Financial Statements and the Reconciliation Process
# Table of Contents

Overview ............................................................................................................................... 1

About the Financial Statements ............................................................................................. 1

Different Types of Financial Statements ................................................................................. 1

Generating Financial Statements............................................................................................ 2

Navigating to the BI Publisher Tool ..................................................................................... 2

Specify the Report Criteria and Initiate Report Output ........................................................ 4

Understanding Financial Statements ...................................................................................... 8

Expense and Revenue Summary ......................................................................................... 8

Transaction Details ........................................................................................................... 10

Reconciliation Process ......................................................................................................... 12

Responsibilities of the Department ................................................................................... 12

Evidence of Review and Completion ................................................................................. 12

Support Documentation ................................................................................................... 12

Records and Information Management ............................................................................. 13

Additional Resources ........................................................................................................... 13

Financial Statements Reconciliation Checklist ................................................................... 13

General Glossary of Terms ................................................................................................. 14

View Source Documents ................................................................................................ 15

Budget Journals - View Transaction Activity & Source Document ....................................... 18

Budget Details - View Transaction Activity & Source Document ......................................... 18

Budget Overview - View Transaction Activity & Source Document ..................................... 22

Example of the Reconciliation & Acknowledgement Form ................................................. 24

Example of the Financial Statement .................................................................................. 25
Overview

This business procedure guide explains the purpose of the Financial Statements, the reconciliation process and how to generate the monthly statements. A Run Control ID is a unique name used to identify a specific report and to define the conditions of a report.

The following topics are discussed in this training guide:

- General information about the Financial Statements.
- The different types of Financial Statements.
- Generating Financial Statements.
- Understanding Financial Statements.
- Reconciliation Process.
- Additional Resources (e.g. how to view the source document in UT Share).

About the Financial Statements

What is a Financial Statement?
The monthly Financial Statement is an official listing of all financial activity that has posted to a Cost Center or Project.

How will I receive the Financial Statements?
Departments will have the ability to generate the statements any time during the month. The statements can be generated as a PDF document and/or an Excel file.

Can anyone generate the Financial Statements?
No, you must have the appropriate UT Share Security Role (Level III or Level V).

How will I know if an Accounting Period is closed?
The statements closing date will be communicated through the Business Affairs ListServ.

What is the Business Affairs ListServ and how can I join?
The Business Affairs Listserv is used to distribute Accounting, Budget, Human Resources and Payroll related information. To join or leave this listserv, visit Business Affairs Training and Development web page at: https://www.uta.edu/business-affairs/training/

Where can I find more information about the Financial Statements?
Information about the statements and the reconciliation process is available at http://www.uta.edu/policy/procedure (procedures BF-AS-PR7).

Different Types of Financial Statements

- **Funded** - The Funded report is also referred to as “Budgeted”. This report lists the Expenses and/or Revenue for accounts that have pre-defined budgets.
- **UnFunded** - The UnFunded report is also referred to as “Non-Budgeted”. This report lists the Expenses and/or Revenue for accounts that have no pre-defined budgets.
- **Grant** - This report lists the Expenses for Sponsored Projects.
- **Plant Fund** - This report lists the Expenses for Capital Projects.
Generating Financial Statements

Navigating to the BI Publisher Tool

The BI Publisher reporting tool is used to generate the Financial Statements and the Query Report Scheduler page is used to run the financial report and to preserve the criteria used to generate the statements in a run control record.

1. Navigate to: Navigator > FMS Reporting Tools > BI Publisher > Query Report Scheduler.

Run Control ID

A Run Control is a unique name used to identify the report and to define the conditions of the report.

2. Follow one of the steps below to either Create a Run Control ID, or use an Existing Run Control ID. A Run Control ID is case sensitive, can be up to 30 characters in length and can contain underlines and dashes. It cannot contain spaces.

Examples of Run Control IDs that are needed:
- UTA_FS_Funded
- UTA_FS_UnFunded
- UTA_FS_Grant
- UTA_FS_PlantFund.

First Time User
a. Click the Add a New Value tab.
b. Create a meaningful Run Control ID.
c. Click the Add button.

The Query Report Schedule screen displays:

d. Select the Data Source Type from the drop-down menu: “Connected Query”.
e. Enter the Report Name field, or lookup the report that you want to run when the Run Control is used.
Report Options are:

- **Funded:** UTAKKSOAMFND – UTA SOA Monthly Funded (Budgeted) The Funded report is also referred to as “Budgeted”. This report lists the Expenses and/or Revenue for accounts that have pre-defined budgets.
- **Unfunded:** UTAKKSOAMUFN – UTA SOA Monthly Unfunded (Non-Budgeted). The UnFunded report is also referred to as “Non-Budgeted”. This report lists the Expenses and/or Revenue for accounts that have no pre-defined budgets.
- **Grant:** UTAKKSOAMGRT – UTA SOA Monthly Grant (Sponsored Project). This report lists the expenses for sponsored projects.
- **Plant Fund:** UTAKKSOAMPLT – UTA SOA Monthly Plant Fund (Capital Project). This report lists the expenses for capital projects.

f. Press **Save**. Proceed to **Step 3**.

**Returning Users**

a. Click the **Find an Existing Value** tab. Enter the name of the Run Control ID in the Search by field.

Note: Just click **Search** to get a list and select the run control from the list displayed.

b. Click **Search**.

c. Click the **Search** button.

d. Click **OK** to the Pop-up Message if it displays.

The Query Report Schedule screen displays:

f. Click on the **blue Update Parameters** link. Proceed to **Step 3**.
Specify the Report Criteria and Initiate Report Output

3. You will be prompted to enter the Query Parameters.
4. Enter your 6-digit Department number (To and From).
5. Enter the Budget Period which is the fiscal year.
6. Enter the Accounting Period (ex: 1 = Sept, 2 = Oct).

