

UW PSYCHIATRY &
BEHAVIORAL SCIENCES:
BUDGET RECONCILIATION
GUIDE

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UW Psychiatry and Behavioral Sciences: Budget Reconciliation Guide

Table of Contents

Page 1.....Who Should Reconcile

Page 1.....How Often is Reconciliation Required

Page 1-4.....Reconciler Responsibilities

Page 5-6.....Approver Responsibilities

Page 6.....Escalation Process for Unreconciled Budgets

Page 6.....Helpful Links

Budget Reconciliation Guide

The following guidance is intended for budget reconcilers, managers/administrators, and responsible faculty (Principal Investigators of sponsored projects and other departmental funds). The Department of Psychiatry and Behavioral Sciences follows the standard reconciliation practices outlined by [UW Financial Reporting](#). Key points are listed below. Additional details are located within the 'helpful links' section and should be reviewed in detail by all budget reconcilers.

Who should reconcile?

The post-award research administrator or their designee is the reconciler. Staff members in this role are knowledgeable of university, department/division and sponsor policies, budget restrictions, and reconciliation guidelines. Be mindful of [separation of duties](#). A single person should not have sole control over the lifespan of a transaction.

How often is reconciliation required?

Reconciliations (*including faculty or manager/administrator approval*) must be complete within 45 calendar days of the month-end close. BARs (Budget Activity Reports) typically close the 7th of the following month; therefore the 20th of each month will be considered the standard reconciliation deadline.

Example: Reconciliations for the month of October should be completed no later than December 20.

If reconciliations are not completed on time, the escalation process may be enacted (*see page 5*).

Reconciler Responsibilities

Budget reconciliation is the process of reviewing transactions and supporting documents, and resolving any discrepancies that are discovered. The budget reconciler should be someone with in depth knowledge of the funding source.

1. Review Transactions in [MyFinancial.desktop](#)

- a. Enter the "reconciliation" module located within the Reports dropdown, and select "update" for the Transaction View.

- b. Review charges for accuracy of amounts and budget numbers charged. Click the checkbox next to each item, if you concur with the charge.
- c. Each transaction contains a comments field that can be filled in if additional details are needed for the permanent record.
- d. Match transactions with supporting documentation and validate that amounts on supporting documents match amounts in MyFD. Keep in mind that when a vendor does not charge sales tax, use tax may post to MyFD (*if applicable*), creating differing amounts. Amount discrepancies beyond this should be researched.

2. Retain Supporting Documents

- a. The Department of Psychiatry and Behavioral Sciences has an [electronic records retention policy](#) allowing for all Ariba documentation to serve as the official department record.
- b. Documentation that is not electronic (ProCard, CTA, deposits, manual JV's) should be stored in the Department of Psychiatry and Behavioral Sciences [Document Retention](#) site.
- c. A transaction may be reconciled without physically matching supporting documentation if:
 - The transaction originated from a UW source
 - The person accountable for the budget has knowledge of the nature of the transaction and
 - Is able to explain what it is for. The source document needs to be reproducible and available according to the records retention schedule.
 - Examples include: regular salary charges originating in UW payroll system, and internal recharges (e.g ISDs, CTIs).

3. Seek Approval from Responsible Faculty or Manager

Once the transaction is reviewed and supporting documentation steps are complete, seek faculty or manager approval, online, in MyFD. Faculty must complete the approval process for all funds where they have been designated responsible faculty (Principal Investigators of sponsored projects and other departmental funds). A manager may provide approval for operating budgets.

Below is a sample email request seeking budget approval:

Subject: sample email for BAR reconciliation

Hi Mary,

The October 2017 Budget Activity Reports (BARs) have been reconciled and now requires PI approval. Please follow the below steps to approve the following BARs:

Access BAR reconciliation links here:

61-0518 TCU-BEWELL-CSHRB-YR4 <https://ucs.admin.uw.edu/MyFD/UWNetID/Reconciliation/Transactions?inBudget=610518&timePeriodID=Oct&timePeriodYear=2017>

61-0397 P60-CSHRB-LARIMER-Y5: <https://ucs.admin.uw.edu/MyFD/UWNetID/Reconciliation/Transactions?inBudget=610397&timePeriodID=Oct&timePeriodYear=2017>

61-1202 MC2 R56: <https://ucs.admin.uw.edu/MyFD/UWNetID/Reconciliation/Transactions?inBudget=611202&timePeriodID=Oct&timePeriodYear=2017>

61-1263 P60-CSHRB-SUPPLEMENT: <https://ucs.admin.uw.edu/MyFD/UWNetID/Reconciliation/Transactions?inBudget=611263&timePeriodID=Oct&timePeriodYear=2017>

