Fund	Product	Initiative	Project	Fiscal Period	Include Balance FWD	Report Dt.	Period
N/S	N/S	N/S	N/S	N/S	6123108600	2010 8-2010 8	TRUE	05/12/2010	CLOSE

OU: USF HEALTH Fund: 21000 RESTR SPONSORED RES STATE/LOC Dept: 610802 NANOMEDICINE RESEARCH CENTER Product: 000000 Initiative: 000000
 Project: 6123108600 Targeted Gene Therapy by SNAP Project Beg date: 01-JAN-10 Project End Date: 31-DEC-11 Project PI: Mohapatra,Shyam S Project Sponsor: Florida Department of Health

ACCOUNT	ACCT_DESC	BUDGET_AMT	ENCUMBRANCE	ACTUAL_AMT	RSA
82100- Wages and Fringe					
82100	Wages and Fringe - Budget	244,048.00			
50022	WAGES - FACULTY			4,302.88	
50023	WAGES - USPS			957.01	
50040				2,841.80	
50700				1,265.40	
50710				543.03	
50720				11.59	
50725				40.88	
50730				381.73	
50735				41.20	
Totals		244,048.00		10,385.52	233,662.48
82400- EXPENSE					
82400	EXPENSE	47,500.00			
85555	SUPPLY/EQUIP LAB & RESEARCH		1,345.46		
75890	CHEM NMR DEPT. ANNUAL FEES			1,600.00	
Totals		47,500.00	1,345.46	1,600.00	44,554.54
82900- OTHER GRANT RELATED EXPENSES					
82900	OTHER GRANT RELATED EXPENSES	48,500.00			
Totals		48,500.00			48,500.00
Total Direct Costs		340,048.00	1,345.46	11,985.52	326,717.02
OU: USF HEALTH Fund: 21000 RESTR SPONSORED RES STATE/LOC Dept: 610802 NANOMEDICINE RESEARCH CENTER Product: 000000 Initiative: 000000 Project: 6123108600 Targeted Gene Therapy by SNAP Project Beg date: 01-JAN-10 Project End Date: 31-DEC-11 Project PI: Mohapatra,Shyam S Project Sponsor: Florida Department of Health					
ACCOUNT	ACCT_DESC	BUDGET_AMT	ENCUMBRANCE	ACTUAL_AMT	RSA
82950- FACILITY AND ADMIN					
82950		34,005.00			
51990	GRANT F&A CHARGES			1,198.55	
Totals		34,005.00		1,198.55	32,806.45
Total Indirect Costs		34,005.00		1,198.55	32,806.45
Grand Totals		374,053.00	1,345.46	13,184.07	359,523.47

Link to expense Detail Report for budget level Account 82400.

Link to expense Detail Report for budget level Account 82900.

\$1,345.46 / \$1,600.00

\$44,554.54
\$48,500.00
\$93,054.54

Compare the RSA Summary report expense details to the transactions entered on the Expense tab as they appear in the closed period month.

TRAIN®ing Guide: Award Reconciliation Process

Once an expense appears in the RSA Summary report as either an ENCUMBRANCE or ACTUAL_AMT, enter that amount into the corresponding column on a new row using the POSTED DATE displayed in the Details Report; on that same row, enter the amount as a negative adjustment in the PENDING column.

