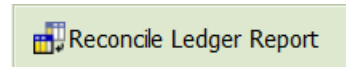


Electronic Ledger Reconciliation Tool Help Documentation

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



Electronic Ledger Reconciliation


Bookmark 1 2 3 4 5 6 7 8 9

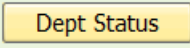
Dept Status Payroll Reconciliation No Activity Funds Outstanding Items Previous Periods Submit

10 11 12 13 14

Fund	Fund name	Year	Prd	Posting Date	Ty	Description	Text	FI doc.no.	Item #	Pynt	Bdgt	Ref	DocNo	Cmnt	CI text	Order	Add	Attachment	Att	E	EdtC	Status	
E011001	Admin-Arts & Science	2016	4	10/01/2015	SA	G/L account docu.	TA0414, COLLINS/CHAR	100005229	156	17.00			DRBILLAF15	431200	Travel Out Of Sta								
	Admin-Arts & Science	2016	4	10/01/2015	SA	G/L account docu.	TA0414, COLLINS/CHAR	100005229	157	200.04			DRBILLAF15		Travel Out Of Sta								
	Admin-Arts & Science	2016	4	10/01/2015	SA	G/L account docu.	TA0415, MALLINCKROD		158	17.00			DRBILLAF15		Travel Out Of Sta								
	Admin-Arts & Science	2016	4	10/01/2015	SA	G/L account docu.	TA0415, MALLINCKROD	100005229	159	200.04			DRBILLAF15		Travel Out Of Sta								
										434.08				4312									
	Admin-Arts & Science	2016	4	10/06/2015	ZD	Inter dept transfe	BSF Chg Oct 15	900009051	1	66.00			SEE ATTACH	439100	Operating Supplies								
	Admin-Arts & Science	2016	4	10/25/2015	ZC	Procurement Card	SOUTHEASTERN LASER	800006818	1	320.00			U013410001		Operating Supplies								
	Admin-Arts & Science	2016	4	10/25/2015	ZC	Procurement Card	FO#65000006695TAPLS7	800006818	2	404.43			U013410001		Operating Supplies								
	Admin-Arts & Science	2016	4	10/25/2015	ZC	Procurement Card	FO#65000006695TAPLS7	800006818	9	62.50			U013410001		Operating Supplies								
	Admin-Arts & Science	2016	4	10/25/2015	ZC	Procurement Card	FO#65000006695TAPLS7	800006818	12	423.64			U013410001		Operating Supplies								
	Admin-Arts & Science	2016	4	10/25/2015	ZC	Procurement Card	FO#65000006695TAPLS7	800006818	13	6.99			U013410001		Operating Supplies								
	Admin-Arts & Science	2016	4	10/25/2015	ZC	Procurement Card	6500000651AMERICAN P	800006818	14	124.00			U013410001		Operating Supplies								
										1,407.56				4391									
	Admin-Arts & Science	2016	4	10/25/2015	ZC	Procurement Card	SHRED-IT KNOXVILLE 86	800006818	11	16.48			U013410001	446500	Spec Commercial								
	Admin-Arts & Science	2016	4	10/26/2015	ZD	Inter dept transfe	McCung Museum Guard	900010629	1	60.00			8212015	446600	Oth Univ Depart								
										60.00				4466									
	Admin-Arts & Science	2016	4	10/25/2015	ZC	Procurement Card	CCAS 757-221-1784 VA	800007385	53	515.00			U170007045	446800	Semnar/Conf Reg								
	Admin-Arts & Science	2016	4	10/25/2015	ZC	Procurement Card	CCAS 757-221-1784 VA	800007385	54	515.00			U170007045		Semnar/Conf Reg								
	Admin-Arts & Science	2016	4	10/25/2015	ZC	Procurement Card	CCAS 757-221-1784 VA	800007385	55	495.00			U170007045		Semnar/Conf Reg								
	Admin-Arts & Science	2016	4	10/25/2015	ZC	Procurement Card	CCAS 757-221-1784 VA	800007385	56	495.00			U170007045		Semnar/Conf Reg								
	Admin-Arts & Science	2016	4	10/25/2015	ZC	Procurement Card	CCAS 757-221-1784 VA	800007385	57	135.00			U170007045		Semnar/Conf Reg								
	Admin-Arts & Science	2016	4	10/25/2015	ZC	Procurement Card	CCAS 757-221-1784 VA	800007385	58	135.00			U170007045		Semnar/Conf Reg								
	Admin-Arts & Science	2016	4	10/25/2015	ZC	Procurement Card	CCAS 757-221-1784 VA	800007385	59	45.00			U170007045		Semnar/Conf Reg								
	Admin-Arts & Science	2016	4	10/25/2015	ZC	Procurement Card	CCAS 757-221-1784 VA	800007385	60	45.00			U170007045		Semnar/Conf Reg								
										2,380.00				4468									
										4,298.													