Note: Financial activity from Accounting Period 12 will be included in the 998 statements. When generating statements for Accounting Period 998, you must enter 12 in the Accounting Period field. Disregard period 12 activities if it is already reconciled.

7. Depending on the statement type (e.g. Project or Non-Project), the next field will be labeled Cost Center or Project ID. If desired, you may generate financial statements for a single Cost Center or a single Project. Or, leave this field blank for all.

Note: If a Project ID is entered, you must provide a PC Business Unit for the Project (Grants = UTASP and Plant Funds = UTAPF).

8. Click OK.
9. A second prompt window appears. If you would like to include ProCard details in your report, it is recommended to select the Include ProCard Transactions? checkbox.

Note: Selecting the option to "Include ProCard Transactions" is optional but recommended. By selecting this box, the details for the ProCard payment will display on the report, like: name of the cardholder, name of the merchant and voucher reference number.

10. To initiate the report, click the Run button.
11. The **Process Scheduler Request** page is displayed. If necessary, change the **Format** field to the appropriate output option: “PDF” (Portable Document Format) or “XLS” (Excel).

![Process Scheduler Request](image)

12. Click the **OK** button to return to the

**Optional:**
To send the statements to additional recipients, click the **Distribution** link.

1. From the **Distribute To** grid, click the + (plus sign) to insert a new row.
2. Select **ID Type** “User” and enter the recipients “Empl ID” in the **Distribution ID** field.
3. Click **OK** to return to the **Process Scheduler Request** page.
4. Once the report has been generated, it will appear in the users **“My Reports”** pagelet located on the homepage of UT Share.
5. To remove a user, click the minus button and **OK** to the pop-up.

**Query Report Scheduler page.**
A **Process Instance** number is now assigned. This number is used to track your report from the **Process Monitor** page.

13. Click the **Process Monitor** link.
14. The Process Monitor page is used to queue and post the report. Initially, the Run Status is “Queued” and the Distribution Status is “N/A”.

If necessary, click the Refresh button multiple times (every 20 seconds), until the Run Status is “Success” and the Distribution Status is “Posted”. Note, the Refresh button is only refreshing the page; it does not speed-up the process of generating the report.

Once the statuses have changed to the appropriate values (Success and Posted).

15. Click the Go Back to Query Report Scheduler link.

The Query Report Scheduler page displays again.

15. Click the Report Manager link to view the statements.
The Report Manager page is displayed. The report will display under one or more of the tabs, usually the Administration tab.

16. Click the TABs to find the report listing.
17. Click the file name located under the Description column.

Depending on the Report Manager Tab used, the File List grid may display after clicking on the report.

18. Click the file name to open the report.

The report will open in a new tab or depending on your browser and/or the file type (e.g. XLS or PDF), you may be presented with a dialog window prompting you to Save or Open the report; or the report may open immediately in a new window.

Here is an example of a page of a financial statement:
Understanding Financial Statements

Expense and Revenue Summary

Displayed below is an example of the Financial Statement - Expense and Revenue Summary pages. These pages provide budget balances for a specific month. The information is grouped by Budget Accounts.

Financial Statement Expense and Revenue Summary – Header Descriptions

1. The top portion of the financial report contains the Report Type (Budgeted, Non-Budgeted, Grants, etc.), Dept. Number, Dept. Name, the Budget Year and the closing month for the statements.
2. The second level subheading displays the Cost Center or Project with a brief description of the name. In addition, statements involving Sponsored Projects/Grants include the Principal Investigators (PI) name.
3. The third level subheading identifies the Financial Statement Summary Type (Expense or Revenue).
4. The Summary Box provides budget balances for a specific closing month (accounting period). The information is grouped by Budget Account. The Budget Account is used to identify the purpose of the funds like: A1000 - Staff Salaries, A4000 - Operating Exp., G4020 - Fringe Benefits, G4070 – Consultants.

Note: There are page breaks at each change in Department, Cost Center or Project.
Financial Statement Expense and Revenue Summary Field Descriptions

A. **Account (Budget Account):** section displays year-to-date balances for each Budget Account. The budget account identifies the category of the funds.

B. **Fiscal Year:** section displays the total balances for the financial year.

C. **Period (Accounting Period):** section displays total balances for a specific month.

D. **Revenue Estimate:** indicates the total revenue actually collected by the department.

E. **Recognized Revenue:** the total revenue actually collected by the department.

F. **Revenue Balance:** displays the total budget activity for each budget account; for the specified closing month. This includes the total estimated revenue less the recognized revenue.

G. **Revenue Summary Balance:** displays the total estimated revenue, recognized revenue and the available revenue budget for the closing month.

H. **Allocated Budget:** column displays the total approved budget for each budget account and any budget adjustments.

I. **Encumbrance:** displays the total encumbrances charged against the budget year-to-date (fiscal) and by accounting period. The encumbrance is a process that reserves funds for an anticipated expenditure. This is the amount for which there is an obligation to spend in the future. Purchase Orders, Travel Authorizations and Salary are examples of a pre-encumbrance transaction.

**Note:** **Pre-Encumbrance** displays on some of the reports, this is the total pre-encumbrances charged against the budget year-to-date (fiscal) and by accounting period. The Pre-Encumbrance is a process that holds funds for an anticipated expense. It is the amount you expect to expend. A Requisition is an example of a pre-encumbrance transaction.

J. **Expense** column displays the total expenses charged against the budget year-to-date (fiscal) and by accounting period. This total includes AP Vouchers, Expense Reports, and Journals.
K. **Expense Balance:** The total budget activity for each budget account for the specified closing month. This includes the total allocated budget less the pre-encumbrances, encumbrances and expenses.

L. **Expense Summary Balance:** The total allocated budget, pre-encumbrances, encumbrances, expenses and the remaining balance for the closing month

**Transaction Details**

Displayed below is an example of the Financial Statement – Transaction Details page. The detail section provides the financial activity that makes-up the summary totals for the closing month. This section is separated by Budget Account and Transaction Type.