1	Project Name: Targeted Gene Therapy by SNAP										
2	PI/C0-PI: Mohapatra, Shyam										
3	Project ID: 6123108600										
4	Chartfields:										
5	OPER UNIT		FUND		DEPT ID		PRODUCT ID		INITIATIVE		
6	HSC		21000		610802		00000		00000		
7	Award Dates: Begin Date: 1-Jan-10 End Date: 31-Dec-11										
8											
9											
10											
11											
12	#	DATE	ACCOUNT	ACCT_DESC	VENDOR	BUDGET_AMT	PENDING	ENCUMBRANCE	ACTUAL_AMT	RSA	SOURCE_DOC#
13	1	01/28/10	82400	Opening Expense Budget		47,500.00				47,500.00	2197180
14	2	01/28/10	82900	Opening Expense Budget		48,500.00				96,000.00	2197181
15	3	02/20/10	82400	Lab Supplies	Phoenix Pharmaceuticals		450.00			96,000.00	155200
16	4	02/24/10	82400	Lab Supplies	Sigma Aldrich		426.46			96,000.00	155272
17	5	02/26/10	82400	Lab Supplies	New England Biolabs		255.00			96,000.00	155437
18	6	02/27/10	82400	Lab Supplies	Cell Signaling Technology		214.00			96,000.00	155474
19	7	02/20/10	82400	Lab Supplies	Phoenix Pharmaceuticals		(450.00)	450.00		95,550.00	155200
20	8	02/24/10	82400	Lab Supplies	Sigma Aldrich		(426.46)	426.46		95,123.54	155272
21	9	02/26/10	82400	Lab Supplies	New England Biolabs		(255.00)	255.00		94,868.54	155437
22	10	02/27/10	82400	Lab Supplies	Cell Signaling Technology		(214.00)	214.00		94,654.54	155474
23	11	02/26/10	82400	Chem NMR Dept Annual Fees					1,600.00	93,054.54	CHM0243329
24	12									93,054.54	
50	38									93,054.54	
76	64									93,054.54	
102	90									93,054.54	
128	116									93,054.54	
154	142									93,054.54	
180	168									93,054.54	
206	194									93,054.54	
232	220									93,054.54	
258	246									93,054.54	
284	272									93,054.54	
310	298									93,054.54	
336	324									93,054.54	
362	350									93,054.54	
388	376									93,054.54	
414	402									93,054.54	
440	428									93,054.54	
466	454									93,054.54	
492	480									93,054.54	
518	506									93,054.54	
1013	PAGE TOTALS					96,000.00	0.00	1,345.46	1,600.00	93,054.54	

Formatting Alert!
Click the plus sign (+) on the left to add more rows.

Click for 25 rows!

\$1,345.46 / \$1,600.00

\$44,554.54
\$48,500.00
\$93,054.54

Note: The [Rapid Reconciliation](#) tool is designed to preserve formatting when additional rows are added. As additional rows are needed, click the plus sign on the outer left margin.

Review prior month's reconciliation for variances in a timely manner (refer to Research CCHIP #001, [Timeline for Processing Cost Transfers on Sponsored Projects](#)). Investigate and resolve any discrepancies between the two lists. Enter any unposted transactions into the current month's reconciliation as "Pending." Include comments as appropriate.

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Step 13: For Equipment tab reconciliation, review the RSA Summary report Equipment expense details by clicking the budget level Account details link for the Equipment budget category section. Compare the RSA Summary report expense details to the transactions entered on the Equipment tab. Review prior month's reconciliation for variances in a timely manner (refer to Research CCHIP #001, [Timeline for Processing Cost Transfers on Sponsored Projects](#)). Investigate and resolve any discrepancies between the two lists. Enter any unposted transactions into the current month's reconciliation as "Pending." Include comments as appropriate.

Note: The project used in this example does not include equipment budget/expenses. Follow a similar process to that detailed in Step 12 to reconcile equipment related expenses.

Step 14: For F&A tab reconciliation, review the RSA Summary report F&A expense details by clicking the Budget level Account details link for the Faculty and Admin section.

ACCOUNT	ACCT_DESC	BUDGET_AMT	ENCUMBRANCE	ACTUAL_AMT	RSA
82950: FACILITY AND ADMIN					
82950	FACILITY AND ADMIN	34,005.00			
51990	GRANT F&A CHARGES			1,198.55	
Totals		34,005.00		1,198.55	32,806.45
Total Indirect Costs		34,005.00		1,198.55	32,806.45

Link to expense Detail Report for budget level Account 82950.

Ensure F&A calculations are correct for each associated Budget level Account.

Ensure F&A calculations are correct.

