



Reconciliation Manual

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Introduction

Reconciliation is a systematic review of Banner financial activity to verify that all charges and credits are accurate and appropriate. This process typically involves comparing transactions to source documentation to confirm the accuracy of postings and to identify expected transactions that have not yet been posted.

This guide provides College of Science-specific procedures that supplement University guidance. All procures and information included are intended to support [Policy 2114 – Reconciling Departmental and Sponsored Fund Accounting Records](#) and [University-level procedures](#).

Training & Resources

Fiscal Services Trainings:

- [Mason Fiscal Administrator Certificate \(MFAC\) Program](#)
 - MasonLeaps-based training, offered by Fiscal Services, covers reconciliations as well as procurement, payments, travel management, compliance, and contract administration. This training is highly recommended for all Approvers and Reconcilers.
- [PI Reports and Reconciliation in MicroStrategy](#)
 - MasonLeaps-based training, offered by Office of Sponsored Programs (OSP), focuses on sponsored project-specific Reconciliations. This training is highly recommended for Approvers and Reconcilers responsible for sponsored projects.

Fiscal Services Resources:

- [Reconciling at Mason](#)
- [Reconciliation Basics Video](#)
- [Financial Management Manual](#)

Definitions

Reconciliation and Reconciler Definitions

- **Reconciliation** is the periodic review of financial activity recorded in Banner Finance to verify that all charges and credits are accurate and appropriate. This process involves comparing posted transactions to source documentation to confirm their accuracy, as well as identifying any expected transactions that have not yet occurred.
- **Reconcilers** verify and certify that financial activity recorded in Banner Finance is accurate and supported by appropriate documentation for an individual fund/org. Any discrepancies identified during the Reconciliation process must be documented, and adjustments should be prepared as necessary. For sponsored projects, Reconcilers must also ensure that transactions comply with sponsor or donor-imposed restrictions on the use of funds. Common examples of donor-imposed restrictions include phone charges, copy & print charges, and campus parking.
- **Reconciliation Period** is the timeframe of financial activity being reviewed. All funds/orgs must be reconciled on a monthly or bi-monthly basis (the Reconciliation Period). Monthly Reconciliation is strongly encouraged.
- **Reconciliation Reports** serve as the basis for the Reconciliation process. They are MicroStrategy-generated reports that display transactional information for the selected Reconciliation Period. There are three different standard reports for orgs, non-sponsored funds, and sponsored funds. These reports are reviewed by the Reconciler, annotated with relevant notes, shared with the Approver, and saved for historical reference.
- **Reconciliation Deadline** refers to the University deadline by which Reconciliations must be completed. All Reconciliations must be reviewed, approved, and certified no later than two months after the last day of the reconciled month.
 - *For example, the month of January must be reconciled and approved by March 31.*
- **COS Reconciliation Folder** is the college's central folder structure for storing all final Reconciliation Reports and Approvals.
- **COS Reconciliation Log** is the college's central log for tracking complete Reconciliations. Additionally, it tracks which funds and orgs are open and should be reconciled, and the assigned Reconciler and Approver per fund and org.

Approval and Approvers Definitions

- **Reconciliation Approval** is the documented approval provided by the Approver via email for each fund/org they are responsible for, confirming that the Reconciliations have been reviewed and are accurate.
- **Approvers** review and certify that financial activity recorded in Banner Finance, along with the results of the Reconciliations are accurate for each fund/org. The review should include:
 - Comparing the budget to actual and year-over-year actual results, where applicable
 - Identifying trends or areas of concern

For significant deviations from expected results, the Approver must investigate the variance, document the reason for the variance, as well as any necessary corrective action plan.

- **Principal Investigators (PIs)** review the financial activity recorded in Banner Finance for sponsored projects and certify that the results of the Reconciliation(s) are accurate. The review shall ensure that transactions are made for the intended purpose of the grant or contract, and in accordance with sponsor requirements as well as university policies and procedures for their sponsored funds. The PI's review shall include analysis of reconciling items and the appropriateness of the follow-up.
- **Reconciliation Certification** is the University-level process to capture certifications from Reconcilers and Org L5 Approvers that all funds/orgs that roll up to each Org L5 have been reconciled and approved. Certification must be completed no later than two months after the last day of the Reconciliation Period.
- **Smartsheet** is the platform the university uses to capture Reconciler and Approver certifications that the Reconciliation process for a given period is complete for each Org L5.
- **Smartsheet Org L5 Reconcilers** certify in Smartsheet that all funds/orgs that roll up to the Org L5 have been both reconciled and approved. Typically, the individual fund/org Reconciler who is responsible for most Reconciliations under that Org L5 is also responsible for Smartsheet certification.
- **Smartsheet Org L5 Approvers** sign and date in Smartsheet to certify that all funds/orgs that roll up to the Org L5 have been reconciled and approved. Typically, the unit lead (Chair or Center Director) is responsible for Smartsheet certification of the Org L5.

Responsibilities & Deadlines

Reconciliations must be reviewed, approved, and certified no later than two months after the last day of the reconciled month or period. For periods covering two months, the deadline is based on the earlier month.

- Monthly example: For the month of January, all steps must be completed by March 31.
- Bimonthly example: For the months of January – February, all steps must be completed by March 31.

Reconciler Responsibilities

- Retrieve Reconciliation Reports for the assigned funds/orgs after receiving the Fiscal Services "[Month is Closed](#)" notification.
- Review Reconciliation Reports, annotating any relevant notes on the report's relevant interior tabs (e.g., Labor Details or Transaction Details/Direct Expenses).
- Identify and resolve discrepancies, noting actions taken on the Reconciliation Report.
- Save completed Reconciliation Reports in the COS Reconciliation Folder.
- Email completed Reconciliation Reports to the designated Approvers at least **two weeks prior** to the approval due date (2 business days prior to the last business day of the month) to allow sufficient time for review and resolution of any questions.
- *Reconciliations that are not completed by the Reconciliation Deadline and were not sent with sufficient time for the Approver to review, will be considered late, and lateness will be attributed to the Reconciler.*
- After receiving approval:
 - Save Approver emails in the COS Reconciliation Folder
 - Record the completed Reconciliations on the COS Reconciliation Log.

Approver Responsibilities

- Review the Reconciliation Reports when received and work with the Reconciler to resolve any questions or issues.
- After reviewing and approving all activity (revenue and expenses)—including instances of no activity--provide your Approval to the Reconciler by the date indicated in the email, *within 2 weeks*.
 - *Lack of response will be escalated to the supervisor and unit leader.*
 - *Continued delays or non-responsiveness may be further escalated to college leadership and could result in a temporary suspension of access to funds.*

Org L5 Reconciler and Approver Responsibilities

Please refer to the [Smartsheet Certifications](#) section of this guide.

