

# Account Ledger Reconciliation Training

A faint, grayscale background image of a balance scale, symbolizing balance and reconciliation. The scale is positioned on the right side of the frame, with its pans hanging from a horizontal beam. The overall image has a soft, hazy appearance.

# Business Services Budget Department

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Budget Development

General Fund

Budget Monitoring

Galaxy Purchasing – Approvals

Account Codes

Position Control

**Budget Technician II**  
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**Ext. 82402 Joyce Marsteller**

**Ext. 82403 Nona Nusser**

**Ext. 82404 Susan Kelly**

**Ext. 82405 Kristen Urbaniak**

**Ext. 82406 Nancy Mejia-Rodriguez**

For Schools and Departments:

Position Control  
Budget and Expenditure  
Salary and Benefits  
57XX Transfers

# Account Ledger Reconciliation Advantages



- **Consistency of practice allows the Business Office to assist all sites more easily and allows staff to move from site to site using the same process**
- **Step-by-step procedures encourage regular review and timely correction of errors**
- **The online ledger and Excel spreadsheet format can be maintained centrally and is available to all sites**

# Reconciliation Recommendations

- **Organize your files by account number as they appear in Galaxy or another consistent method**
- **Our recommendation is to maintain original documents in a notebook or file sorted by account number and date, then move them to another file as they are reconciled**
  - **Original Documents:**
    - **Deposits, requisitions, time cards, transfer forms, work orders, etc.**

# Reconciliation Recommendations

- **It is recommended that you reconcile at least once a month by calendaring specific times**
- **Each time you reconcile be sure that you enter the last reconciliation end date as the begin date to ensure that you have all possible data.**
- **The program will default the end date or you can choose another date**
- **The report can be run at any time but keep in mind that payroll processing dates may effect the accuracy of the report for salaries and fixed charges**

# Ledger Reconciliation



## Think of your checkbook

- You deposit money (Revenues – Object 8XXX) into your account and record it in your check register (Galaxy Financial System) as a Beginning Balance (The amount deposited as Revenue equals the amount Budgeted for expenditures)
- You sit down with your bills and begin to write checks (Timecards, Requisitions, Expense Claims, etc.)
- As each check is written, you record it into the register and deduct it from the balance (Budgeted Beginning Balance minus Expenses in Object Codes 1000-7999)
- Budgeting your money means that you do not write checks for more than your balance. If you do, you are deficit spending and must ask for assistance from other funding sources (An Augmentation or Donation)
- The funds left after paying your bills (Uncommitted/ Unrealized in Galaxy) can either be saved for future use (Reserve or Carryover-Object Code 4399) or withdrawn (Shifted to a particular Expense Account) and spent immediately (from which you write another check)
- You have a separate checkbook for each Program (Resource) that you have at your site and each budget will be built and maintained in the same manner

# Reconciliation – Similar to Balancing Your Checkbook

- Each month you review your accounts to see what checks have cleared or are still outstanding (Transactions posted or still unaccounted for in Galaxy) and add in any new deposits (Revenues are added to the expense budget by the Business Services about a month after deposit)
- You compare your statement (Ledger Reconciliation report) to your check register (Galaxy Financial System)
- You mark cleared items and do research on any un-cleared items or unidentified charges
- You make corrections and adjustments
- In this manner, you determine your current unexpended balance so that you will know if you can pay the next bill that comes in

# Open the NIS Website

- **Open Internet Explorer and log onto the TS website:**

**Click on Applications, then on Ledger Reconciliation**

**<http://ts.rusd.edu/Apps/Ledger%20Reconciliation/>**



# Detailed Reconciliation Steps

The screenshot shows a web browser window with the URL <http://ts.rusd.edu/App>. The page title is "Accounting Ledger Reconciliation" and it is part of the "Department of Technology Services" for "RUSD". The user is logged in as "Wynona Nusser".

