

Reconciling the General Ledger to the Grants Module

Objective

This document contains information on reconciling specific sources and organizations between the general ledger and the grants module. GAFR reconciles all internal award Ohio University accounts while this process allows campus departments to verify their results.

How to run the OBI query for the General Ledger

Select the following Prompts on the General Ledger - GL Funds Available Dashboard in OBI:

- Period
 - Use Current period or Year End date
- ENT Parent #/Desc
 - Use R0 ALL ENTITIES
- Source
 - Use to refine your search
- Organization
 - Use to refine your search
- Apply
- Select View
 - Revenue Expense
- Ending Balance result
 - Should equal the Commitment Amt plus Avail Balance ITD result in next process

How to run the OBI query for the Grants Module

Select the following Prompts on the Grants - Grants Funds Available Dashboard in OBI:

- Period
 - Use same as above
- Award Type
 - Equates to source chosen above
 - Click on drop down to find source number in parentheses
- Task Organization
 - \circ Use same as above
- Include Closed Awards
 - ∘ Y-Yes
 - Include Closed Projects
 - ∘ Y-Yes
- Apply

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- Sum the Grand Total Commitment Amt plus Avail Balance ITD
 - Should equal the GL Ending Balance result from above



Reconciling the General Ledger to the Grants Module

GL Ending Balance should equal PTA Available balance plus commitments

- Review for differences
 - Revenue minus Budget should = \$0. If not zero, this will create a reconciling item to the general ledger. Contact award personnel to update the award.
 - Timing of AP entries. Invoices will be expensed in GL before they appear in the Grants module PTA. Review GL transactions in OBI for purchase invoices entered near today's date.
 - An AP invoice was charged directly to a grants source code bypassing the PTA grants module. This will need to be corrected with a journal entry. Contact <u>finance@ohio.edu</u> for help if needed.

EXAMPLE

General Ledger – GL Funds Available Period = MAY2022-22 ENT Parent #/Desc = R0 ALL ENTITIES Source = 112410 and Organization = 100090 Select View = Revenue Expense Ending Balance = 91,602.28

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Reconciling the General Ledger to the Grants Module

EXAMPLE (continued)

Grants – Grants Funds Available Period = MAY2022-22 Include Closed Awards = Y; Include Closed Projects = Y Award Type = PU STARTUP FUNDS (112410) and Task Organization = 100090 CHEMISTRY AND BIOCHEMISTRY Commitment Amt + Avail Balance ITD = 91,602.28 = 343.15 + 91,259.13

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