Reconciliation Timeline

CY 2026 Reconciliation Schedule: Monthly					
Recon Month	Export	Business Days to Reconcile	Send Recons to Approvers	Approvals Due	Log Process Completion, Smartsheet Certification
Jan	02/06/26	26	03/13/26	03/27/26	03/31/26
Feb	03/06/26	28	04/14/26	04/28/26	04/30/26
Mar	04/06/26	28	05/13/26	05/27/26	05/31/26
Apr	05/06/26	28	06/12/26	06/26/26	06/30/26
May	06/06/26	28	07/15/26	07/29/26	07/31/26
Jun	07/06/26	29	08/13/26	08/27/26	08/31/26
Jul	08/06/26	28	09/14/26	09/28/26	09/30/26
Aug	09/06/26	28	10/14/26	10/28/26	10/31/26
Sep	10/06/26	28	11/12/26	11/26/26	11/30/26
Oct	11/06/26	19	12/02/26	12/16/26	12/31/26
Nov	12/06/26	18	01/13/27	01/27/27	01/31/26
Dec	01/06/27	26	02/10/27	02/24/27	02/28/26

The entire process must be completed within 60 days of the *earliest month* reconciled. Therefore, **monthly Reconciliations are strongly encouraged** to allow more time for Reconcilers to perform the Reconciliations and for more timely review of each month's transactions.

CY 2026 Reconciliation Schedule: Every Other Month					
Recon Period	Export	Business Days to Reconcile	Send Recons to Approvers	Approvals Due	Log Process Completion, Smartsheet Certification
Jan - Feb	03/06/26	6	03/13/26	03/27/26	03/31/26
Mar - Apr	05/06/26	6	05/13/26	05/27/26	05/31/26
May - Jun	07/06/26	8	07/15/26	07/29/26	07/31/26
Jul - Aug	09/06/26	6	09/14/26	09/28/26	09/30/26
Sep - Oct	11/06/26	5	11/12/26	11/26/26	11/30/26
Nov - Dec	01/06/27	6	01/13/27	01/27/27	01/31/27

Deadline Exceptions

October Reconciliation Deadline

The standard Reconciliation Deadline for October Reconciliations has been adjusted to accommodate the university-wide winter holiday schedule.

- October Reconciliation Deadline: December 31st
- **October adjusted Reconciliation Deadline: last business day in December**

Fiscal Year-End

Fiscal Year-end (FY-end) deadlines for processing transactions occur prior to the actual FY-end. This can create challenges for Reconcilers, as there may not be sufficient time to identify and take corrective action before those deadlines. **Therefore, it is critical that Reconcilers promptly and proactively review April – June transactions to identify and take corrective action in advance of FY-end deadlines.**

Month	Deadline	Reconciliation Reports Available	Recommendation
April	June 30	May 6	Review Reconciliation Reports promptly
May	July 31	June 6	The FY-end deadlines are typically in early June – review transactions regularly throughout the month.
June	August 30	July 6	The FY-end deadlines are typically in early June – review transactions regularly throughout the month.

Reconciliation Reports

Reconciliation Reports serve as the basis for the Reconciliation process. They are MicroStrategy-generated reports that display transactional information for the selected Reconciliation Period. There are three different standard reports for orgs, non-sponsored funds, and sponsored funds. These reports are reviewed by the Reconciler, annotated with relevant notes, shared with the Approver, and saved for historical reference.

Reconciliation Reports must be exported for each fund/org reconciliation and attached to the email sent to the Approver. Some exceptions apply; please see the [Reconciliation Report Exceptions](#) section of this guide.

Report Names (table)

Fund/Org Type	Required Reconciliation Report	Recommended Method for Obtaining Report	Manual Exporting Guides
Org (Fund 10111)	Reconciliation Organization and Fund Labor and DE Detail	Establish a subscription for email delivery	Manual Export – Org Report or Financial Management Manual – Page 11
Non-Sponsored Fund (1XXXXX)	Fund Reconciliation Labor and DE Detail All COS Reconcilers must use this report since it contains the specific details relevant to the individual fund. Notably, this report indicates whether any activity has occurred on the fund with an incorrect fund-org combination.	Establish a subscription for email delivery <i>This subscription how-to guide is for the org report but mostly applies to the fund report, as well. The difference being that, currently, the fund subscription does not allow for a bimonthly report. We have submitted a MicroStrategy help ticket to request that.</i>	Manual Export – Non-Sponsored Fund Report
Sponsored Fund (2XXXXX)	PI Dashboard	Pull from COS-provided auto exports: COS Finance & RA Team – Documents Channel > Reconciliations > Grant Reconciliation Monthly Auto Exports	Manual Export – Sponsored Fund Report or Running the PI Report

Reconciliation Reports Export Exceptions

Orgs and Non-Sponsored Funds

Reconciliation Reports for orgs or non-sponsored funds with zero activity (revenue or expenses) during the Reconciliation Period do not need to be exported or saved.

- Approval must still be obtained and the email must contain:
 - The org or fund balance, no matter the amount
 - Statement: *“Zero activity, document not attached: 123456, 123123”*
- [Save Approver emails](#) in the COS Reconciliation Folder.
- [Record the completed Reconciliation](#) or zero activity review on the COS Reconciliation Log with the Reconciler initials and date
 - Reconcilers should enter **only their initials** and not any other acronyms such as N/R or N/A.

Sponsored Projects

Sponsored projects whose Period of Performance (POP) has ended and are not expected to be extended are typically closed by OSP within 120 days of the POP end date. However, if any funds remain open beyond this point, the following modified process will apply:

First 120 days (4 months) after POP end date:

- Complete the standard Reconciliation process.

After 120 days (4 months) **until fund closure:**

The Reconciler must review the fund monthly or bimonthly for any activity.

- **If activity is present**, complete the standard Reconciliation process.
- **If there is zero activity** (revenue or expenses):
 - Reconciliation Reports do not need to be exported
 - In the email to the Approver, list ended awards with zero activity using this template:
 - *“Ended Grants with zero activity, document not attached:
201234, 204321, 203412”*
- Approval must still be obtained and the email must contain:
 - Org balance, no matter the amount
 - Statement: *“Zero activity, document not attached: M13456, W13123”*
- [Save Approver emails](#) in the COS Reconciliation Folder.
- [Record the completed Reconciliation](#) or zero activity review on the COS Reconciliation Log with the Reconciler initials and date.
 - Reconcilers should enter **only their initials** and not any other acronyms such as N/R or N/A.

