

Reconciliation Workbook Instructions

What you will need to complete a project reconciliation:

- [Reconciliation Workbook](#)
- Access to OMNI>FI>Grants Management>Query Viewer
- Access to BI>Dashboards>Financial Reports>Transactions
- Access to BI>Dashboards>Financial Reports>Budgets and Transaction
- Access to BI>Dashboards>HR Reports>HR-GL Detail

Reconciliation Workbook

1. Access workbook from (enter link).
2. Gather all required data for the reconciliation.
 - a. GL_Expense - Navigate to BI>Dashboards>Financial Reports>Transaction Details to the Expense tab.
 - i. Complete the following prompts:

Fiscal Year
2020 ▼

Accounting Period
--Select Value-- ▼

Department
Enter Dept - ▼

Fund
--Select Value-- ▼

Project
--Select Value-- ▼

Chartfield 1
--Select Value-- ▼

Chartfield 2
--Select Value-- ▼

Chartfield 3
--Select Value-- ▼

Apply Reset ▼

- ii. Accounting period – Select the period or periods of the month reconciling, if performing a life to date (LTD) reconciliation select all periods.
- iii. Click Apply
- iv. Once the report has run, scroll to the bottom of the page, click Export>Data>CSV Format
- v. Open the file and select cell A2, and then simultaneously press CTRL+SHIFT+END on your keyboard and copy selected data.
- vi. Navigate to your reconciliation workbook, open the GL_Expense tab, and click in cell B3 and Paste as Values.

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- b. GL_Encumbrance – Navigate back to BI and select the Encumbrances tab.
 - i. BI will remember the prompted values from the expense tab, but you will need to change the accounting period to current period (only if you selected all periods for expenses)
 - ii. Click Apply
 - iii. Once the report has run, scroll to the bottom of the page, click Export>Data>CSV Format
 - iv. Open the file and select cell A2, and then simultaneously press CTRL+SHIFT+END on your keyboard and copy selected data.
 - v. Navigate to your reconciliation workbook, open the GL_Encumbrance tab, and click in cell B3 and Paste as Values.
- c. GL_HR-Detail – Navigate to BI>Dashboards>HR Reports>HR-GL Detail
 - i. Complete the following prompts:

The image shows a form with the following fields and buttons:

- Journal Id**: A dropdown menu with the text "Please Select Jou" and a downward arrow.
- Department**: A dropdown menu with the text "--Select Value--" and a downward arrow.
- Employee**: A dropdown menu with the text "--Select Value--" and a downward arrow.
- Fund**: A dropdown menu with the text "--Select Value--" and a downward arrow.
- Project**: A dropdown menu with the text "--Select Value--" and a downward arrow.
- Position Number**: A dropdown menu with the text "--Select Value--" and a downward arrow.
- Buttons**: Two buttons labeled "Apply" and "Reset" with a downward arrow.

- ii. Journal ID – Select the payroll information for the current accounting period
 - iii. Click Apply
 - iv. Once the report has run, scroll to the bottom of the page, click Export>Data>CSV Format
 - v. Open the file and select cell A2, and then simultaneously press CTRL+SHIFT+END on your keyboard and copy selected data.
 - vi. Navigate to your reconciliation workbook, open the HR_GL_Detail tab, and click in cell B3 and Paste as Values.
- d. Projected Expenses – Enter any known expenses, items purchased on a P-Card, per accounting period.

Reconciliation Workbook Instructions

e. Projects – Navigate to OMNI>FI>Grants Management>Query Viewer

i. Enter FSU_SP_CA_PROJ_DEPT in the Search field

*Search By begins with
 [Advanced Search](#)

ii. Select Run to Excel

FSU_SP_CA_PROJ_DEPT | List of Contr, Proj,Dept,Fund | Public | SRAS | HTML XML

iii. Enter the wild card symbol (%) for all categories except DeptID, enter the appropriate Department ID

Contract # like (%)
Project ID like (%)
Ref Awd # like (%)
Empl ID like (%)
DeptID like (%)
Sponsor ID like (%)
Fund like (%)

iv. Once the excel file opens and select cell A2, and then simultaneously press CTRL+SHIFT+END on your keyboard and copy selected data.

v. Navigate to your reconciliation workbook, open the Projects, and click in cell A3 and Paste as Values.

f. Project Budgets - Navigate to OMNI>FI>Grants Management>Query Viewer

i. Enter FSU_SP_GM_CUMUL_PROJ_BUD2

ii. Select Run to Excel

iii. Enter the Department ID

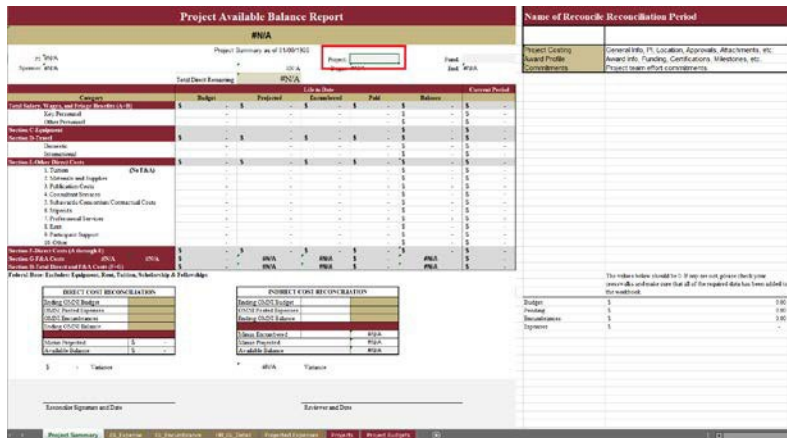
iv. Enter the Wild card symbol (%) for Project

v. Once the excel file opens and select cell A2, and then simultaneously press CTRL+SHIFT+END on your keyboard and copy selected data.

vi. Navigate to your reconciliation workbook, open the Projects, and click in cell A3 and Paste as Values.