66-0386 RUTGERS OFF-CAMPUS: <https://ucs.admin.uw.edu/MyFD/UWNetID/Reconciliation/Transactions?inBudget=660386&timePeriodID=Oct&timePeriodYear=2017>

66-7523 COLLEGE-TO-WORK: <https://ucs.admin.uw.edu/MyFD/UWNetID/Reconciliation/Transactions?inBudget=667523&timePeriodID=Oct&timePeriodYear=2017>

67-5598 PTAR YR-34: <https://ucs.admin.uw.edu/MyFD/UWNetID/Reconciliation/Transactions?inBudget=675598&timePeriodID=Oct&timePeriodYear=2017>

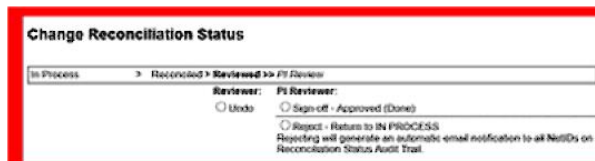
67-5380 PTAR YR-33: <https://ucs.admin.uw.edu/MyFD/UWNetID/Reconciliation/Transactions?inBudget=675380&timePeriodID=Oct&timePeriodYear=2017>

65-8883 CTR STUDY HEALTH & RISK: <https://ucs.admin.uw.edu/MyFD/UWNetID/Reconciliation/Transactions?inBudget=658883&timePeriodID=Oct&timePeriodYear=2017>

Click on "Change Status/Audit Trail" button located in upper right hand corner (it's green).



Click on "Sign-off – Approved (Done)" if the budget activity looks correct to you. You may also select "Reject – Return to IN PROCESS" if you discover a discrepancy Kayla and I did not catch during our review and reconciliation process. No need to include a note since your NetID will be recorded in the audit trail w/a time stamp.

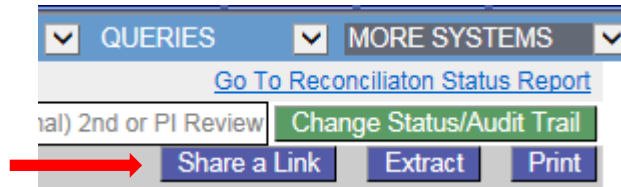


Please let me know if you have any trouble or questions about the process.

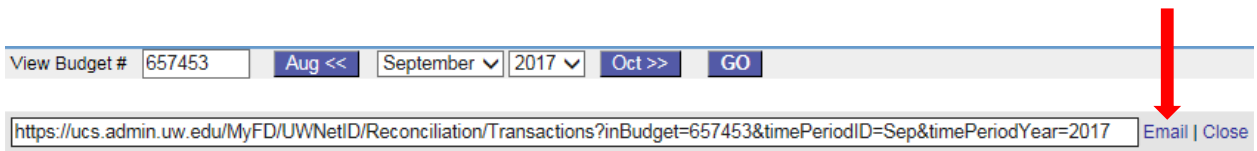
Thanks,

a. How to obtain MyFD links for approval request email

- Login to MyFD. From **RECONCILIATION** screen, click on "Share a Link"

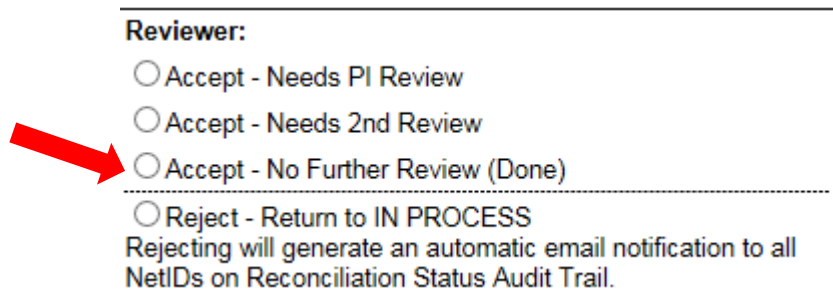


- A link will pop up in the upper left. Select “email” and the link will transfer to an Outlook message. You may also copy and paste the link directly to an Outlook message.