Comparison of Export Methods (table)

Fund/Org Type	Export Method	Pros	Cons
<p>Org (Fund 10111) and Non-Sponsored Fund (1XXXXX)</p>	Subscription	<ul style="list-style-type: none"> • Set-up for each non-sponsored fund/org only needs to be done once • Delivered automatically via email on the 5th of each month at 4:30 p.m. <ul style="list-style-type: none"> ○ Reconciliation can begin as soon as this Reconciliation Report is received, even if the 'Month is Closed' notification has not yet been issued. • Org subscriptions can accommodate both monthly and bimonthly Reconciliation Period cadences • Each subscription file name can be chosen at set up, so there is less work to name the file later. <ul style="list-style-type: none"> ○ Recommended name: fund number 	<ul style="list-style-type: none"> • Requires Reconciler do a manual setup for each non-sponsored fund/org • Requires Reconciler to cancel subscription for closed funds/orgs • Generates individual email for each fund/org • Currently, non-sponsored fund subscriptions can accommodate only monthly Reconciliation Period cadences
<p>Sponsored Fund (2XXXXX)</p>	Pulling from auto exports	<ul style="list-style-type: none"> • Reconciliation Reports are automatically exported and available in the Finance & RA Team • Reduces overall effort for Reconcilers managing a large, sponsored fund Reconciliation portfolio 	<ul style="list-style-type: none"> • Reconciliation Reports are not available until the Monday after the 2nd Saturday of the month • Reconciliation Reports for the entire College are in one file, and the Reconciler must locate the ones they need • Available only for monthly reconciling (no bimonthly)
<p>All</p>	Manual exporting	<ul style="list-style-type: none"> • Available upon demand • Monthly or bimonthly Reconciliation Periods can be selected • Exporting can begin on the 6th of each month. 	<ul style="list-style-type: none"> • Inefficient and time consuming • Repetitive, manual steps must be taken each month

Tab Overview (table)

	Reconciliation Organization and Fund Labor and DE Detail	Fund Reconciliation Labor and DE Detail	PI Dashboard
Tab 1	<p>Org List Displays all funds associated with the organization. **This tab is unnecessary and can be deleted.</p>	<p>Fund List Because this report is exported one non-sponsored fund at a time, there are no additional associated funds. **This tab is unnecessary and can be deleted.</p>	<p>Summary by Fund Presents a high-level view of transactions from the other Reconciliation Report tabs. Note: This tab includes a sum of each account type's open labor and direct expenditure encumbrances in the 'Commitments Thru End Month' column.</p>
Tab 2	<p>Org Summary This tab presents a high-level view (Account L5) of transactions from the other Reconciliation Report tabs. Note: This tab includes a sum of each account L5's open labor and direct expenditure encumbrances in the 'Open Encumbrances Thru XXX' column.</p>	<p>Fund Balance Summary Provides the non-sponsored fund's carryforward balance, current fiscal year Additions, deductions, and ending balance.</p>	<p>Labor Detail by Account Shows the labor expenses charged (or credited) to the sponsored fund during the Reconciliation Period.</p>
Tab 3	<p>Labor Detail Shows the labor expenses charged (or credited) to the org during the Reconciliation Period.</p>	<p>Fund Balance Summary by Org Provides the non-sponsored fund's current fiscal year additions and deductions, and ending balance, broken down by org. The 'NULL' line indicates the carry-forward balance. Note: If activity has been posted to the wrong non-sponsored fund-org combination, the Reconciler will see that here.</p>	<p>Labor Commitments Displays the committed funds allocated for employees who will continue charging the sponsored fund for the remainder of the fiscal year.</p>
Tab 4	<p>Labor Encumbrances Displays the committed funds allocated to employees who will continue charging the org for the remainder of the fiscal year.</p>	<p>Fund Summary Presents a high-level view (Account L3) of transactions from the other Reconciliation Report tabs. Note: This tab includes a sum of each account L3's open labor and direct expenditure encumbrances in the 'Open Encumbrances Thru XXX' column.</p>	<p>Direct Expenses Lists all revenue and expense transactions posted to the sponsored fund during the Reconciliation Period.</p>
Tab 5	<p>Transaction Details Lists all revenue and expense transactions posted to the org during the Reconciliation Period.</p>	<p>Fund Details This tab presents a high-level view (Account L5) of transactions from the other Reconciliation Report tabs. Note: This tab includes a sum of each account L5's open labor and direct expenditure encumbrances in the 'Open Encumbrances Thru XXX' column.</p>	<p>Fringe Override Adj A JV adjustment on this tab is a correction of fringe charges that were posted before the implementation of a sponsor-mandated fringe override that prohibits fringe from being charged to a project. **If this tab displays no data, it can be deleted.</p>

Tab 6	<p>Fund Balance Summary This tab provides no data for org Reconciliation. **This tab is unnecessary and can be deleted.</p>	<p>Labor Detail Shows the labor expenses charged (or credited) to the non-sponsored fund during the Reconciliation Period.</p>	N/A
Tab 7	N/A	<p>Labor Encumbrances Displays the committed funds allocated for employees who will continue charging the non-sponsored fund for the remainder of the fiscal year.</p>	N/A
Tab 8	N/A	<p>Transaction Details Lists all revenue and expense transactions posted to the non-sponsored fund during the Reconciliation Period.</p>	N/A

Recommended Reconciliation Report appearance adjustments:

- Adjust height/width of columns and rows to make all data visible
- On org and fund reports, add filters to the header rows of the labor and transaction details tabs.

Manual Export Steps – Org Report

1. [Log in to MicroStrategy](#) > Patriot Reporting > Shared Reports > Reconciliation > Organization Reconciliation > [Reconciliation Organization and Fund Labor and DE Detail](#)
2. Enter the report parameters:
 - **Fiscal Year** – Select the fiscal year that corresponds to the Reconciliation Period
 - **Start Fiscal Month Name** – Select the first month in the Reconciliation Period
 - **End Fiscal Month Name** – Select the final month in the Reconciliation Period
 - Start and End Fiscal Month Name values will be the same for one-month reports
 - **Organization** – Choose the organization (org) to be Reconciled
 - In the 'Available' box, double-click 'Org' > in the 'Selected' box, click 'Empty' > in the pop-up window, enter the org in the 'Search for' field, press 'enter' > the org will appear in the 'Available' box, double-click it to move it to the 'Selected' box > click 'OK'
3. Select 'Run Document' at the bottom of the screen
4. In the Reconciliation Report that appears, select the org from the 'Org' dropdown > Select '10111: University E and G' from the 'Fund L5' drop down box
5. Click the stacked menu in the top-right corner > select 'Export' > 'Excel' > 'All Sheets' > click 'OK'