**Financial Statement Expense and Revenue Details**

1. The title heading for each section contains the Budget Account and the Cost Center/Project with a brief description.
2. The second level subheading provides the name of the Transaction Detail. The title of the section identifies the type of transactions you will see in the associated table.
3. The Fiscal Year represents the financial period when the transaction was processed.
4. The Period (Accounting Period) indicates the month in which the transaction took place.
5. The Account (General Ledger Account) is used to categorize the transaction for reporting purposes.
6. The Transaction Type describes the transaction category. It helps you determine if the transaction line is a Payroll, Journal, Purchase Order, AP Voucher, ProCard, or Expense Report.
7. The Reference Number column provides the reference number and the document type used to generate the transaction line. Depending on the Transaction Type, additional details may be available such as, the Name of the Payee, Vendor ID or Empl ID.
8. The Posted Amount is the dollar amount of the transaction.
9. The Head of Unit field requires the signature of the person responsible for reviewing the statements and making sure the Cost Centers or Projects are reconciled in a timely manner. To show evidence of reconciliation, the Head of Unit must sign and date the statement for each
Cost Center/Project. Or, the Reconciliation and Acknowledgement form (Form BF-AS-F9) can be completed and signed.

10. The **Reconciling Agent (Reconciler)** field requires the signature of the person responsible for reconciling the monthly Financial Statements. To show evidence of reconciliation, the **Reconciler** must sign and date the statement for each Cost Center/Project. Or, the Reconciliation and Acknowledgement form (Form Index BF-AS-F9) can be completed and signed.

**ProCard transactions:** The **Transaction Detail** section for **Procurement AP Voucher [Expense]** will automatically appear in the Financial Statements. The **ProCard Transactions** group box will be included in the statements if you selected the option to “**Include ProCard Transactions**” when generating the statements. Listed below are the differences between the two sections:

- The payment for ProCard charges appears in the “**Procurement (AP Voucher [Expense])**” section. The payee for the payment is listed as “Citibank”. In addition, the dollar amount of the ProCard charge is sub-totaled for transaction lines using the same General Ledger Account (e.g. 63003 – Office Supplies/Computer Supplies).

- The “**ProCard Transactions**” section displays the details for the ProCard payment such as, the name of the cardholder, the name of the merchant where the purchase was made, and the payment voucher reference number. If you decide to include this section in your statements, when comparing the totals from the Summary page to the totals in the Transaction Details page, make sure to exclude the total dollar amount displayed in this group box. The ProCard Transaction section is for informational purposes only.

### Transaction Detail: Procurement [AP Voucher [Expense]]

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Period</th>
<th>Account #</th>
<th>Reference #</th>
<th>Paid Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>11</td>
<td>0200001</td>
<td></td>
<td>217.05</td>
</tr>
<tr>
<td>2015</td>
<td>11</td>
<td>0300028</td>
<td></td>
<td>134.04</td>
</tr>
<tr>
<td>2015</td>
<td>11</td>
<td>0301014</td>
<td></td>
<td>350.01</td>
</tr>
<tr>
<td>2015</td>
<td>11</td>
<td>0501012</td>
<td></td>
<td>9.07</td>
</tr>
<tr>
<td>2015</td>
<td>11</td>
<td>0320001</td>
<td></td>
<td>80.00</td>
</tr>
<tr>
<td>2015</td>
<td>11</td>
<td>0501011</td>
<td></td>
<td>9.07</td>
</tr>
</tbody>
</table>

### Transaction Detail: ProCard Transactions

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Period</th>
<th>Account #</th>
<th>Reference #</th>
<th>Transaction Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2015</td>
<td>11</td>
<td>0300000</td>
<td></td>
<td>9.87</td>
</tr>
<tr>
<td>2015</td>
<td>11</td>
<td>0300002</td>
<td></td>
<td>12.87</td>
</tr>
<tr>
<td>2015</td>
<td>11</td>
<td>0300003</td>
<td></td>
<td>24.17</td>
</tr>
<tr>
<td>2015</td>
<td>11</td>
<td>0300004</td>
<td></td>
<td>7.51</td>
</tr>
<tr>
<td>2015</td>
<td>11</td>
<td>0300005</td>
<td></td>
<td>26.33</td>
</tr>
<tr>
<td>2015</td>
<td>11</td>
<td>0300006</td>
<td></td>
<td>7.51</td>
</tr>
<tr>
<td>2015</td>
<td>11</td>
<td>0300007</td>
<td></td>
<td>11.51</td>
</tr>
<tr>
<td>2015</td>
<td>11</td>
<td>0300008</td>
<td></td>
<td>59.98</td>
</tr>
<tr>
<td>2015</td>
<td>11</td>
<td>0300009</td>
<td></td>
<td>267.84</td>
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<td>2015</td>
<td>11</td>
<td>0300010</td>
<td></td>
<td>58.87</td>
</tr>
<tr>
<td>2015</td>
<td>11</td>
<td>0300011</td>
<td></td>
<td>9.00</td>
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<tr>
<td>2015</td>
<td>11</td>
<td>0300012</td>
<td></td>
<td>6.05</td>
</tr>
</tbody>
</table>

**ProcCard Total:** 613.02
Reconciliation Process

The reconciliation process is a comparison of the Financial Statements to departmental records. Reconciliation should be performed monthly. This process is necessary to make sure that expenditures charged, and revenues collected by the department were properly approved and applied to the correct Cost Center or Project. Any differences revealed by the reconciliation process should be promptly pursued and resolved in a timely manner. The process of reconciliation ensures the accuracy and validity of financial information.