The main content area features a search form with the label "Enter an Account Number / Range" and a text input field. Below this is a table with the following columns: Fiscal Year, Fund, School, Resource, Proj Year, Goal, Function, Object, Starting, Ending, Expense, and a "Get Spreadsheet" button.

Fiscal Year	Fund	School	Resource	Proj Year	Goal	Function	Object	Starting	Ending	Expense	
2016	%%	102	0001	%	%%%	%%%	%%%	7/1/2015	11/1/2015	< 8000	Get Spreadsheet

# Reconciliation Steps

- Enter information to create the spreadsheet
- Enter the account string you want to reconcile
  - When entering the account string:
    - Use the % sign as a wildcard to get all account parts
    - Example: %%-XXX-XXXX-%-%%%%%%%%%-%%%%%%%%%-%%%%%%%%%

**(X = your Site number and the Resource you want to reconcile)**

# Reconciliation Steps



- **Enter the appropriate date range**
  - **Use July 1 of the current fiscal year as a starting date if this is the first reconciliation this year**
  - **Otherwise, use the last known reconciliation date as the beginning date of the new reconciliation period**
  - **Always use yesterday's date as the end date**

# Reconciliation Steps



- **Click the box for < 8000**
- **Click on the Get Spreadsheet button**
  - **This will take a few seconds to generate the Excel spreadsheet**
- **Save the spreadsheet in a Monthly Reconciliation folder on the C: drive – (You need to create a folder)**
  - **Be sure the file name includes the “as of” date**
- **Be sure to SAVE periodically as changes are made to the spreadsheet**

xx-102-0001-x-xxxx-xxxx-xxxx.xls [Compatibility Mode] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Acrobat

Clipboard Font Alignment Number Styles Cells Editing

Account Number Selection xx-102-0001-x-xxxx-xxxx-xxxx.xls

Visible Range 7/1/2015 to 11/1/2015 Use unhide to reveal prior transactions

Transaction	Revised Budget	Revenue / Expenditures	Abatements	Encumbrances	Balance	Doc Number	Transaction Reference
07/01/2015 BS00000001 03-102-0001-0-0000-3140-2230	500.00				500.00		Revised Budget
<b>Account Total</b> 03-102-0001-0-0000-3140-2230	<b>\$500.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$500.00</b>		
Undistributed Health Services Subs Class Support Sal							
07/01/2015 BS00000001 03-102-0001-0-0000-3140-3212	59.00				59.00		Revised Budget
<b>Account Total</b> 03-102-0001-0-0000-3140-3212							
Undistributed Health Services Pers Contributions, Classified Posit							
07/01/2015 BS00000001 03-102-0001-0-0000-3140-3312							
<b>Account Total</b> 03-102-0001-0-0000-3140-3312							
Undistributed Health Services Oasdi, Classified Positions							
07/01/2015 BS00000001 03-102-0001-0-0000-3140-3322							
<b>Account Total</b> 03-102-0001-0-0000-3140-3322							
Undistributed Health Services Medicare, Classified Positions							
07/01/2015 BS00000001 03-102-0001-0-0000-3140-3602							
<b>Account Total</b> 03-102-0001-0-0000-3140-3602							
Undistributed Health Services Workers' Compensation Insurance,							
07/01/2015 BS00000001 03-102-0001-0-0000-3140-3702							

Save As

Documents library MONTHLY RECONCILIATION

File name: xx-102-0001-x-xxxx-xxxx-xxxx.xls

Save as type: Excel 97-2003 Workbook (\*.xls)

Authors: Chuck Lusin Tags: Add a tag

Save Cancel

# Reconciliation Steps - Troubleshooting

- **If you have any trouble creating, printing or saving the document contact TS. Since each computer has different internet settings, some may have trouble printing or saving the document. This is usually associated with Pop-up Blockers and they can assist you with the needed changes.**
- **If you continue to have problems, submit a TS work order. Submit it online and they will get back to you with assistance.**