University of South Florida
Detail Report
For Month Ended Feb 28 2010 (CLOSE) [Display Query](#)

Selection Criteria:

Operating Unit	Department	Fund	Product	Initiative	Project	Fiscal Period	Include Balance FWD	Report Dt.	Period
N/S	N/S	N/S	N/S	N/S	6123108600	2010 8-2010	TRUE	09/12/2010	CLOSE

BUD ACCT	ACCOUNT	PER ID	JOURNAL	POSTED DATE	SYS SRCE	CLIENT_NAME	TRANSC_DESC	DOC_NUM	INVOICE	BUDGET AMT	REQ AMT	PO AMT	ACTUAL AMT
82950		DrillDown		02/17/2010	BUD		BALANCE FORWARD			34,005.00	0.00	0.00	0.00
82950	51990	8	F&A0244706	03/12/2010	ONL		F&A 10%rate x11985.52 expFebru	Doc_num_1_rpt: JF&A0244706		0.00	0.00	0.00	1,198.55
Totals										34,005.00	0.00	0.00	1,198.55
Grand Totals										34,005.00	0.00	0.00	1,198.55
Grand Totals										34,005.00	0.00	0.00	1,198.55

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Enter the F&A expense totals from the RSA Summary report into the corresponding fields in the F&A tab.

Note: F&A is now calculated on a daily basis for all Cost-Reimbursable projects. For Fixed-Price projects, F&A is expensed, in total, at the beginning of the award by RFM.

Project Name: Targeted Gene Therapy by SNAP											
PI/CO-PI: Mohapatra, Shyam											
Project ID: 6123108600											
Chartfields:		OPER UNIT	FUND	DEPT ID	PRODUCT ID	INITIATIVE					
		HSC	21000	610802	00000	00000					
Award Dates:			Begin Date:	1-Jan-10	End Date:	31-Dec-11					
#	DATE	ACCOUNT	ACCT_DESC	VENDOR	BUDGET_AMT	PENDING	ENCUMBRANCE	ACTUAL_AMT	RSA	SOURCE_DOC#	
1	01/28/10	82950	Opening F&A Budget		34,005.00				34,005.00	2197182	
2	03/12/10	82950	F&A 10% rate x 11985.52 exp February					1,198.55	32,806.45	F&A0244706	
3									32,806.45		
4									32,806.45		
5									32,806.45		
6									32,806.45		
7									32,806.45		
8									32,806.45		
9									32,806.45		
10									32,806.45		
11									32,806.45		
12									32,806.45		
38									32,806.45		
64									32,806.45		
90									32,806.45		
116									32,806.45		
142									32,806.45		
168									32,806.45		
194									32,806.45		
220									32,806.45		
246									32,806.45		
272									32,806.45		
298									32,806.45		
324									32,806.45		
350									32,806.45		
376									32,806.45		
402									32,806.45		
428									32,806.45		
454									32,806.45		
480									32,806.45		
506									32,806.45		
PAGE TOTALS					34,005.00	0.00	0.00	1,198.55	32,806.45		

$\$1,198.55 / \$32,806.45$

OU: USF HEALTH Fund: 21000 RESTR SPONSORED RES STATE/LOC Dept: 610802 NANOMEDICINE RESEARCH CENTER Product: 000000 Initiative: 0000000					
Project: 6123108600 Targeted Gene Therapy by SNAP Project Beg date: 01-JAN-10 Project End Date: 31-DEC-11 Project PI: Mohapatra, Shyam S Project Sponsor: Florida Department of Health					
ACCOUNT	ACCT_DESC	BUDGET_AMT	ENCUMBRANCE	ACTUAL_AMT	RSA
82950- FACILITY AND ADMIN					
82950	FACILITY AND ADMIN	34,005.00			
51990	GRANT F&A CHARGES			1,198.55	
Totals		34,005.00		1,198.55	32,806.45
Total Indirect Costs		34,005.00		1,198.55	32,806.45

$\$1,198.55 / \$32,806.45$

Review prior month's reconciliation for variances in a timely manner (refer to Research CCHIP #001, [Timeline for Processing Cost Transfers on Sponsored Projects](#)). Investigate and resolve any discrepancies between the two lists. Enter any unposted transactions into the current month's reconciliation as "Pending." Include comments as appropriate.