Responsibilities of the Department

Reconciling Agent (Reconciler)

1. Maintain accurate records that support the financial activity for each Cost Center/Project.
2. Compare each transaction on the Financial Statements against your department records to verify that all transactions have been recorded accurately for the month.
3. If discrepancies between the Financial Statements and department records are found:
   • Promptly notify the appropriate department of any errors, omissions or questionable transactions
   • If necessary, request an accounting correction; and follow up to confirm that the correction was completed.

Head of Unit

1. Review the Financial Statements and make sure the reconciliation of all Cost Centers/Projects is complete.
2. Make sure accurate accounting records are maintained.
3. Ensure that overspending does not occur when using a Cost Center or Project.
4. The Head of Unit should consider the following questions:
   • Are the transactions on the statement appropriate for departmental/University business?
   • Are there any suspicious-looking transactions?
   • Does it appear that the accounts have been reconciled?
   • Has the reconciler explained any unrecognized transactions?

Evidence of Review and Completion

To comply with internal control procedures, evidence that reconciliation was completed must be maintained by the department. The Reconciler and the Head of Unit must review, sign and date the statement for each Cost Center/Project. Or, the Reconciliation and Acknowledgement form (BF-AS-F9) can be completed and signed.

Support Documentation

Support documentation provides a financial record of each event or activity, and therefore ensures the accuracy and completeness of a transaction. It must be maintained for each transaction line.

Supporting documentation may come in paper like invoices and receipts, etc. or electronic forms like invoices or receipts attached to an “Approved” Voucher or Expense Report in UT Share.

It is not necessary to attach the support documentation to the statement but must be available for inspection when requested.

All reconciled statements must be maintained in the departmental files.
Records and Information Management

Supporting documentation should be kept in accordance with record retention guidelines. The reconciled statements and the support documentation for non-grant accounts must be kept in the department for the end of fiscal year, plus three (FE + 3). For more information about Records and Information Management, visit the following web page: http://www.uta.edu/rim.

Note: The retention period for Grants (Sponsored Projects) may vary. To help determine the retention period for Grants, refer to the grant contract or speak with a representative in the Research Administration department.

Additional Resources

Financial Statements Reconciliation Checklist

1. Generate the Financial Statements for the closed month.
2. Review the statements and scan for any unusual entries like large dollar amounts or unknown payee.
3. Compare the entries on the statements to the supporting documentation maintained in the department. If an amount does not agree to the support documentation, it must be resolved and the action taken should be noted on or attached to the statement.

Note: For Financial Statements involving salary Budget Accounts, verify that (1) each employee listed on the statement is currently employed by the department; (2) appropriate salary amounts were paid; and (3) all salary payments are included on the statements.

4. The Reconciler and the Head of Unit must review, sign and date the statement for each Cost Center/Project. Or, instead of signing each statement, the Reconciliation and Acknowledgement form (BF-AS-F9) can be completed and signed by the Reconciler and the Head of Unit.
5. The reconciled statements and the support documentation should be kept in the department for the end of fiscal year, plus three (FE+3). This rule applies to non-grants Cost Centers. The retention period for Grants may vary. To help determine the retention period for Grants, refer to the grant contract or speak with a representative in the Research Administration department.

Corrections

If corrections (adjusting entries) are necessary, provide specific details about the correction and send the request to the appropriate department or individual:

The correction request should include the following information:

1. The Transaction Type and the Reference number. The Transaction Type identifies the form/document used to generate the transaction like Voucher, Expense Report, etc. Depending on the transaction type, the reference number may be an 8 to 10-digit number (all digits are required).
2. The incorrect and the correct Cost Center or Project to be charged/credited.
3. The incorrect and the correct General Ledger Account to be charged/credited.
4. The amount of the correction.
5. Any special considerations for the adjustment (i.e. partial corrections).
6. The reason for the correction.
**Where to send the correction request:**

**Non-Payroll Related Corrections**

**Cost Centers:** Send the request to Accounting Services at acctserv@uta.edu.

**Plant Funds/Capital Projects:** Send the request to Bridgett Allbright (bridgett.allbright@uta.edu) in Accounting Services.

**Grants/Sponsored Projects:** Send the request to Research Administration at postaward@uta.edu for approval and to Grant Accounting at gca@uta.edu to process the request.

**IDT Journals:** Send the request to the charging department. The charging department will work with Accounting Services to process the request.

**Payroll Related Corrections**

**Cost Centers:** Payroll corrections in a prior fiscal year send the request to Payroll Services at payroll@uta.edu. Use the appropriate UTA Flow form to process corrections for the current FY.

**Grants/Sponsored Projects:** Payroll corrections in a prior fiscal year send the request to Research Administration at postaward@uta.edu for approval and to Payroll Services at payroll@uta.edu to process.

**More Information:**

- Financial Statements Questions: send an email to acctserv@uta.edu.
- Training Materials, Join the Listserv, or Register for Classes, visit: https://www.uta.edu/business-affairs/training.

**General Glossary of Terms**

**Accounting Period:** The Accounting Period is equivalent to a calendar month. Each transaction recorded in UT Share will be posted to a specific Accounting Period. This number indicates the month in which the transaction took place. The Accounting Periods are:

<table>
<thead>
<tr>
<th>Period</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sept</td>
</tr>
<tr>
<td>2</td>
<td>Oct</td>
</tr>
<tr>
<td>3</td>
<td>Nov</td>
</tr>
<tr>
<td>4</td>
<td>Dec</td>
</tr>
<tr>
<td>5</td>
<td>Jan</td>
</tr>
<tr>
<td>6</td>
<td>Feb</td>
</tr>
<tr>
<td>7</td>
<td>Mar</td>
</tr>
<tr>
<td>8</td>
<td>Apr</td>
</tr>
<tr>
<td>9</td>
<td>May</td>
</tr>
<tr>
<td>10</td>
<td>June</td>
</tr>
<tr>
<td>11</td>
<td>July</td>
</tr>
<tr>
<td>12</td>
<td>Aug</td>
</tr>
<tr>
<td>998</td>
<td>Year-End Adjusting Period</td>
</tr>
</tbody>
</table>

**Budget Periods:** Budget Period is a pool of money for which funds are available to spend. The budget period usually coincides with the fiscal year calendar; but it can be independent of a fiscal year. For example, if you process a Requisition for a service contract on July 15, 2018 and changed the Budget Date to Sept 1, 2018; the expense will be processed in fiscal year 2018 and the funds will be taken from budget period 2019.