Manual Export Steps – Non-Sponsored Fund Report

1. [Log in to MicroStrategy](#) > Patriot Reporting > Shared Reports > Reconciliation > Fund Reconciliation > [Fund Reconciliation Labor and DE Detail](#)
2. Enter the report parameters:
 - **Fiscal Year** – Select the fiscal year that corresponds to the Reconciliation Period
 - **Start Fiscal Month Name** – Select the first month in the Reconciliation Period
 - **End Fiscal Month Name** – Select the final month in the Reconciliation Period
 - Start and End Fiscal Month Name values will be the same for one-month reports
 - **Fund** – Choose the non-sponsored fund to be Reconciled
 - In the 'Available' box, double-click 'Fund' > in the 'Selected' box, click 'Empty' > in the pop-up window, enter the fund in the 'Search for' field, press 'enter' > the fund will appear in the 'Available' box, double-click it to move it to the 'Selected' box > click 'OK'
3. Select 'Run Document' at the bottom of the screen
4. In the Reconciliation Report that appears, select the fund from the 'Fund L6' dropdown
5. Click the stacked menu in the top-right corner > select 'Export' > 'Excel' > 'All Sheets' > click 'OK'

Manual Export Steps – Sponsored Fund Report

1. [Log in to MicroStrategy](#) > Patriot Reporting > Shared Reports > Reconciliation > PI Reconciliation > [PI Dashboard](#)
2. Select at least one of the following report search options:
 - **PI** – Search by the sponsored project's Principal Investigator
 - Enter the PI's last name in the 'Search for' field, press 'enter' > in the 'Available' box, double-click the correct name from the search results to move it to the 'Selected' box > select 'Run Document' at the bottom of the screen
 - **Grant** – Search by the grant to be Reconciled **
 - Enter the grant number in the 'Search for' field, press 'enter' > the grant will appear in the 'Available' box, double-click the fund to move it to the 'Selected' box > select 'Run Document' at the bottom of the screen
3. In the PI Report that appears, click on the *fund* to be Reconciled > click the green 'Reconciliation Fund 2XXXXX' button
4. Enter the report parameters:
 - **Choose Start Month** – Select the first month in the Reconciliation Period
 - **Choose End Month** – Select the final month in the Reconciliation Period
 - Start and End month values will be the same for one-month reports
5. Click 'Export' in the bottom-left corner

** Because a single grant can encompass multiple associated funds, it is generally recommended to use the 'Grant' search option rather than 'Fund' so that the resulting PI Report displays all funds linked to that grant. After exporting one fund, the Reconciler can simply return to the PI Report to select the next associated fund for export. However, searching by fund is also an acceptable option.

Expenses & Commitments Review

Reconcilers should ensure that all labor and direct expenditure entries on the Reconciliation Reports accurately match the supporting source documents, comply with applicable policies, and are free of any irregularities.

Reconcilers are not required to perform a secondary review of each charge for allowability, allocability, and reasonableness, as these checks should have been completed during the approval stage.

Reconcilers must, however, sufficiently confirm that each transaction did appropriately go through that review/approval processes, flag any issues in the Reconciliation Report, contact appropriate parties to resolve the issue/minimize reoccurrences, and ensure all flagged items are appropriately resolved within 60 days.

Reconciler's review should include:

- Verifying accuracy of the details
 - Ensuring that the information on the source document matches the entry on the Reconciliation Reports
- Confirming the transaction approver's assessment of compliance and appropriateness
 - The expense is permitted by the university or sponsored project
 - The cost is not excessive and reflects a prudent decision made on behalf of the university or sponsored project
 - The expense is properly assigned to the fund that benefited from the cost
 - The expense is legitimate, and all required documentation is included to ensure a clear trail for internal reference and potential audits
 - A clear, well-documented justification (Business Purpose) is offered, answering the following questions as thoroughly as possible:
 - **Who** made the purchase request or participated in the event?
 - **What** was purchased?
 - **When** will the purchase be used or did the event or activity take place?
 - **Where** will the purchase be used or did the event or activity take place?
 - **Why** was the purchase necessary/why did it benefit the university or sponsored project?

Sponsored Project-Specific Expenses Review

- Verify that all charges fall within the project’s period of performance.
 - Review any activity occurring before the start or after the end of the project’s period of performance.
 - Validate labor charges based on the payroll period worked, not the paycheck issue date.
- Ensure all expenses comply with the sponsor’s terms and conditions for that specific project.
- Identify and flag any charges that appear inconsistent with the project’s purpose.
 - Common examples:
 - General office costs
 - Costs benefiting multiple activities
 - Participant support payments charged to corrected award
 - Travel expenses for individuals who are not clearly associated with the project
 - Late-project equipment and supply purchases

Open Commitments

Reconcilers should regularly review all open POs for their assigned funds/orgs, coordinate with the Purchasers to identify POs for closure, and ensure those POs are properly closed.

- The COS Finance Team distributes the Open PO Report quarterly (and monthly near fiscal year-end) for convenience. However, Purchasers and Reconcilers are expected to review open POs regularly, not just when the report is distributed.
 - Report location in MicroStrategy: [Open PO Report](#)
 - COS Finance quarterly report location in Teams: [Open PO Report](#).
- Reconcilers may also wish to find and view the P.O. in [eVA](#).

Flagged Transactions

Reconcilers should actively look for, “flag,” and investigate discrepancies or unusual activities discovered in their Reconciliation review. Any flagged transactions should be corrected, if found to be appropriate--even if the transaction passed through the initial review/approval process.

Common situations that require further investigation or corrective action:

- Unmatched or missing documentation
- Incorrect categorization of transaction
- Transposition or other data entry errors
- Duplicate entries
- Unrecognized transaction
- Tax charged (Virginia vendor)
- Non-GMU shipping address
- Incorrect funding source

Reconciler responsibilities regarding “flagged” activity:

- Investigate all identified flagged transactions.
 - Investigation typically involves first emailing the submitter of the transaction
- Document any irregularities, discrepancies, or unusual activity, along with the corrective action plan, on the Reconciliation Report.
- Communicate flagged transactions in emails to Approvers.
- Ensure discrepancies are resolved within 60 days of being identified.
 - The burden of correcting a flagged transaction does not necessarily fall on the Reconciler, but they should ensure the resolution takes place.
 - Correction of flagged transactions typically involves the processing of a Journal Voucher or Labor Distribution form.
- Recurring issues must be escalated to both the initiator and transaction approver to ensure appropriate procedures are in place to prevent them from recurring.

Internal Awards

Internal awards are either research or instructional projects that are awarded by another unit at Mason.

For additional details and specific information regarding the management of internal awards, please refer to the [Internal Awards Documents](#) folder in Teams.

