The electronic ledger reconciliation tool is designed to help departments meet the fiscal policy requirements of ledger reconciliation for E, R, I, J, and N funds. The tool is in a grid layout with line items for each accounting document posted during a selected period. The layout is flexible and users can easily customize to their own needs. Encumbrances will not be a part of this tool, only actuals. You can access the tool from ZFM_UT_LEDGER via a button seen after executing the selection screen.

1. **Reset Status button** – resets all the line statuses to “Not Reconciled”.

2. **Bookmark button** – Lines can be selected by clicking on the selection box to the very left of the line and then clicking the bookmark button. The line will be highlighted in red. To un-bookmark the line, repeat the same process. Bookmarks are stored by user, so users only see their own bookmarks.

3. **Create comments or view comments button** – comments or notes can be made at the header level for information that is relative to the entire reconciliation. Once comments have been added the icon changes from to and the tool tip (hovering over the icon brings up the tool tip) indicates that comments exist. If the ledger selection was more than one fund, a drop down with a listing of the funds in the selection will appear and a fund chosen in which to link the comment(s).
4. **Create attachments or view attachments button** — attachments can be made at the header level for documents that pertain to the entire reconciliation or any payroll related attachments, since there is no attachment functionality at the line level for payroll accounting documents. When attachments exist, a tool tip (hovering over the icon brings up the tool tip) indicates that attachments exist. If the selection was more than one fund, a drop down with a listing of the funds in the selection will appear and a fund chosen in which to link the attachment.

5. **Departmental Status button** - *This functionality is optional.* Users can assign departmental statuses to each fund being reconciled and then use Transaction ZFM_ELR_STATUS to track. The status can be added to individual funds or assigned to all funds or just a selected group of funds. This is to help users know where they are in the reconciliation process. The departmental statuses default to “0” no status, but users can choose to change to any of these status:

- 0 NONE
- 1 ATTACHING STARTED
- 2 ATTACHING COMPLETE
- 3 REVIEWING STARTED
- 4 REVIEWING COMPLETE
- 5 RECONCILING STARTED
- 6 RECONCILING COMPLETE

The screen allows users to change the status of just one fund by choosing the search help.
Or by making a selection of funds and choosing the status from the dropdown.

Select funds:

Select departmental status:

All the selected funds departmental statuses have changed:

6. **Payroll Reconciliation button** - this provides the reconciler the option to view all payroll charges at once instead of line by line. The reconciliation status can be changed for all the associated line items with one click.
7. **No Activity Funds button** - Any unlocked funds found with no activity for the selection criteria will be reported here. When the reconciliation is submitted to workflow, a list of funds with no activity will be sent to each approver with funds in the list. This list should be reviewed to ensure accuracy and that funds are being closed out correctly. It is important to make sure all the approvers listed are active employees. The program will present a message in the “Approver” column if the approver is no longer active.

8. **Outstanding Items button** - Line items from previous periods with a status of “Reconciled but under Review” can be tracked and marked complete. This functionality will help manage corrections that users need to ensure post in subsequent periods. Selecting this button will bring up a list of any line items within the selection criteria that are in this status. Once the item has been completed with whatever follow-up was required, it can be marked as complete.

![Outstanding Activity Items List](image)

Once the item has been marked complete and the screen saved, the item will no longer appear in this list. A history of completed outstanding items is available from this button.

9. **Submit button** - Once the reconciler has completed the reconciliation, it can be submitted to workflow. The button will be grayed out until all the line statuses are either marked “Reconciled” or “Reconciled but under Review”. Once the reconciliation has been submitted, the button will be grayed out again to prevent multiple submissions to workflow.

10. **Page layout functionality** - The columns displayed and the order of the line items can be manipulated using these buttons.

    - Column(s) can be highlighted and then sorted in descending or ascending order.
    - A find help is provided when looking through a large selection.
    - Users can choose column(s) and filter the results.
    - The default layout is subtotaling on commitment items and funds. To change that default, use buttons.
    - An icon is provided to print the reconciliation, excel in place, and downloading to a spreadsheet or local file.
    - Layouts can be saved and selected from here.

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11. **Add Attachment Column** - Attachments can be made at the line level. These attachments will be linked to the document and can be viewed from FB03 or from the ELR tool itself. Payroll accounting entries are an exception to this because whatever is attached to these lines can be viewed by all the users that have access to the multitude of funds included in a payroll entry. It would be best to add payroll related attachments at the header level.