**Fiscal Year:** Fiscal Year is the established period of time when the university’s annual financial records commence and conclude. UT Arlington operates on a 12-month accounting period which runs from Sept 1st through Aug 31st. The fiscal year is designated by the calendar year in which it ends. For example, spending that incurred on November 14, 2018 belongs to fiscal year 2019.
Year to Date: Year-to-date is a period of time starting from the beginning of the fiscal year (September) until a specific date or the present date. For example, if a Financial Statement was generated for 07/31/2019, it displays balances as of Sept 1, 2018 through July 31, 2018.

Budget Accounts: The Budget Account is used to identify the purpose of the funds. Listed below are examples:

### Cost Centers Budget Accounts
- **A1000** Staff Salaries
  - A&P Salaries
  - Classified Salaries
- **A1200** Wages
- **A2000** Faculty Salaries
- **A2100** Graduate Teaching Assistant Salaries
- **A3000** Fringe
- **A4000** Operating Expenses
  - M&O
  - Travel
  - Utilities
  - Scholar & Fellow
  - Capital
- **A7000** Expense Transfers
- **RTRFS** Revenue Transfers
- **TOTRV** Total Revenue

### Grants (Sponsored Projects) Budget Accounts
- **G4010** Salaries
- **G4020** Fringe Benefits
- **G4040** Equipment Fabrication
- **G4050** Equipment Capital
- **G4070** Consultants
- **G4082** STEM Tuition
- **G4090** Other Direct Costs
- **G4100** Rentals & Leases
- **G4105** Rental Equipment
- **G4110** Travel - Domestic
- **G4120** Travel - Foreign
- **G4130** Participant Expenses
- **G4140** Scholarships & Fellowships
- **G4150** Tuition & Fees (Stud Supp)

**View Source Documents**

The source document is the original form used to generate a transaction line. The source document can be accessed from the Budget Details or the Budget Overview page, but it requires several layers of drilling. Since you have the reference number from the Financial Statement, it is suggested to navigate directly to the page used to generate the transaction by using the appropriate search page.

Listed below are the navigation paths for the different types of documents found on the Financial Statement.

**Note:** When available, use the **Keyword Search Tab** to find a journal entry. This provides a more generic search option. Once results display, click on the desired line item, to open the journal details.
Journals (General Ledger)

2. The Create/Update Journal Entries page is displayed. Leave the default values.
3. Click the Find an Existing Value tab.
4. Click the Clear button to remove the default values.
5. Enter the Business Unit (example: UTARL).
6. Enter the 10-digit reference number in the Journal ID field.
7. Click Search. The Journal page is displayed.

Vouchers

2. The Voucher page is displayed. Click the Find an Existing Value tab.
3. Enter the 8-digit reference number in the Voucher ID field.
4. Click Search. The Voucher page is displayed.

Expense Reports

1. Navigate to the Main Menu - Travel and Expense - Expense.
2. Click the Realtime Search tab.
3. Enter the 10-digit reference number in the Report ID.
4. Click Search.
The Expense Report Detail page is displayed.
ProCard Statement

The ProCard Transaction Reconciliation statement provides detailed ProCard information to help aid in the reconciliation of the monthly Financial Statement.

1. Navigate to the **Main Menu – Purchasing - Procurement Cards – Reconcile - Reconcile Statement**.
2. Click the **Clear** button to remove the default values.
3. Enter or lookup the cardholder by **Name** or **Empl ID**.
4. Click the **Statement Status** drop-down menu and select **Closed**.
5. Click the Search button.
6. The **Procurement Card Transaction** page is displayed.

The charges will have a status of Closed. This status is assigned automatically by the system after the ProCard processing deadline date occurs.

Budget Transfers

The **Budget Transfer** page is used to view transfers between and within Cost Centers.

1. Navigate to the **Main Menu - Commitment Control - Budget Journals - Enter Budget Transfers**.
2. Click the **Find an Existing Value** tab.
3. The Search page is displayed.
4. Click the **Clear** button to remove the default values.
5. Make sure the **Business Unit** field is defaulting to **UTARL**.
6. Enter the 10-digit **Journal ID** number.
7. Click **Search**. The **Journal** page is displayed.
Budget Journals - View Transaction Activity & Source Document
The Budget Journal page is used to view budget adjustment and other journals processed by the Budgets & Financial Planning office.

1. Navigate to the **Main Menu - Commitment Control - Budget Journals - Enter Budget Journals**.
2. The search page is displayed.
3. Click the **Clear** button to remove the default values.
4. Make sure the **Business Unit** field is defaulting to **UTARL**.
5. Enter the 10-digit **Journal ID** number.
6. If necessary, remove the defaulting Empl ID from the User ID field.
7. Click **Search**. The **Journal** page is displayed.

Budget Details - View Transaction Activity & Source Document
1. Begin by navigating to the **Budget Details** page: **Main Menu - Commitment Control - Review Budget Activities - Budget Details**

From the **Budget Details** search page:
2. Verify the **Business Unit** is defaulting with “UTARL”.
3. Enter or lookup a **Ledger Group**:
   a. Select “**OPE**” or “**OPR**” to view budget activity for a Cost Center.
   b. Select “**DETAIL**” to view budget activity for a specific GL Account.
   c. Select “**GRT_PARENT**” to view the overall balance for a Sponsored Project.
   d. Select “**PLANT_PRNT**” to view the overall balance for a Capital Project.
   e. Select “**GRT_CHILD1**” to view budget activity for a single budget account for a Sponsored Project.
   f. Select “**PLANT**” to view budget activity for a single budget account for a Capital Project.
4. Click **Search**.
The Budget Detail Overview Screen Displays:

5. Enter the **Account** (Budget or General Ledger) that you want to view.
6. Enter the **Cost Center** or **Project** number that you want to view.
7. Enter the **Budget Period**.
8. Click **Search**.