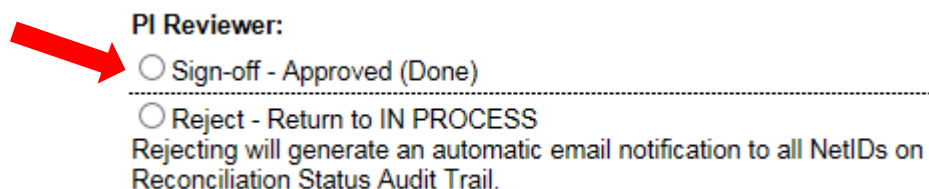
b. Approval Options for Faculty or Manager – Faculty or manager may approve as either the “Reviewer” or “PI Reviewer”

- When approving as the “Reviewer” click “Accept – No Further Review”



Approvers may appoint a designee to fulfill the “Reviewer” role. In this case, the designee should complete the “Reviewer” role and the approver should complete the “PI Reviewer” role

- When the “PI Reviewer” role is used, click “Sign-off” to complete the approval process



Approver Responsibilities

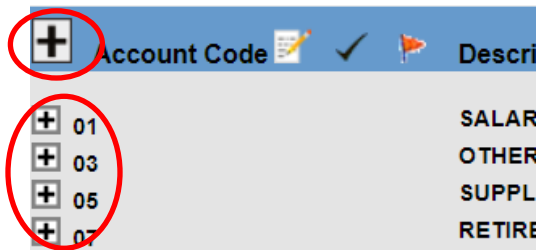
Faculty must complete the approval process for all funds where they have been designated responsible faculty (Principal Investigators of sponsored projects and other departmental funds). A manager may provide approval for operating budgets.

Access the Reconciliation

1. Click on the link sent via email by your reconciler contact and login to MyFD with a UW net ID and password

Review Expenditures

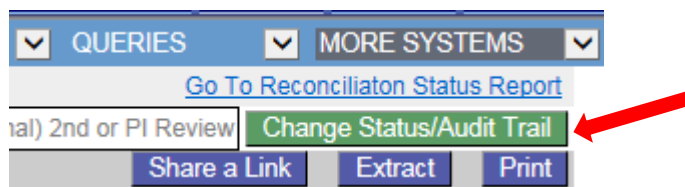
2. To view all transactions, click the + sign next to “account code”




3. To view transactions by object code, click the + sign next to each code: 01, 02, 05, etc.

Approve Reconciliation

4. In the upper right side of screen, click on “Change Status/Audit Trail”



5. A pop-up window will appear. If all transactions are accurate, click “Sign-off” or “Accept” then click “save and close.” This action signifies that the responsible faculty member or manager has reviewed and approves of all transactions listed. If there is a discrepancy with a transaction, it should be reported to the budget reconciler. The budget reconciler will advise on the correct action required to resolve a discrepancy. If a transfer is required, it will be processed and posted to a future month. Approvals may be made while transfers are pending.

 **PI Reviewer:**

Sign-off - Approved (Done)

Reject - Return to IN PROCESS

Rejecting will generate an automatic email notification to all NetIDs on Reconciliation Status Audit Trail.

Escalation Process for Unreconciled Budgets

1. Reconcilers should make an initial and follow-up attempt to collect faculty approval of budget activity. If approval is not provided by the 45 calendar day deadline, the reconciler will escalate to a department Associate Director.
2. The Associate Director will attempt to obtain faculty approval. If approval is not provided within 15 calendar days, the Associate Director will escalate to the Department Director.
3. The Department Director will email the faculty member (and cc: Chair) with a final notice. If the faculty member or manager has not provided approval within 3 business days, the Director will escalate to the Department Chair.
 - 4a. The Department Chair will call a meeting with the faculty member. The faculty member will be reminded that monthly verification of expenditures is a mandatory responsibility as described in [GIM 2](#). The faculty member will be notified in that meeting and via follow-up email that continued failure to comply with these reconciliation guidelines will cause the Department to suspend approval of new and renewing sponsored projects for that faculty member.
 - 4b. The Associate Director will consult with the post-award research administrator and/or project manager to review the appropriateness of transactions posted to the budget and will approve these transactions in lieu of the faculty member. The entire escalation process and BAR approval must be completed within 90 days of the month-end.

Example: If reconciliations for the month of October proceed to escalation, final approval is required no later than January 30.

Helpful Links

Approval Instructions for MyFD Activity:

<https://sharepoint.washington.edu/uwpsychiatry/WhoWeAre/Documents/Approval%20Instructions%20for%20MyFD%20Reconciliation.pdf>

Creating a Budget List in MyFD:

<https://sharepoint.washington.edu/uwpsychiatry/WhoWeAre/Documents/Creating%20a%20budget%20list%20in%20MyFD.PDF>

Reconciliation Homepage: <https://finance.uw.edu/fr/internal-controls/reconciliation>

Last Updated: 6/13/2018

Reconciliation Best Practices: <http://finance.uw.edu/fr/internalcontrols/reconciliation-best-practices>

GL and Budget Reconciliation: <http://finance.uw.edu/fr/gl-budget-reconciliation>

Records Retention for State and Endowment Budgets: <http://finance.uw.edu/recmgt/gs/financial>

Records Retention for Grant and Contract Budgets: <http://finance.uw.edu/recmgt/gs/research>