TRAIN®ing Guide: Award Reconciliation Process

Step 15: Reconcile to Closed Month as indicated the UCO email notification. Note any discrepancies/unresolved items in detail on the associated spreadsheet.

Note: It is **HIGHLY** recommended that ledgers be reconciled no later than 10 working days after official notification of closed Ledger month.

RSA Summary Grand Total as of:	02/28/10	\$359,523.47
Worksheet Balance as of:	03/19/10	\$359,523
Variance:	03/19/10	\$0
Reconciled Balance as of:	02/28/10	\$359,523
Projected RSA Balance as of:	12/31/11	\$188,057
Comments:		

Remaining Spending Authority (RSA) Breakdown: Required Monthly Reconciliation Data (displays totals from the corresponding worksheets)					Estimated - Projected Expenses		
Budget Level (ACCOUNT)	BUDGET_AMT	Posted ENCUMBRANCE	Posted Expenses (ACTUAL_AMT)	Budget Balance (RSA)	Projected Expenses to Award End Date - based on average of posted actuals "Burn Rate" (PROJECTED_AMT)	PENDING	Estimated Budget Balance at Award End Date (PROJECTED_RSA)
Salary	244,048.00	-	10,385.52	233,662.48	120,149.72	-	113,512.76
Expense	96,000.00	1,345.46	1,600.00	93,054.54	18,510.34	-	74,544.20
Equipment	-	-	-	-	-	-	-
F&A	34,005.00	-	1,198.55	32,806.45	32,806.45	-	-
Total:	374,053.00	1,345.46	13,184.07	359,523.47	171,466.52	-	188,056.95

Grand Totals	374,053.00	1,345.46	13,184.07	359,523.47
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Note: The Estimated – Projected Expenses, a.k.a. “Burn Rate” section displayed to the right of the Required Monthly Reconciliation Data, displays “estimated projections” based on the average of posted actuals through the most recent closed month.

Step 16: Update Monthly ledger log to reflect completed reconciliation.

Note: It is recommended that each area create a “Ledger Log” of all sponsored research projects and Research Initiative Accounts (RIAs) to ensure that all are appropriately tracked and reconciled on a monthly basis.


TRAIN®ing Guide: Award Reconciliation Process

Steps 17 -21 are recommended by the University Controller's Office (UCO) as the preferred practice:

Step 17: Once completed and saved, clicking the Print button on the Summary sheet to print the entire workbook to the designated default printer (macros must be enabled to use this function).

Click to print the entire workbook to the default printer.

Project Name:	Targeted Gene Therapy by SNAP				
PI/C0-PI:	Mohapatra, Shyam				
Project ID:	6123108600				
Chartfields:	OPER UNIT	FUND	DEPT ID	PRODUCT ID	INITIATIVE
	HSC	21000	610802	000000	0000000
Award Dates:	Begin Date:	1-Jan-10	End Date:	31-Dec-11	



Or, select to print the "Entire workbook" to print all the worksheets within the [Rapid Reconciliation](#) tool.

Printer

Name: Samsung ML-2850 Series
Status: Idle
Type: Samsung ML-2850 Series
Where: USB001
Comment:

Print range
 All
 Page(s) From: To:

Print what
 Selection
 Entire workbook
 Active sheet(s)
 Table
 Ignore print areas

Copies
Number of copies: 1
 Collate

Preview OK Cancel

Select "Entire workbook" to print all the worksheets within the Rapid Reconciliation tool.

Initial and Date the Summary page as the Reconciler.