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

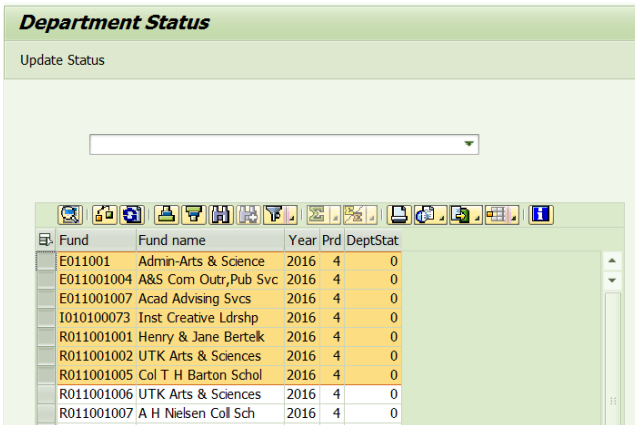
Department Status

Update Status

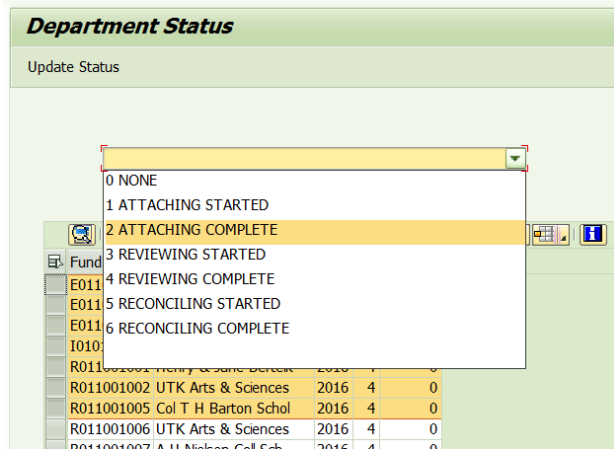


Fund	Fund name	Year	Prd	DeptStat
E011001	Admin-Arts & Science	2016	4	0
E011001004	A&S Com Outr, Pub Svc	2016	4	0
E011001007	Acad Advising Svcs	2016	4	0
E011001007	Test Course Labs	2016	4	0

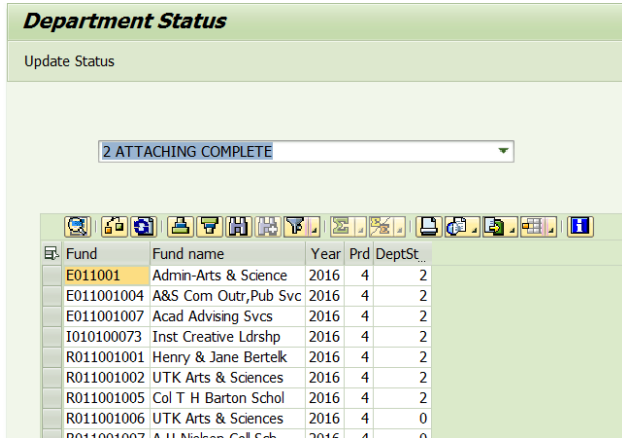
Or by making a selection of funds and choosing the status from the dropdown.
 Select funds:

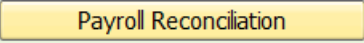


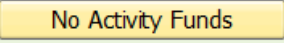
Select departmental status:

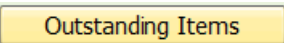



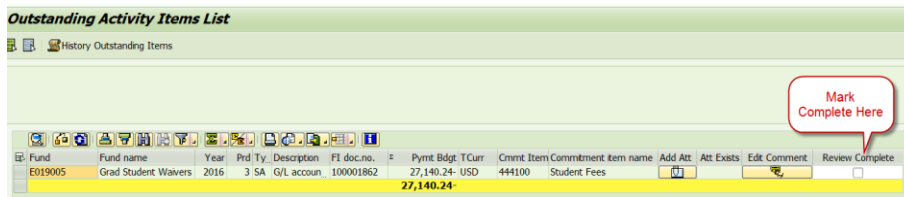
All the selected funds departmental statuses have changed:



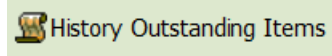
6. **Payroll Reconciliation button**  - this provides the reconciler the option to view all payroll charges at once instead of line by line. The reconciliation status can be changed for all the associated line items with one click.

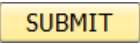


7. **No Activity Funds button**  - Any unlocked funds found with no activity for the selection criteria will be reported here. When the reconciliation is submitted to workflow, a list of funds with no activity will be sent to each approver with funds in the list. This list should be reviewed to ensure 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.












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.

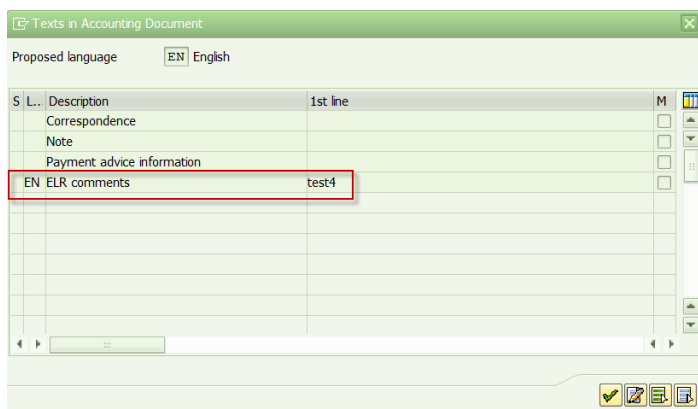
10. **Page layout functionality**- the columns displayed and the order of the line items can be manipulated using these buttons.




- 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 .

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 exists, 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.



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:

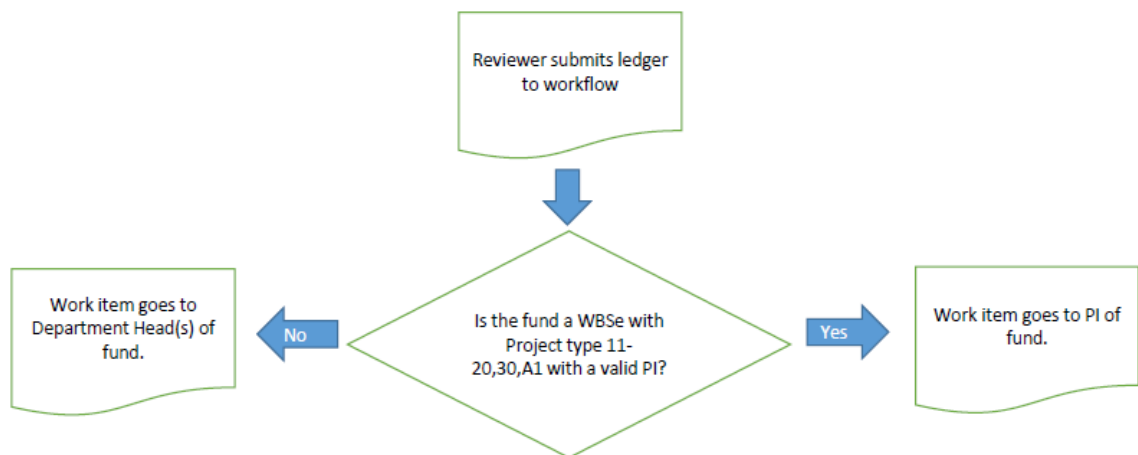
- Accounting document line items have drilldown capabilities that brings up display document, FB03.
- Each F&A and F&A cost sharing line item has drilldown capabilities that states the data elements involved in the calculation for these charges.
- Each payroll accounting document has drilldown capabilities that brings up the charges by employee.