Reconciliation Workbook Instructions

- Project Summary Tab – After gathering the data needed for the reconciliation, enter the project number. The only information that needs manual entry is located in the Direct and Indirect Cost Reconciliation boxes at the bottom of the project summary.



- Direct and Indirect Cost Reconciliation Information
 - Navigate to BI>Dashboards>Financial Reports>Budgets and Transaction
 - Select the Sponsored Project Lookup Tab
 - Complete the following prompts:

Fiscal Year
2020

Accounting Period
--Select--

Project Id
--Select Value--

Apply Reset

- Enter the data from the Sponsored Project Summary in the Direct and Indirect Cost Reconciliation cells.

DIRECT COST RECONCILIATION	
Ending OMNI Budget	\$ 482,067.07
OMNI Posted Expenses	\$ 453,249.79
OMNI Encumbrances	\$ 30.00
Ending OMNI Balance	\$ 28,787.28
Minus Projected	\$ -
Available Balance	\$ 28,787.28

\$ 0.00 Variance

INDIRECT COST RECONCILIATION	
Ending OMNI Budget	\$ 48,207.41
OMNI Posted Expenses	\$ 45,325.10
Ending OMNI Balance	\$ 2,882.31
Minus Encumbered	\$ 3.00
Minus Projected	\$ -
Available Balance	\$ 2,879.31

\$ (0.00) Variance

Project Id	Budget	Expenses	Encumbrances	Available Balance
A	\$482,067.07	\$453,249.79	\$30.00	\$28,787.28
B	\$48,207.41	\$45,325.10	\$0.00	\$2,882.31

Reconciliation Workbook Instructions

b. Review Project Summary

Project Available Balance Report						
Project Summary as of 11/05/2019						
PI: [REDACTED]	Sponsor: [REDACTED]		Cost Share: NO	Project: 042111	Fund: [REDACTED]	
	Total Direct Remaining		28,787.81	Begin: 7/1/2018	End: 8/30/2019	
Category	Budget	Projected	Life to Date		Balance	Current Period
			Encumbered	Paid		
Total Salary, Wages, and Fringe Benefits (A+B)	\$ 458,145.07	\$ -	\$ -	\$ 319,417.61	\$ 138,727.46	\$ 80.27
Key Personnel	22,363.00	-	-	194,579.90	(172,216.90)	62.84
Other Personnel	435,782.07	-	-	124,837.71	310,944.36	17.43
Section C-Equipment						
Section D-Travel	\$ 11,614.00	\$ -	\$ -	\$ 8,618.37	\$ 2,995.63	\$ -
Domestic	-	-	-	8,618.37	-	-
International	-	-	-	-	-	-
Section E-Other Direct Costs	\$ 12,308.00	\$ -	\$ 30.00	\$ 125,213.81	\$ (112,935.81)	\$ 86.90
1. Tuition (No F&A)	-	-	-	-	-	-
2. Materials and Supplies	6,321.00	-	10.00	3,116.29	3,194.71	-
3. Publication Costs	-	-	-	420.00	(420.00)	-
4. Consultant Services	-	-	-	85.46	(85.46)	-
5. Subawards/ Consortium/ Contractual Costs	1,275.00	-	-	-	1,275.00	-
6. Stipends	-	-	-	-	-	-
7. Professional Services	-	-	-	-	-	-
8. Rent	-	-	-	-	-	-
9. Participant Support	-	-	-	-	-	-
10. Other	4,712.00	-	20.00	121,592.06	(116,900.06)	86.90
Section F-Direct Costs (A through E)	\$ 482,067.07	\$ -	\$ 30.00	\$ 453,249.79	\$ 28,787.28	\$ 167.17
Section G-F&A Costs 10% Base: TDC	\$ 48,207.41	\$ -	\$ 3.00	\$ 45,325.10	\$ 2,879.31	\$ 16.71
Section H-Total Direct and F&A Costs (F+G)	\$ 530,274.48	\$ -	\$ 33.00	\$ 498,574.89	\$ 31,666.59	\$ 183.88

Federal Base: Excludes: Equipment, Rent, Tuition, Scholarship & Fellowships

DIRECT COST RECONCILIATION	
Ending OMNI Budget	\$ 482,067.07
OMNI Posted Expenses	\$ 453,249.79
OMNI Encumbrances	\$ 30.00
Ending OMNI Balance	\$ 28,787.28
Minus Projected	\$ -
Available Balance	\$ 28,787.28

INDIRECT COST RECONCILIATION	
Ending OMNI Budget	\$ 48,207.41
OMNI Posted Expenses	\$ 45,325.10
Ending OMNI Balance	\$ 2,882.31
Minus Encumbered	\$ 3.00
Minus Projected	\$ -
Available Balance	\$ 2,879.31

\$ 0.00 Variance \$ (0.00) Variance

- i. After all the data has been entered in the reconciliation workbook, it is time to review the charges and verify the expenses are allowable for the project.
 1. Verifying the expenses should be done with the PI based on the budget justification and award document. These items can be located in OMNI.
 2. To locate these documents, navigate to OMNI>FI>Navigator>Grants>Awards>Project. The documents will be located in the attachments tab.
- ii. Retain a copy of the reconciliation physically or digitally per the State of Florida Records Retention Schedule for 5 years.