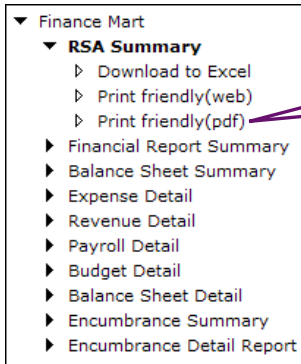
Reconciler's Initials (Prepared by):	<input type="text"/>	Date:	<input type="text"/>
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Note: Any discrepancies/unresolved items should be detailed on the associated spreadsheet or attached memo.

TRAIN®ing Guide: Award Reconciliation Process

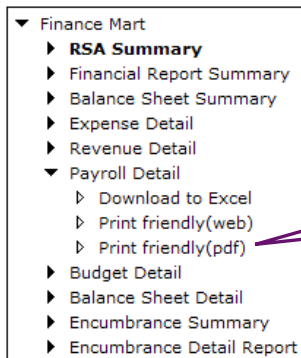
Step 18: Prepare the **“Reconciled Ledger Packet”** as part of monthly reconciliation process. The Packet includes, but not limited to: the [Rapid Reconciliation](#) workbook; RSA Summary report; Payroll Detail; Expense Detail; additional reports may be added when requested by the PI/Accountable Officer.

To print the RSA Summary report: after running the RSA Summary report for the selected period, click the “Print friendly(pdf)” link on the left hand menu.



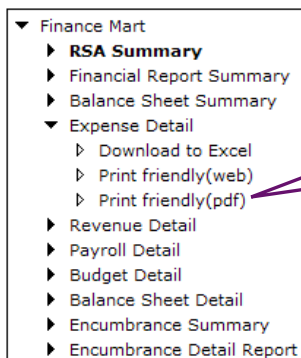
To print the RSA Summary report, click, “Print friendly(pdf)”

To run and print the Payroll Detail (from the RSA Summary report): after running and printing the RSA Summary report, click the Payroll Detail link, then click the “Print friendly(pdf)” link on the left hand menu.



To print the Payroll Detail report, click, “Print friendly(pdf)”

To run and print the Expense Detail (from the RSA Summary report): after running and printing the RSA Summary report, click the Expense Detail link, then click the “Print friendly(pdf)” link on the left hand menu.



To print the Expense Detail report, click, “Print friendly(pdf)”

TRAIN®ing Guide: Award Reconciliation Process

Step 19: Forward for any additional internal reviews, as required; request return no later than close of business, next work day.

Step 20: Forward to the PI/Accountable Officer for review and signature on the [Rapid Reconciliation](#) tool Summary page; request return no later than close of business, next work day.

PI / Accountable Officer's Signature (Reviewed & Approved by):	Date:	<input type="text"/>
<input type="text"/>		

Step 21: File returned/signed Ledgers in shared folder. **(Folder name format: PI Name – Project ID)**

Folder name format: PI Name – Project ID

File name format: PI Name – Project ID – Month Year

Note: It is recommended that the folder be housed in a SharePoint/drive that is available as "Read Only" to the PI/Accountable Officer for easy access and review.

Reconciliation Follow-Through: Resolving Identified Discrepancies

Resolution Processes

The resolution of discrepancies noted in the reconciliation process is critical and time sensitive.

Corrections and adjustments must be processed in a reasonable timeframe, refer to Research CCHIP #001, [Timeline for Processing Cost Transfers on Sponsored Projects](#).

To resolve payroll expenditure discrepancies, a [Payroll Retroactive Expenditure Transfer \(RET\)](#) must be prepared, approved by the PI/Accountable Officer, and submitted through Right Now Service (RNS). Refer to: [Instructions for Submitting Payroll Expenditure Transfers](#).

To resolve non-payroll expenditure discrepancies, the [Journal Entry Spreadsheet \(for non-payroll expenditure transfers\)](#) must be prepared, approved by the PI/Accountable Officer, and submitted through RNS. Refer to: [Instructions for Submitting Non-Payroll Expenditure Transfers](#).

To resolve budget discrepancies, a [Budget Transfer](#) or [Underwrite](#) form must be prepared, approved by the PI/Accountable Officer and then submitted to DSR for approval and processing. Further review and approval may be required in accordance with sponsor guidelines.”