Expense Review: Labor

Reconciler's review of labor expenses should include:

- Verifying accuracy of the details
 - Positions
 - Are the posted labor charges correctly assigned to the fund/org?
 - Is there someone who *should* be charging the fund/org who is not?
 - If there is a position that has begun charging the fund/org, there must be a contract or other supporting documentation to support that.
 - Amount
 - Does the salary/wage that has been posted match the contract or other source document?
 - Minor discrepancies of a few dollars between actuals and Labor Distribution forms are often the result of rounding differences and generally do not indicate an error.
 - Date
 - Validate charges based on the payroll period, not the paycheck issue date.
 - Are the pay periods posted captured by the source document?
 - Position Classification
 - Is the position classification correct?
 - Examples:
 - 61410 Non-Student Wage vs. 61420 Student Wage
 - 61110 Faculty Salaries vs. 61112 Postdocs
 - Activity codes
 - If required, was an Activity Code used to allow tracking of the position?
 - Review and confirm with the Approver, at least annually:
 - Cell Phone Allowances are charging appropriately to the org
 - Faculty and Classified Staff employees are charging appropriately to the org

Note: Fringe benefits do not need to be reconciled because verifying the related labor expenses ensures their accuracy.

It is highly encouraged that the current and previous Reconciliation Periods' labor is compared side-by-side to allow for easier identification of changes.

Source Documents – Labor

Labor on sponsored or non-sponsored funds should always have supporting documentation.

Labor on orgs *may* not have supporting documentation available for some faculty or staff positions.

- This typically applies to faculty or staff positions that do not change funding sources, where salaries continue to charge without any changes to funding that would generate supporting documentation.
- Confirm at least annually that the position’s budget matches the amount and FTE being charged.

Labor MicroStrategy Reports and Banner Forms

Helpful reports and views for further examination of labor charges:

- MicroStrategy Report: Labor by Pay Periods for One Employee and FY
 - Location: [MicroStrategy](#) > Patriot Reporting > Shared Reports > Human Resources > Labor > Labor by Pay Periods for One Employee and FY
- Banner Form: Employee Summary View Form (PEIESUM)
 - Location: [Banner Finance](#) Admin Apps 9 > Employee Summary View Form (PEIESUM)

Labor Source Documents (table)

Document Type	Location	Comments
Temporary Assignment Contracts/Wage Letters/Memos	COS-Finance & RA Team – Documents Channel: Personnel Documents folder > Employee's folder > Temporary Assignments folder	Includes contracts/wage letters/memos for: Wage, Student Wage, Graduate Assistants, Adjunct, and 9-Month Faculty summer teaching
Labor Distribution Forms (LD) Labor Redistribution Forms (LR)	COS-Finance & RA Team – Documents Channel: Personnel Documents folder > Employee's folder > Labor Distributions folder	
Temporary Appointments Upload Spreadsheet	The COS Finance team will email a link to each unit's final upload confirmation to the unit PoC who submitted the upload. <i>COS Business team only:</i> COS Business Team – General Channel: Temporary Appointments Upload > FY	The upload allows for the mass submission of individuals hired for temporary appointments in lieu of submitting individual EPAFs. Those employees listed on the upload will have a corresponding temporary assignment contract or letter in their Personnel Folder.
University-wide Raise Announcements	Email notification	
Electronic Personnel Action Forms (EPAFs)	Available upon request from Unit EPAF Initiator or Approver	Information on the EPAF transactions can typically be found via various MicroStrategy reports or lookups in Banner.
Faculty Transaction Form (FTF) Classified Staff Transaction Form (CTF)	Available upon request from Unit HR Representative or COS HR	Individually approved raise requests
Employee Contracts	Available upon request from COS HR	Includes contracts for: Faculty, Postdoc, Research Staff, Classified Staff, stipends
New Employee Hire Requests	Available upon request from Unit HR Representative or COS HR	Used for new hires in a position number Their salary is initially charged to an org or non-sponsored fund

Expense Review: Direct Expenditures

Reconciler's review of direct expenditures should include:

- Verifying accuracy of the details
 - Amount
 - Does the amount that has been posted match the receipt/invoice?
 - Vendor
 - Does the vendor that has posted match the receipt/invoice?
 - Description
 - Does the description noted on the eVA Purchase Order or Mason Finance Gateway allocation match the invoice/receipt?
 - Shipping address
 - Did the item ship to a Mason address?
 - Sales tax exemption
 - Was tax charged?
 - As a state agency, GMU is *generally* exempt from paying Virginia sales taxes.
 - Expenditure account codes
 - Was the most appropriate [Expenditure Account Code](#) used to categorize the transaction?
 - Example: 73880 Business Meals vs. 74620 Food & Beverage Item
 - Activity codes
 - If required, was an Activity Code used to allow for tracking the activity?

Source Documents - Direct Expenditures

Direct Expenditure Source Documents (table)

Transaction Type	Transaction ID Prefix	Expense Type	Source Document Location
Accounts Payable Payments	'I'	Vendor Invoice Charges	Patriot Drive (P:) > fsvc.invoices eVA for Purchase Orders
		Travel / Non-Travel Reimbursement Charges	COS-Finance & RA Team – General Channel: Reports Folder > MFG Reports Folder > Approved Expense Reimbursements Mason Finance Gateway
Electronic Feed Documents Documents that have been uploaded in a batch	'F'	Phone Bill Charges	Pinnacle
		Facilities Recharges	COS-Finance & RA Team – General Channel: Reports folder > MFG Reports folder > Facilities Recharge Report
		Print Services Charges	psvc.statements
Journal Entries	'JP'	P-Card Charges (from MFG)	COS-Finance & RA Team – General Channel: Reports folder > MFG Reports folder > P-Card Transactions Master List Mason Finance Gateway
	'JG'	Tuition and Scholarship Charges (from Workflow requests)	Employee's Personnel Documents Folder > Tuition & Scholarships subfolder
	'J' or 'JL'	Journal Vouchers	Patriot Drive (P:) > fsvc.journals Patriot Web Self Service Email JV initiator
		Recharges (non-facilities)	Email JV initiator
		Unapproved Timesheet Charges	Email Payroll Department, payroll@gmu.edu

Vendor Invoice Charges

Vendor invoice charges are payments issued to external vendors for goods or services after a Purchase Order has been created, and the vendor has submitted an invoice to Accounts Payable (AP) for processing.

- These transaction IDs have an 'I' prefix.
- Location: Patriot Drive (P:)\fsvc.invoices
- These are invoices that have been processed by Accounts Payable.
- If the transaction description field is a person's name, it typically indicates reimbursement rather than a vendor invoice.
- If the invoice does not contain enough information, finding and viewing the P.O. in [eVA](#) may be necessary.
- Note: Sometimes an invoice is part of a larger group. If an initial search yields no results, try typing only part of the number in the search box.
 - Example: if document I2408278 is not found, try searching for only the first 6 characters. There may be a result with a single document that spans transactions I2408270- I2408280.
 - This is common for Nonresident Alien (NRA) International Tax withheld invoices.