# Reconciliation Steps



- **Print out the spreadsheet for review**
- **Compare each column of data to your documentation and check off each item as it matches**
  - **Use the Document Number column to help reference specific transactions**
  - **Use the Transaction Reference as further help in identifying specific transactions. If an item is posted in Galaxy and is the appropriate amount, check it off on the report**

xx-102-0001-x-xxxx-xxxx-xxxx.xls [Compatibility Mode] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Acrobat

Clipboard Font Alignment Number Styles Cells Editing

Account Number Selection xx-102-0001-x-xxxx-xxxx-xxxx.xls

Visible Range 7/1/2015 to 11/1/2015 Use unhide to reveal prior transactions

Transaction	Revised	Revenue /							
Date	Budget	Expenditures	Abatements	Encumbrances	Balance	Doc Number	Transaction Reference		
929									
930	Account Total	03-102-0001-0-1110-2700-5200	\$1,000.00	\$0.00	\$0.00	\$0.00	\$1,000.00		
931	Regular Educa School Administ	Travel And Conferences							
932									
933	07/01/2015 BS00000001	03-102-0001-0-1110-2700-5220	100.00				100.00		Revised Budget
934									
935	Account Total	03-102-0001-0-1110-2700-5220	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00		
936	Regular Educa School Administ	Out Of County Travel							
937									
938	07/01/2015 BS00000001	03-102-0001-0-1110-2700-5725	2,000.00				2,000.00		Revised Budget
939	09/01/2015 FT00000562	03-102-0001-0-1110-2700-5725		61.60			1,938.40	30247	Publication/Storeroom
940	10/02/2015 FT00001428	03-102-0001-0-1110-2700-5725		88.52			1,849.88	30865	Publication/Storeroom
941	10/02/2015 FT00001428	03-102-0001-0-1110-2700-5725		105.60			1,744.28	30699	Publication/Storeroom
942									
943	Account Total	03-102-0001-0-1110-2700-5725	\$2,000.00	\$255.72	\$0.00	\$0.00	\$1,744.28		
944	Regular Educa School Administ	Repro De/Interprogram							
945									
946	07/01/2015 BS00000001	03-102-0001-0-1110-2700-5731	100.00				100.00		Revised Budget
947	08/05/2015 FT00000337	03-102-0001-0-1110-2700-5731		24.02			75.98		Postage Billing 7/1/2015 To 7/31/2015
948	09/02/2015 FT00000605	03-102-0001-0-1110-2700-5731		259.52			(183.54)		Postage Billing 8/1/15 - 8/31/15
949	10/07/2015 FT00001523	03-102-0001-0-1110-2700-5731		13.99			(197.53)		Postage Billing 9/1/15 To 9/30/15
950									
951	Account Total	03-102-0001-0-1110-2700-5731	\$100.00	\$297.53	\$0.00	\$0.00	(\$197.53)		
952	Regular Educa School Administ	Postage De/Interprogram							
953									
954	07/01/2015 BS00000001	03-102-0001-0-1110-2700-5780	100.00				100.00		Revised Budget
955									
956	Account Total	03-102-0001-0-1110-2700-5780	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00		
957	Regular Educa School Administ	Nutrition Services - Transfer Of Direct Costs							
958									

Ready



# Reconciliation Steps



- **Look at:**
- **The Revised Budget column**
  - **Does the account have a budget?**
    - **If not, check the expense and build budget if appropriate**
  - **Is it sufficient for the expenses charged?**
    - **If not, do a budget transfer to cover this and future expense**
- **The Balance column**
  - **If it is negative, you have overspent your budget. This may be due to a bad expense; or, a Type 1 budget transfer may need to be done to cover a legitimate expense**

# Reconciliation Steps



## ■ Abatements

- **Does each abatement match the amounts you sent in for deposit?**
- **Note any differences and research as needed**
- **Abatements are typically posted to your accounts one month after the deposit is sent into the Business Office, after it is approved by The Board.**