**Note:** The **Budget Period** field is not used when viewing budget activity for a **Sponsored Project (Grant)** or **Capital Project (Plant Fund)**.

9. Click the blue **View Details** link beside the Account you want to view.

The **Commitment Control Budget Details** page provides a summary of budget information for a specific Cost Center or Project.

10. To view transaction activity, click the **Drill to Activity Log** icon (gold book).

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**Training Guide**

**Financial Statements and the Reconciliation Process**

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**Last Revision: 12/6/19**

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The transaction **Activity Log** page is displayed. When transactions are budget-checked, the system creates activity lines and stores them in the **Activity Log**.

The **Activity Log** contains the following information:

**Document Label**: Indicates the type of form used to generate the transaction line. The document types include:

- **Report ID** = Travel or Non-Travel Expense Report
- **Voucher ID** = Purchase Order or Non-PO Voucher
- **Employee ID** = ProCard Transactions

**Tran Line**: (Journal ID) = Corrections, Inter-Departmental Transfers, Payroll transactions or Budget Transfers will have an ID number.

**Document ID**: The reference number for the transaction.

**Account**: Used to identify the purpose of the funds like A4000 – Operation Expenses.

**Fund, PC Bus Unit, Project and Activity**: Represent the chartfield values used for the transaction line.

**Budget Period** represents the period where the funds were taken.

Use the magnifying glass or the footprint icon to drill into the details. See below:

11. Click the **Line Drill Down** icon (magnifying glass) to get transaction details for a particular line like the chartfield values associated with the transaction line.

12. Click the **View Related Links** icon to drill down and view the source document used to create the transaction line like a Voucher, or Expense Report, used to generate the transaction line.
The source document will open immediately in a new window or you may be presented with a dialog box where you must select "Go to Source Entry" to display the information.

**Note:** To view the page where the source document was created, you must have the appropriate level of security.

13. Back on the Activity Log screen, Click the footprint icon \( \mathbb{F} \).

The **Commitment Control Activity Log** page displays.

14. Clicking the magnifying glass \( \mathbb{R} \) takes you back to the Budget Journal Line Drill Down as shown above in step 11.

15. Click the open page icon \( \mathbb{O} \) to return to the Commitment Control Budget Details page as shown in step 10.
Budget Overview - View Transaction Activity & Source Document

1. Begin by navigating to the **Budget Overview** page: **Main Menu - Commitment Control - Review Budget Activities - Budget Overview.**

**Note:** *First time users must create a Budget Overview Inquiry to use the Budget Overview page. The steps below assume that you have already created an Inquiry.*

From the **Budget Overview** search page:

2. Enter the **Inquiry Name** and click **Search.** OR Leave the **Inquiry Name** field blank and click the **Search** button. The **Budget Overview** page will display or if you have multiple inquiries, a **Search Results** table will display where you select the appropriate inquiry.

The **Budget Overview** page is displayed with the values identified in the creation of the inquiry or that was last used.

3. Update the fields listed below to change the results information.
4. Verify the appropriate **Ledger Group/Set OR Ledger Inquiry Set** is selected:
   - For Cost Centers use **Ledger Group:** OPE, OPR; **OR Ledger Inquiry Set:** OPE_OPR
   - For Sponsored Projects (Grants) use **Ledger Group:** GRT_CHILD1
   - For Capital Projects (Plant Funds) use **Ledger Group:** PLANT
   - To view general ledger account information for a Cost Center, Sponsored Project, or a Capital Project use **Ledger Group:** DETAIL.
5. Select the **Calendar Type**. The recommended options are "Detail Accounting Period" (specific month or range) or "Detail Budget Period" (fiscal year-to-date).

6. If applicable, enter the **Budget Period** and/or the **Accounting Period** that you want to view. **Note:** When viewing information for a Project (Sponsored or Capital) with Calendar Type "Detail Budget Period", leave the **Budget Period** "From" and "To" field blank. If you want to view budget information by Budget Period, select calendar type "Detail Accounting Period".

7. From the **ChartField Criteria** section, enter the **Cost Center** or **Project** that you want to view.

8. Click the **Search** button to view the results of your inquiry. **Note:** You may get this pop-up message; just click the OK button.

9. The **Inquiry Results** page is displayed. To view details for a specific line item, click either the **Budget Details icon** to go to the Budget Details page, or the **Budget Transaction types icon** to go to the Budget Transactions. See Budget Details page 18 for more information.

**Note:** For more information about how to use the **Budget Details** or the **Budget Overview** page, refer to the following web page: [https://www.uta.edu/business-affairs/training/financial.php](https://www.uta.edu/business-affairs/training/financial.php)
Example of the Reconciliation & Acknowledgement Form

https://www.uta.edu/policy/form

Click the Business and Finance tile.
Click on Form BF-AS-F9.