Travel & Non-Travel Reimbursement Charges

Travel and non-travel reimbursement charges typically appear on the Reconciliation Report with a transaction description simply being the name of the individual being reimbursed. The individual must obtain unit finance and allowability approval prior to purchase/travel and submit their receipts along with the allocation to the correct [FOAPAL](#) in Mason Finance Gateway (MFG), Mason's expense management system. An Expense Report is generated for each transaction, and the allocation is approved again at the unit level. The receipts and expense report are stored and searchable within MFG.

- These transaction IDs have an 'I' prefix.
- COS Finance runs and posts the Mason Finance Gateway Paid Expense Report monthly.
 - Note: The PDF report link is only generated if the expense report contains attachments.
 - Report Location: [MFG Reports](#) > Approved Expense Reimbursements
- Alternatively, those Reconcilers with an Emburse Analytics license may search for Paid Reimbursements themselves in [MFG](#).
 - [Mason Paid Expenses Report Quick Guide](#)
- As travel that will likely exceed \$1,000 requires pre-approval, Reconcilers may also choose to reference the Travel Pre-Approval Report.
 - Report Location: [MFG Reports](#) > Approved Travel Pre-Approvals

P-Card Charges

P-Card users obtain unit finance and allowability approval prior to a purchase and submit their receipts along with the allocation to the correct [FOAPAL](#) in Mason Finance Gateway (MFG), Mason's expense management system. An Expense Report is generated for each transaction, and the allocation is approved again at the unit level. The receipts and expense reports are stored and searchable within MFG.

- P-Card transaction IDs have a 'JP' prefix.
- P-Card transaction descriptions contain the P-Cardholder's username.
- P-Card transactions can be identified on a Reconciliation Report as any transaction whose
- descriptions end with a Mason Finance Gateway expense report ID number ("-0100...").
- COS Finance posts the Mason Finance Gateway P-Card Transactions Report monthly.
 - Report Location: [MFG Reports](#) > P-Card Transactions Master List
- Alternatively, those with an Emburse Analytics license may search for P-Card transaction details themselves in [MFG](#).

Tuition and Scholarship Charges

Tuition and scholarship charges on the Reconciliation Report will either be refundable aid or tuition grants. All financial aid is submitted through Ellucian Workflow by the designated unit initiator. Once the Tuition Grant Award or Scholarship is submitted, the initiator receives an email confirming the submission. After the submission successfully passes through all approval stages, a second email confirms its completion. This confirmation email must then be saved by the workflow submitter in the student's Personnel Documents folder.

- These transaction IDs have a 'JG' prefix.
- Location: [Personnel Documents folders](#)
- Reconcilers should look at the comments section of the completion email for an explanation of the financial aid entry (e.g., AOES GRA, BIOL GTA, or Dean's Excellence Award).
 - Email the submitter if no such comment or an insufficient comment is present.

Reconciler Responsibilities:

- Monthly Review: The billing statement should be reviewed if there are any increases or decreases from the baseline amount or previous month's charges.
- Annual Review: The billing statement should be reviewed to identify unused or nonessential phone lines and work with the [Telecom Coordinator](#) to request closure of those lines.
- Phone Bill charges are typically not allowed on Sponsored Projects.

Phone Bill Charges

Phone bill charges will appear in the Reconciliation Report with a transaction description of 'XTS Telecom Srv' or 'XTS Long Distance'. These charges are for telecommunication services--such as phone, fax, data, or video--billed internally by Mason's Telecommunications Administration. They are listed on the department's billing statement, which should be reviewed to ensure accuracy and proper allocation. While unit Telecom Coordinators are primarily responsible for managing and closing open phone lines, Reconcilers should perform a secondary review to assist and ensure completeness.

- These transaction IDs have an 'F' prefix.
- Billing Statement Location: [Pinnacle](#) > Billing > Department Billing
 - Note: Pinnacle will be phased out in 2026. The new telecommunications management and billing system is TBA.
- An 'XTS EQUIP' transaction indicates a chargeback for telecommunication equipment that was provided in response to a submitted Telecom TeamDynamix (TDX) ticket. Contact the Telecommunications Administration team for more information on an unfamiliar 'XTS' charge.

Reconciler Responsibilities:

- Monthly Review: The billing statement should be reviewed if there are any increases or decreases from the baseline amount or previous month's charges.
- Annual Review: The billing statement should be reviewed to identify unused or nonessential phone lines and work with the [Telecom Coordinator](#) to request closure of those lines.
- Phone Bill charges are Phone Bill charges are typically not allowed on Sponsored Projects.

Facilities Recharges

A 'Recharge' is when one University unit provides a good or service to or incurs a cost on behalf of another University unit and seeks to recover its costs. It appears on Reconciliation as an expense for the requester of the service or goods and revenue for the provider. A Facilities recharge is for services and goods relating to COS's physical space, such as moving equipment from one lab to another, installing a new electrical outlet, transporting a delivery from the loading dock, painting a classroom, or hanging a new white board.

- These transaction IDs have an 'F' prefix.
- The COS Finance team posts a report on college recharge activity monthly.
- Report Location: [Facilities Recharge Report](#)
- [GMU recharge contacts and rates](#)

Print Services Charge

Print Services charges include Hub Print & Mail Services expenses. Monthly billing statements break down a unit's use of USPS, copy machines, and Print Hub.

Note: Print Services transactions are generally not allowed on Sponsored Projects.

- These transaction IDs have an 'F' prefix.
- Billing Statement Location: psvc.statements
 - Statements broken into the following subfolders:
 - Mail Billing Statements
 - Includes: USPS (e.g., metered mail, stamp roll, and packages)
 - MPS Billing Statements
 - Includes: copy machine prints and copies
 - Print Hub Billing Statements
 - Includes: Print Hub jobs (e.g., postcards, posters, business cards, and envelopes)
- Review the statement to confirm that activity is consistent and that all users belong to the department and are charging the correct fund/org.
- For assistance, use the following support link or GMU and Canon emails.:
 - Use the [Print and Mail Services help ticket](#) to request changes to where an employee is charging or to request assistance with any other print and mail issues.
 - Print and Mail Services Contacts:
 - Sudip Pandey, spande3@gmu.edu, to request statement access and locate missing invoices
 - Eric Baer, ebaer@cusa.canon.com, with any questions regarding billing
 - Feza Menzilcioglu, fgursoy@gmu.edu, is available to offer guidance on Teams.
 - Adam Basinger, abasinge@gmu.edu, is the Canon Contract Manager, Director of Auxiliary Business Services and can answer questions and concerns.

Journal Vouchers

Journal Vouchers (JVs) are routinely used to process internal financial adjustments, corrections, and allocations. Reconcilers should research any JV whose credits or debits are unfamiliar.