# Reconciliation Steps



## ■ Expenditures

- **Compare each expense to your known detail**
  - **Do you have a requisition, work order, or timecard that matches the expense?**
- **Does the amount match your expected cost?**
- **If not, make a notation of the difference**
  - **If Galaxy is correct, note the actual amount on your original documentation. If Galaxy is wrong, contact the appropriate site or department for a correction. Record a reconciling item on the spreadsheet**

# Reconciliation Steps

- **Expenditures include:**
  - **Requisitions and Purchase Orders to outside vendors**
  - **Office Max/Waxie—estimate only due to back orders, etc.**
  - **Expense transfers from other departments (postage, etc)**
  - **Expense claims yet to be paid**
  - **Field trip charges (Object 5711)**
  - **Fingerprint charges (Object 5831)**
  - **Fuel and vehicle charges (Object 5720 and 5760)**
  - **M & O work orders (Objects 5715 and 5755)**
  - **Publications work orders (Objects 5725 and 5765)**
  - **Telephone and cell phone charges (Objects 5920 and 5929)**
  - **Timecards yet to be paid (Objects 1XXX and 2XXX)**
  - **Transfers pending from or to other accounts**
  - **Utility charges (Objects 55XX)**

# Reconciliation Steps



- **Revenues**

**Remember that all income (deposits) must go through the Board approval process and though they are deposited in Object 8699 they are credited back to your accounts as budgeted dollars to be spent from accounts such as Object 4300 about a month after submission**

- **ASB reimbursements**
- **Lost textbook and library book fees collected**
- **PTA donations**
- **Other donations or fundraisers**
- **Vendor commissions pending distribution**
- **Other revenues**

# Reconciliation Steps



- **Encumbrances**
  - **The Encumbrance column shows current encumbrances which have not become expenses, but which do reduce your account balance**
- **The Balance column is a running total**
  - **Only the Account Total row in bold should be of concern to you**
  - **Make sure it is a positive number.**
    - **If it is a negative number, determine why and make any necessary changes to maintain a positive balance**

# Reconciliation Steps



- **As you review each transaction, make notes on your original documentation (i.e.: requisitions, transfers, timecard copies, work orders, etc.)**
- **If there are differences in amounts between your documentation and the Galaxy system; confirm the appropriate amount and note the difference on the spreadsheet**
- **Research each un-reconciled transaction using the Galaxy system and original documentation, hold them until they are reconciled**
- **Contact sites and departments for more detail or corrections as needed, and recheck the account the following month to ensure that the item is reconciled**

# Reconciliation Steps



- **Once each item is reconciled, mark the original document "Reconciled," then file it away in a separate folder for auditor use**
- **Update the spreadsheet with all manual adjustments from your hard copy notations**
  - **Be sure to enter the entire account number (with dashes) and the dollar amount for each separate reconciling item**
  - **Use the Comments area to give a description of each item**
- **Go to the Summary Tab**
  - **Right click on "Sum of Amt" and go to Refresh Data.**
  - **The summary will show all of your adjusted balances per major Function and Object Code series**



# Manual Adjusting Entries

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File Home Insert Page Layout Formulas Data Review View Acrobat

Clipboard Font Alignment Number Styles Cells Editing

F1059

	A	B	C	D	E	F	G	H	I	
1	Account Number Selection xx-102-0001-x-xxxx-xxxx-xxxx.xls									
2	Visable Range 7/1/2015 to 11/1/2015 Use unhide to reveal prior transactions									
3	Transaction			Revised	Revenue /					
4	Date	Trans ID	Account	Budget	Expenditures	Abatements	Encumbrances	Balance	Doc Number	Transactio
1045										
1046	Grand	Total		\$191,555.76	\$40,690.07	\$0.00	\$15,459.85	\$135,405.84		
1047										
1048										
1049										
1050				Revised	Revenue /					
1051	Comments	Enter Account Number		Budget	Expenditures	Abatements	Encumbrances	Balance		
1052								0.00		
1053	Team Leaders		03-102-0001-0-1110-1000-1140		13,500.00			(13,500.00)		
1054	Morning Duty		03-102-0001-0-1110-1000-2905		650.00			(14,150.00)		
1055	Custodial Sub		03-102-0001-0-0000-8100-2230		225.00			(14,375.00)		
1056	R-12345 Tech Supply		03-102-0001-0-1110-2700-4310		425.50			(14,800.50)		
1057	Publications WO 12345		03-102-0001-0-1110-1000-5725		1,356.75			(16,157.25)		
1058	Library fines		03-102-0001-0-1110-2420-4210			12.36		(16,144.89)		
1059								(16,144.89)		
1060								(16,144.89)		
1061								(16,144.89)		
1062								(16,144.89)		
1063								(16,144.89)		
1064								(16,144.89)		
1065								(16,144.89)		