---

**Accounting Services**

**Cost Center and Project Statements**

Reconciliation & Acknowledgement

<table>
<thead>
<tr>
<th>Cost Center/Project Number</th>
<th>Cost Center/Project Name</th>
<th>Cost Center/Project Number</th>
<th>Cost Center/Project Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
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</tr>
</tbody>
</table>

Comments:

__________________________________________________________

<table>
<thead>
<tr>
<th>X</th>
<th>Date</th>
<th>X</th>
<th>Date</th>
</tr>
</thead>
</table>

[To be signed by Head of Unit] [To be signed by Reconciling Agent of Unit]

By this submission, to the best of knowledge, I am certifying the following:

- That all transactions have been reconciled to source documents and the amounts appear to be reasonable and properly recorded.
- For any errors that have been detected, corrections have been made and/or requested and are pending adjustments.
- I am aware of the requirement to report all suspected fraud to my supervisor, Audit, Campus Police, or the institution Hotline to ensure it is appropriately addressed.
Example of the Financial Statement

MONTHLY FINANCIAL STATEMENT
FOR NON-BUDGETED COST CENTERS with ASSOCIATED REVENUE

Department 625105 - Computer Science and Engineer For Budget Year 2019, Period Ending 04/30/2019
Cost Center: 311839 - Startup CSE S Ji

Important Note: Summary Balances may vary when compared against transaction detail balances due to timing of encumbrance processing and other factors!

Revenue Summary for Cost Center: 311839
(\$ amounts reflect Year-To-Date Balances)

<table>
<thead>
<tr>
<th>Account</th>
<th>Fiscal Year</th>
<th>Period</th>
<th>( % ) Revenue Estimate</th>
<th>( % ) Recognized Revenue</th>
<th>( % ) Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>TRF</td>
<td>2019</td>
<td>1</td>
<td>300.00</td>
<td>299.17</td>
<td>0.83</td>
</tr>
<tr>
<td></td>
<td>2019</td>
<td>2</td>
<td>300.00</td>
<td>299.17</td>
<td>0.83</td>
</tr>
<tr>
<td></td>
<td>2019</td>
<td>Total</td>
<td>600.00</td>
<td>598.34</td>
<td>1.66</td>
</tr>
<tr>
<td>Summary Balance</td>
<td></td>
<td></td>
<td>-600.00</td>
<td>-598.34</td>
<td>1.66</td>
</tr>
</tbody>
</table>

Expense Summary for Cost Center: 311839
(\$ amounts reflect Year-To-Date Balances)

<table>
<thead>
<tr>
<th>Account</th>
<th>Fiscal Year</th>
<th>Period</th>
<th>( % ) Allocated Budget</th>
<th>( % ) Encumbrance</th>
<th>( % ) Expense</th>
<th>( % ) Reserve</th>
</tr>
</thead>
<tbody>
<tr>
<td>A1000</td>
<td>2019</td>
<td>1</td>
<td>500.00</td>
<td>493.75</td>
<td>6.25</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>2019</td>
<td>2</td>
<td>500.00</td>
<td>493.75</td>
<td>6.25</td>
<td>0.00</td>
</tr>
<tr>
<td></td>
<td>2019</td>
<td>Total</td>
<td>1000.00</td>
<td>987.50</td>
<td>12.50</td>
<td>0.00</td>
</tr>
<tr>
<td>Summary Balance</td>
<td></td>
<td></td>
<td>-1000.00</td>
<td>-987.50</td>
<td>12.50</td>
<td>0.00</td>
</tr>
</tbody>
</table>

Period Ending Budget Balance $102,923.32
## Training Guide

### Financial Statements and the Reconciliation Process

### MONTHLY FINANCIAL STATEMENT

**FOR BUDGETED COST CENTERS**

### Budget Account A4000 - Operating Expenses for Cost Center 367890 - Name of Cost Center

#### Transaction Detail: Procurement (AP Voucher [Expense])

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Period</th>
<th>Account #</th>
<th>Reference #</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>11</td>
<td>83401</td>
<td>Voucher 00004777-1000302130 - BUDGET RN-001</td>
<td>217.05</td>
</tr>
<tr>
<td>2010</td>
<td>11</td>
<td>83403</td>
<td>Voucher 00004205-1000301104 - CITIBANK N-001</td>
<td>134.04</td>
</tr>
<tr>
<td>2010</td>
<td>11</td>
<td>83414</td>
<td>Voucher 00004119-1000301104 - CITIBANK N-001</td>
<td>356.91</td>
</tr>
<tr>
<td>2011</td>
<td>11</td>
<td>83414</td>
<td>Voucher 00004414-1000301104 - CITIBANK N-001</td>
<td>56.97</td>
</tr>
<tr>
<td>2011</td>
<td>11</td>
<td>83401</td>
<td>Voucher 00004205-1000301104 - CITIBANK N-001</td>
<td>0.00</td>
</tr>
<tr>
<td>2011</td>
<td>11</td>
<td>84001</td>
<td>Voucher 00004205-1000301104 - CITIBANK N-001</td>
<td>8.45</td>
</tr>
</tbody>
</table>

Procurement (AP Voucher [Expense]) Total: **$387.07**

#### Transaction Detail: Procurement (Purchase Order [Enc])

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Period</th>
<th>Account #</th>
<th>Reference #</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>11</td>
<td>83414</td>
<td>Purchase Order - 0000090010 - AUSTIN RR-001</td>
<td>1,386.00</td>
</tr>
</tbody>
</table>

Procurement (Purchase Order [Enc]) Total: **$1,386.00**

#### Transaction Detail: Procurement (Requisition [PreEnc])

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Period</th>
<th>Account #</th>
<th>Reference #</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>11</td>
<td>83414</td>
<td>Requisition - 0000300943 - Computer Equip.</td>
<td>1,386.00</td>
</tr>
</tbody>
</table>