- These transaction IDs have a 'J' or 'JL' prefix.
- 'J' documents are Journal Vouchers (JVs) processed directly by departments or General Accounting; they typically contain fewer lines than 'JL' documents, allowing for manual entry.
- 'JL' documents are Journal Vouchers that have been processed by FAST due to the high volume of entries.
- Ideally, the JV submitter uses the 35-character description field effectively so that additional research is not required.
- If the Reconciler needs to research an unexpected JV, there are two options:
 1. View JVs submitted by General Accounting.
 - These may include recharge transactions or JVs that could not be submitted by a local unit or college.
 - JVs Location: Patriot Drive (P:)\fsvc.journals
 2. View details in Patriot Web Self-Service
 - JV Search Location: [Patriot Web Self Service](#) > Finance Dashboard > My Journals
- The Reconciler should contact the JV submitter if the details found in Patriot Drive or Patriot Web Self Service are insufficient.

Recharges (Non-Facilities)

A 'Recharge' is when one University unit provides a good or service to or incurs a cost on behalf of another University unit and seeks to recover its costs. It appears on Reconciliation as an expense for the requester of the service or goods and revenue for the provider.

- These transaction IDs typically have a 'JL' prefix.
- 'JL' documents are Journal Vouchers (JVs) that have been processed by FAST due to the high volume of entries.
- May include charges from:
 - Parking Services (e.g., parking validations and lot reservations)
 - Event Services (e.g., venue reservations, event setup, event audio-visual usage)
 - Campus Police (e.g., public safety services)
 - Transportation Services (e.g., Motor Pool vehicle rental fuel)
 - and others
- Non-Facilities recharges do not appear in the Facilities Recharge Report provided by COS Finance.
- If the expense is unexpected or unplanned, the Reconciler should contact the unit person who would typically be responsible for submitting a request for such a service or the JV submitter to request.

Unapproved Timesheet Charges

A penalty of \$100 per bi-weekly wage employee will be charged to a supervisor's department org when timesheets are not approved by the deadline. The Reconciler must confirm which position the penalty was assessed for and determine if the charge needs to be moved to a more appropriate funding source.

- These transaction numbers typically have a 'JL' prefix.
- 'JL' documents are Journal Vouchers (JVs) that have been processed by FAST due to the high volume of entries.
- [Unapproved Timesheet Charges](#)

How to request a breakdown of the penalty charge:

Email the GMU Payroll Department, payroll@gmu.edu, including the information outlined in the table below.

Provide Payroll:	Payroll will provide:
Org number	Employee name(s)
Charge amount*	Position number(s)
Document ID*	Pay period(s)
Transaction description & date*	Supervisor(s) email

*A screenshot of that portion of the Reconciliation is sufficient.

How to determine the appropriate funding source:

The appropriate funding source for an unapproved timesheet penalty should align with the funding source for the wage position.

- It may be necessary to add an activity code if there is one connected to the wage position.
- If the position is funded by a sponsored project:
 - The penalty should be moved to the supervisor's indirect fund.
 - Notify the indirect fund RA prior to processing the JV.
 - Charges cannot be moved to a federal or non-federal sponsored project.
- Flag an unapproved timesheet charge in the email to the Approver and encourage appropriate corrective to prevent recurrence.

Revenue Reconciliation

Reconciling revenue follows the same principles as reconciling expenses but focuses on verifying that all income posted to a revenue generating fund/org is accurate, complete, and properly supported.

Reconciliation of revenue is required for the following revenue-generating areas:

- Recharge Centers
- Tutoring and Testing Center
- Mason Marketplace stores, such as those that collect registration revenue from:
 - Conferences
 - Camps
 - Trainings
 - Other revenue-generating areas not listed in the exempted categories above

Reconciliation of revenue is **not** required for the following revenue-generating areas:

- University Tuition and Fees
- Course and Lab Fees
- Indirect revenue from grants

These areas must still be monitored and periodically reviewed for significant trend changes.

Reconciler responsibilities:

- Research revenue that may be missing or inconsistent for the Reconciliation Period.
- Crosscheck posted revenue amounts against revenue source documents, such as:
 - Sales receipts
 - Billing invoices
 - JVs
 - TouchNet reports
 - Run a 'Total' or 'By Product' report in TouchNet
 - The 'By Product' report is recommended if the store has more than one product offering.

Foundation Reconciliation

COS Finance will add detailed guidance on foundation account Reconciliations to this page soon.

Saving the Reconciliation Reports and Approvals

The College uses Teams as the central repository for storing both Reconciliations Reports and approvals. COS Finance will conduct random audits of the saved documents to verify compliance with Reconciliation requirements. Below is a summary of the [Document Saving Instructions](#).

Please note:

- [Reconciliation folders](#) are organized by org, and all Reconciliation materials must be saved in the corresponding org folder. Reconcilers responsible for multiple orgs should take care to distribute each Reconciliation Report and Approval files into the correct folder.
- It is permissible to add an “Approval” folder within a Reconciliation folder; however, **no other subfolders** should be created.
- All Reconciliation files should be named by the fund number, including org Reconciliations.
 - Org Reconciliations Reports must be saved as '10111' as this is the default fund associated with the org and is the fund all 'E&G' activity of the org is charged to.
 - 10111-MXXXXX or 10111-WXXXXX is also an acceptable naming scheme.
 - Saving org Reconciliations Reports as 10111 not MXXXXX or WXXXXX will ensure these files appear at the top of the folder.
- All Reconciliation Reports with activity must be saved (revenue or expenses).
- Non-sponsored fund Reconciliation Reports with zero activity (no revenue or expenses) do not need to be exported and saved.
- Reconciliation Reports with zero activity (no revenue or expenses) for sponsored projects that have ended but are not yet closed do not need to be exported and saved.
- Before sending Reconciliation Reports to the Approver, the Reconciler must save the Excel document in the appropriate [Reconciliation](#) folder.
- After receiving approval of the Reconciliations, the Reconciler must save the email as a PDF in the appropriate [Reconciliation](#) folder.

	Monthly Example	Bimonthly Example
Reconciliation Naming Convention Fund# MM.YY Fund# MM.YY-MM.YY	150901 01.26	10111-M12345 01.26-02.26
Approval Naming Convention Approval First Name Last Name MM.YY Approval First Name Last Name MM.YY--MM.YY	Approval Janet Smith 01.26	Approval Marcus Wells for Janet Smith 01.26-02.26

Approver Email Templates

After completing the Reconciliation, the Reconciler must email each Approver. The email should include all completed Reconciliation Reports for the funds/orgs they are responsible for, combined into a single email.