12. **Attachment Exists Column** - When attachments already exist, this icon will appear in the attachment exists column. Users can click this icon to see the attachments.

13. **Edit Comments Column** - Comments can be added at the line level for all accounting documents. Payroll accounting entries are an exception to this because whatever comment added to these lines can be viewed by all the users that have access to the multitude of funds included in a payroll entry. Comments can be viewed from the document (FB03) just like other comments from the “Extras” dropdown and “Texts” selection. The texts pop-up now has a section for electronic ledger reconciliation comments. If a comment exists at the line level, the icon will change to . The tool tip also indicates that comments exist.

![Image](image.png)

14. **Reconciliation Status Column** – There are 3 status: Not Reconciled; Reconciled; or Reconciled but Under Review. The tool defaults to “Not Reconciled”, but once a reconciler has looked at the item they choose to either mark it “Reconciled” for items that are correct and need no follow-up or “Reconciled but Under Review” for items that need some kind of follow-up. Comments are required on the “Reconciled but Under Review” status items.

15. **Drilldown Functionality** – Users can double click on line items to drilldown and view the accounting entry:
   - Accounting document line items have drilldown capabilities that brings up display document, FB03.
   - Each F&A and F&A cost sharing line item has drilldown capabilities that states the data elements involved in the calculation for these charges.
   - Each payroll accounting document has drilldown capabilities that brings up the charges by employee.
Workflow:

- A work item will be sent through workflow when the button is selected.
- One work item will be sent to the appropriate approver for each fund reconciled with activity.
- One work item will be sent to each approver with a list of no activity funds found within the selection. The list includes, fund number, fund name, approver(s) name, fund valid from and valid to dates.
- The submit button, when selected, will check to make sure all the line items either have a “Reconciled” or “Reconciled but Under Review” status. A warning message will present, if there is a “Not Reconciled” status.
- The workflow will be routed depending on the type of fund.

<table>
<thead>
<tr>
<th>Fund</th>
<th>Project Type</th>
<th>Approver</th>
</tr>
</thead>
<tbody>
<tr>
<td>WBS element 11-15, 17-20, 30, A1</td>
<td>Principal Investigator</td>
<td></td>
</tr>
<tr>
<td>WBS element 16 with PI field populated</td>
<td>Principal Investigator</td>
<td></td>
</tr>
<tr>
<td>WBS element 16 w/o PI field populated</td>
<td>Department Head</td>
<td></td>
</tr>
<tr>
<td>WBS element All other project types</td>
<td>Department Head</td>
<td></td>
</tr>
<tr>
<td>Cost Center</td>
<td>Department Head</td>
<td></td>
</tr>
</tbody>
</table>

- The submit button, when selected, will check to make sure that funds requiring principal investigator approval has a principal investigator assigned to the fund and that the principal investigator is a valid active employee. A warning message will present allowing the user to update this data before submitting.
- The submit button, when selected, will check to make sure comments have been made on line items with “Reconciled but Under Review” status.
Q&A:

What if my selection includes funds that have already been submitted to workflow?

When first selecting the green check button, a warning message will present when a reconciliation has already been submitted. The user can choose to see the funds already submitted by just clicking on the green check. The system defaults to allow you to view the reconciliation of already submitted funds, but if you choose to exclude the already submitted funds, you will need to select all and then green check. Then all the funds will be selected to be excluded.
How can I reconcile all the accounting lines for one document all at once?

When changing the status of a document that has multiple lines in your selection, a pop-up will ask if you want to change the status of all the line items for that particular accounting document.

![Update Reconciliation Status]

How do I know if I have an inactive PI is assigned to a sponsored project fund from this tool?

The program will present a warning message giving the reconciler the opportunity to have the correct PI added to CJ20N before submitting to workflow.

![Confirmation Message]

The no activity list of funds has columns for the approver names. It will tell the user if the PI is not active, also giving the reconciler the opportunity to fix the PI.

![Electronic Ledger Reconciliation]
How do I manage my electronic ledger reconciliation process?

Transaction ZFM_ELRO_STATUS:
- What has been submitted, but not approved?
- What has been saved, but not submitted?
- What has not been submitted?
- What is the departmental status of the fund?
- What has been rejected?

Transaction ZFM_ELRO_OUTSTANDING:
- What line items are marked “Reconciled but under Review”?
- What is the line status of any saved reconciliations?

Transaction: ZWF_HISTORY:
- Where is my work item in workflow?