Procurement (Requisition [PreEnc]) Total: **$1,386.00**

#### Transaction Detail: Pro Card Transactions

**Note:** Does not include ProCard amounts when reconciling balances. Amounts are posted to account balances via the associated Voucher. See associated voucher for status.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Period</th>
<th>Account #</th>
<th>Reference #</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>11</td>
<td>83403</td>
<td>Pro Card 82300005770000000018 by Employer 1000012345</td>
<td>8.47</td>
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<tr>
<td>2011</td>
<td>11</td>
<td>83403</td>
<td>Pro Card 82300005770000000018 by Employer 1000012345</td>
<td>72.07</td>
</tr>
<tr>
<td>2011</td>
<td>11</td>
<td>83403</td>
<td>Pro Card 82300005770000000018 by Employer 1000012345</td>
<td>24.17</td>
</tr>
<tr>
<td>2011</td>
<td>11</td>
<td>83403</td>
<td>Pro Card 82300005770000000018 by Employer 1000012345</td>
<td>7.01</td>
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<tr>
<td>2011</td>
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<td>83403</td>
<td>Pro Card 82300005770000000018 by Employer 1000012345</td>
<td>26.55</td>
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<tr>
<td>2011</td>
<td>11</td>
<td>83403</td>
<td>Pro Card 82300005770000000018 by Employer 1000012345</td>
<td>-7.01</td>
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<tr>
<td>2011</td>
<td>11</td>
<td>83403</td>
<td>Pro Card 82300005770000000018 by Employer 1000012345</td>
<td>11.01</td>
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<tr>
<td>2011</td>
<td>11</td>
<td>83403</td>
<td>Pro Card 82300005770000000018 by Employer 1000012345</td>
<td>55.66</td>
</tr>
<tr>
<td>2011</td>
<td>11</td>
<td>83403</td>
<td>Pro Card 82300005770000000018 by Employer 1000012345</td>
<td>237.04</td>
</tr>
<tr>
<td>2011</td>
<td>11</td>
<td>83403</td>
<td>Pro Card 82300005770000000018 by Employer 1000012345</td>
<td>99.97</td>
</tr>
<tr>
<td>2011</td>
<td>11</td>
<td>83403</td>
<td>Pro Card 82300005770000000018 by Employer 1000012345</td>
<td>100.00</td>
</tr>
<tr>
<td>2011</td>
<td>11</td>
<td>83403</td>
<td>Pro Card 82300005770000000018 by Employer 1000012345</td>
<td>8.00</td>
</tr>
</tbody>
</table>

Pro Card Total: **$433.00**

#### Transaction Detail: Travel & Expense (Expense Report [Enc])

<table>
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<th>Period</th>
<th>Account #</th>
<th>Reference #</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>11</td>
<td>83403</td>
<td>Expense Report - 0000409029</td>
<td>4,000.00</td>
</tr>
</tbody>
</table>

Travel & Expense (Expense Report [Enc]) Total: **$4,000.00**

#### Transaction Detail: Travel & Expense (Expense Report [Expense])

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Period</th>
<th>Account #</th>
<th>Reference #</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
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<td>83403</td>
<td>Expense Report - 0000409029</td>
<td>290.30</td>
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<tr>
<td>2010</td>
<td>11</td>
<td>83403</td>
<td>Expense Report - 0000409029</td>
<td>542.20</td>
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<tr>
<td>2010</td>
<td>11</td>
<td>83403</td>
<td>Expense Report - 0000409029</td>
<td>37.38</td>
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<td>2010</td>
<td>11</td>
<td>83403</td>
<td>Expense Report - 0000409029</td>
<td>179.65</td>
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<td>2010</td>
<td>11</td>
<td>83403</td>
<td>Expense Report - 0000409029</td>
<td>213.50</td>
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<td>2010</td>
<td>11</td>
<td>83403</td>
<td>Expense Report - 0000409029</td>
<td>600.00</td>
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<tr>
<td>2010</td>
<td>11</td>
<td>83403</td>
<td>Expense Report - 0000409029</td>
<td>1,373.59</td>
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<tr>
<td>2010</td>
<td>11</td>
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<td>Expense Report - 0000409029</td>
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<tr>
<td>2010</td>
<td>11</td>
<td>83403</td>
<td>Expense Report - 0000409029</td>
<td>62.41</td>
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</tbody>
</table>

Travel & Expense (Expense Report [Expense]) Total: **$2,097.85**

#### Transaction Detail: GL Journals

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Period</th>
<th>Account #</th>
<th>Reference #</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>2010</td>
<td>11</td>
<td>83403</td>
<td>GL Journal 0002209111 - Corrected Feb 2010 Long Distance Charges - Cost Centers</td>
<td>0.16</td>
</tr>
<tr>
<td>2010</td>
<td>11</td>
<td>83403</td>
<td>GL Journal 0002209111 - Corrected Feb 2010 Long Distance Charges - Cost Centers</td>
<td>3.72</td>
</tr>
<tr>
<td>2010</td>
<td>11</td>
<td>83403</td>
<td>GL Journal 0002209111 - Corrected Feb 2010 Long Distance Charges - Cost Centers</td>
<td>6.95</td>
</tr>
<tr>
<td>2010</td>
<td>11</td>
<td>83403</td>
<td>GL Journal 0002209111 - Corrected Feb 2010 Long Distance Charges - Cost Centers</td>
<td>7.44</td>
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<td>2010</td>
<td>11</td>
<td>83403</td>
<td>GL Journal 0002209111 - Corrected Feb 2010 Long Distance Charges - Cost Centers</td>
<td>227.25</td>
</tr>
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<td>2010</td>
<td>11</td>
<td>83403</td>
<td>GL Journal 0002209111 - Corrected Feb 2010 Long Distance Charges - Cost Centers</td>
<td>249.00</td>
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<td>2010</td>
<td>11</td>
<td>83403</td>
<td>GL Journal 0002209111 - Corrected Feb 2010 Long Distance Charges - Cost Centers</td>
<td>250.00</td>
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<td>2010</td>
<td>11</td>
<td>83403</td>
<td>GL Journal 0002209111 - Corrected Feb 2010 Long Distance Charges - Cost Centers</td>
<td>-31.74</td>
</tr>
</tbody>
</table>

GL Journal Total: **$743.88**

### Certification and Signatures for Cost Center: 367890 Name of Cost Center

X [To be signed by Head of Unit] 

X [To be signed by Reconciling Agent of Unit]