Template Guidelines:

- **Using COS-provided templates is optional**
- Whichever template selected should be used consistently
- Email templates must include the following details:
 - Fund/org information
 - Fund/org numbers
 - Titles
 - Reconciliation details
 - Reconciliation Period
 - Total amount of all activity (revenue and expense) for the period
 - Please see [Reconciliation Report Export Exceptions](#) section for alternate processes when there is zero activity and no Reconciliation Reports.
 - Flagged activity
 - Example: Overtime or Unapproved Timesheet Charges
 - Reconciler's confirmation
 - Confirm that the Reconciler has reviewed all transactions against approved source documentation
 - Approval request
 - Explicit request for approval
 - Date by which approval is required (two business days prior to the last business day of the month)

Template 1 Example (Text)

Subject line: For Your Approval: January 2026 Reconciliations

Email Body:

Attached for your review and approval, please find the Reconciliation Reports for the organization(s) and/or fund(s) listed below. As the reconciler, I certify that I have reviewed all charges and credits on the organization(s) and/or fund(s) and have verified each transaction with appropriate source documentation.

Once you have completed your review, confirmed all charges and credits to the organization(s) and/or fund(s) are appropriate and necessary, and resolved any questions, please reply with your approval no later than **March 27, 2026**.

Fund: **10111-M12345**

Title: **Department E & G**

For the month(s) of: **January 2026**

Total activity during this period: **\$123,456.78**

**Flagged activity: \$500 unapproved timesheet charge (Supervisor: Dr. Street)*

**Flagged activity: \$1,200 overtime charge (Employee: Sydney Lavin)*

Fund: **150333**

Title: **Dr. Street Indirect**

For the month(s) of: **January 2026**

Total activity during this period: **\$0.00**, zero activity, document not attached

Fund: **201333**

Title: **NASA Grant**

For the month(s) of: **January 2026**

Total activity during this period: **\$2,500.00**

Ended grant with zero activity: 201234, 204321, 203412

Template 2 Example (Excel) **preferred method

Subject line: For Your Approval: January 2026 Reconciliations

Email Body:

Attached for your review and approval, please find the Reconciliation Reports for the organization(s) and/or fund(s) listed below. As the reconciler, I certify that I have reviewed all charges and credits on the organization(s) and/or fund(s) and have verified each transaction with appropriate source documentation.

Once you've completed your review and any questions have been resolved, please reply with your approval no later than **March 27, 2026**.

Reconciliation Summary							
Reconciliation Period: January - February 2026							
Fund #	Org #	Title	Expenses	Revenue	Commitments	Ending Balance with Commitments Available / Debit	Comments
10111	W12121	COS Department University E and G	\$ 60,000.00	\$ 150,000.00	\$ 3,650.00	\$ 365,000.00	Flagged activity: Unapproved timesheet charge: \$500 (supervisor: TBD) Facilities recharges: \$600.66, I will JV to add the Observatory activity code
150222	W12121	COS Department Indirect	\$ 4,500.00	\$ 3,000.00	\$ 500.00	\$ 900,000.00	zero activity, document not attached
150333	W12121	Dr. Street Indirect	\$ -	\$ -	\$ -	\$ 78,000.00	zero activity, document not attached
150444	W12121	Dr. Glass Indirect	\$ -	\$ -	\$ -	\$ -	zero activity, document not attached
201333	W12121	NASA Grant	\$ 2,500.00	\$ -	\$ -	\$ 56,000.00	
201444	W12121	NIH Grant	\$ -	\$ -	\$ -	\$ -	Ended grant with zero activity, document not attached
201555	W12121	NSF Grant	\$ -	\$ -	\$ -	\$ -	Ended grant with zero activity, document not attached

COS Reconciliation Log

The [COS Reconciliation Log](#) serves as the college's central record for ensuring compliance and tracking monthly Reconciliation activity by individual fund/org and Reconciler.

The log documents:

- Who completed the Reconciliation and when
- The assigned Reconciler and Approver for each fund/org
- Which months each fund/org is open for Reconciliation

Reconciler Responsibilities:

- Entering their initials and date in the appropriate monthly column for each fund/org after Reconciliation Reports and approvals are completed and saved in the appropriate COS Reconciliation Folder
 - Reconcilers should enter **only their initials** and not any other acronyms such as N/R or N/A
- Reviewing the COS Reconciliation Log and reporting any of the following issues to the COS Finance Team at cosfinan@gmu.edu:
 - Incorrectly assigned funds/orgs
 - Missing fund/org assignments
 - Errors in 'Open' or 'Closed' status
 - Outdated or incorrect Approver assignments
 - *The COS Finance Team enters the initial Approver when new funds/orgs are set up, and Reconcilers should update this field as needed*
- The Reconciler is responsible for keeping the unprotected Approver field accurate and up to date.

COS Finance Team Responsibilities:

- Adding new funds/orgs as they are established
- Marking new funds/orgs as 'Open' and graying out prior months that do not require Reconciliation (i.e., before fund/org was established)
 - Reconcilers should not mark funds/orgs as open.
- Marking inactivated funds/orgs as 'Closed' and graying out future months that do not require Reconciliation (i.e., after inactivation)
 - Reconcilers should not mark funds/orgs as closed.
- Assigning Reconcilers based on unit and Research Administrators/Finance Analyst responsibilities
- Assigning the initial Approver when a new fund/org is established
 - After initial setup, Reconcilers are responsible for maintaining and updating Approver assignments.
- Highlighting overdue months by marking initial/date fields for follow-up

Smartsheet Certification

University Reconciliation certification is recorded on the assigned [Smartsheet](#).

Note: Any changes to a Reconciler or Approver in Smartsheet must be submitted to Peaches Nicholls by the COS Director of Finance, Jessica Rosera, cosfinan@gmu.edu.

L5 Org Reconciler Responsibilities

1. To ensure completeness before proceeding to certification in Smartsheet, use the COS Reconciliation Log to verify that **all** individual funds under the Org L5 have been reconciled for the month.
2. Certify Reconciliation completion in Smartsheet by entering your name and date the approval was received under the Reconciler column of the corresponding Org L5 and month.
3. Notify the Org L5 Approver that they can complete their portion of the Smartsheet certification.

Note: If the Approver certifies before the Reconciler, the Reconciler's cells in Smartsheet will lock to editing. Should this happen, email **Peaches Nicholls**, pnicholl@gmu.edu, to request the row(s) be unlocked so the Reconciler name and date can be entered.

L5 Org Approver Responsibilities

After the Org L5 Reconciler completes their portion of the [Smartsheet](#) Reconciliation Certification, the Approver must certify Reconciliation completion for all funds within the Org L5 by entering their name and the date for the corresponding Org L5 and month.

*This step must be completed **within 60 days of the month-end** for the earliest Reconciliation Period, in accordance with University Policy 2114.*

Appendix: Track Changes

1. 05/18/26: p.34, Phone Bill Charges, [added note about Pinnacle's pending retirement](#)