Ready | Detail Summary | 120%

# Summary Tab

The Summary Tab is currently inoperable

http://his/applications/LedgerReconciliation/Ledgers/03-114-0001-x-xxxx-xxxx-xxxx.xls - Microsoft Internet Explorer

Address http://his/applications/LedgerReconciliation/Ledgers/03-114-0001-x-xxxx-xxxx-xxxx.xls

Function-Object	Resource	0001	(blank)	Grand Total	
		\$0.00		\$0.00	
1000-1XXX		\$15,417.00		\$15,417.00	
1000-2XXX		\$3,950.00		\$3,950.00	
1000-3XXX		\$2,390.00		\$2,390.00	
1000-4XXX		\$43,408.04		\$43,408.04	
1000-5XXX		\$4,610.00		\$4,610.00	
2130-1XXX		\$300.00		\$300.00	
2130-3XXX		\$38.00		\$38.00	
2420-4XXX		\$665.18		\$665.18	
2420-5XXX		\$26.83		\$26.83	
2700-2XXX		\$1,500.00		\$1,500.00	
2700-3XXX		\$161.00		\$161.00	
2700-4XXX		\$2,598.57		\$2,598.57	
2700-5XXX		\$2,450.00		\$2,450.00	
3140-4XXX		\$700.00		\$700.00	
3600-5XXX		\$500.00		\$500.00	
8100-2XXX		\$400.00		\$400.00	
8100-3XXX		\$43.00		\$43.00	
8100-4XXX		\$5,826.13		\$5,826.13	
8100-5XXX		\$150.00		\$150.00	
8300-4XXX		\$500.00		\$500.00	
(blank)		\$0.00		\$0.00	
<b>Grand Total</b>		\$0.00	\$85,493.75	\$0.00	\$85,493.75

xx-102-0001-x-xxxx-xxxx-xxxx.xls [Compatibility Mode]

- Function Major Object by Resource Summary
- Right click and hit Refresh Data, if the Manual Adjustment Area was changed
- Instructions for creating the Pivot Table
1. Click on G4, and copy the value from the Formula Bar above - Detail\$K\$4:\$M\$1102
2. Click on cell B20
3. Select 'Insert' tab at the top of Excel
4. Click on the PivotTable button
5. Paste the value from B2 into the first box and press 'OK'
6. Drag Function-Object to Row Labels
7. Drag Resource to Column Labels
8. Drag Amt to Values
9. Click on 'Count of Amt', and select 'Value Field Settings'
10. Change 'Count' to 'Sum' and press OK.
11. Press the Number Format button
12. Select Currency and the red \$1234.10
13. Press Ok, Press OK

Should look like this

But now looks like this

# Reconciliation Results



- **Refresh data, add comments and print the Summary data sheet for Principal's and Manager's to review**
- **Once all items have been reconciled and the Summary Tab data is refreshed, do a final file SAVE**
- **Print the Summary sheet for the site Principal or Manager**
- **Provide the detailed printout as well as the summary sheet upon request**

# Thank you for attending

- **We look forward to supporting you in this process**
- **Please contact us with any suggestions for improvement, comments or concerns**
  - **Erin Power, Director V, Business Services,  
at 352-6729 x82401**