Workflow:

- A work item will be sent through workflow when the button **SUBMIT** 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.

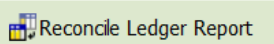

Fund	Project Type	Approver
WBS element	11-15, 17-20, 30, A1	Principal Investigator
WBS element	16 with PI field populated	Principal Investigator
WBS element	16 w/o PI field populated	Department Head
WBS element	All other project types	Department Head
Cost Center		Department Head

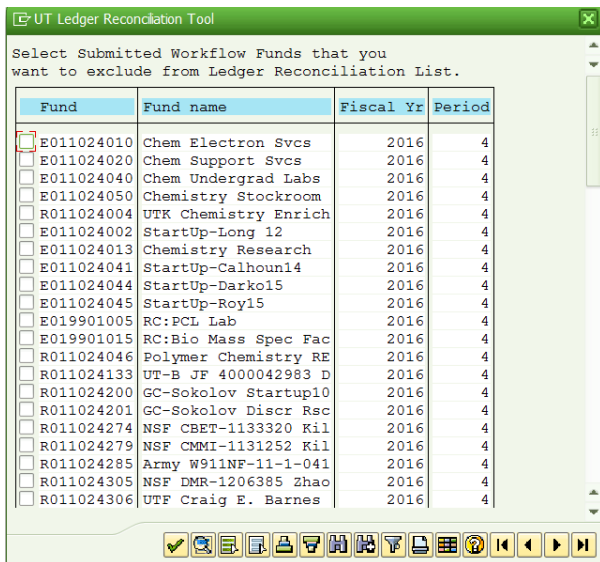
- The submit button, when selected, will check to make sure that funds requiring principal investigator approval has a principal investigator assigned to the fund and that the principal investigator is a valid active employee. A warning message will present allowing the user to update this data before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





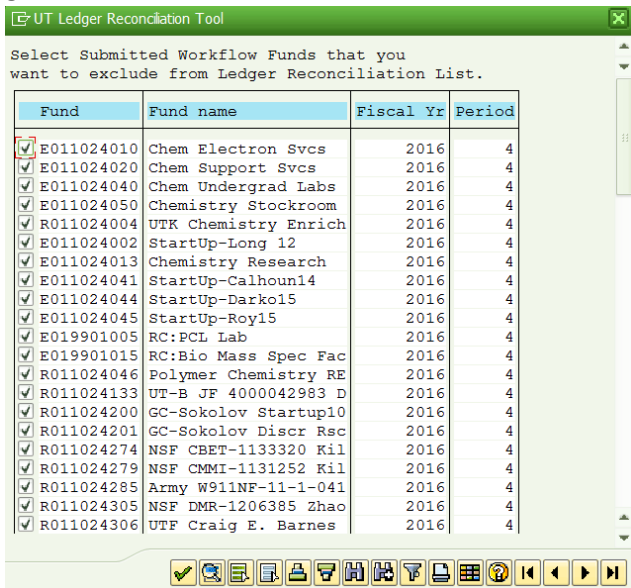
Q&A:

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

When first selecting the  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 .

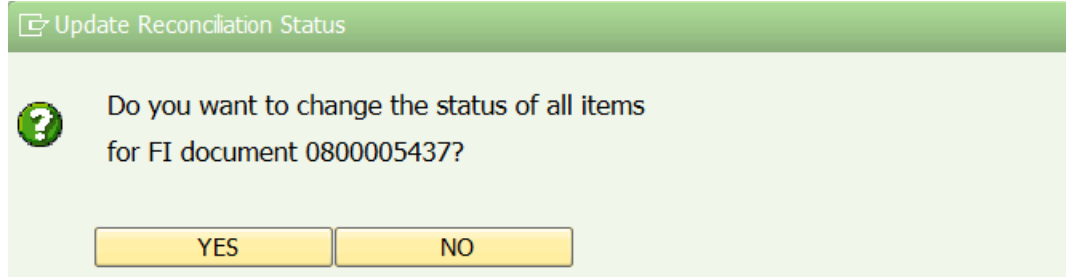


The system defaults to allow you to view the reconciliation of already submitted funds, but if you choose to exclude the already submitted funds, you will need to select all  and then green check .



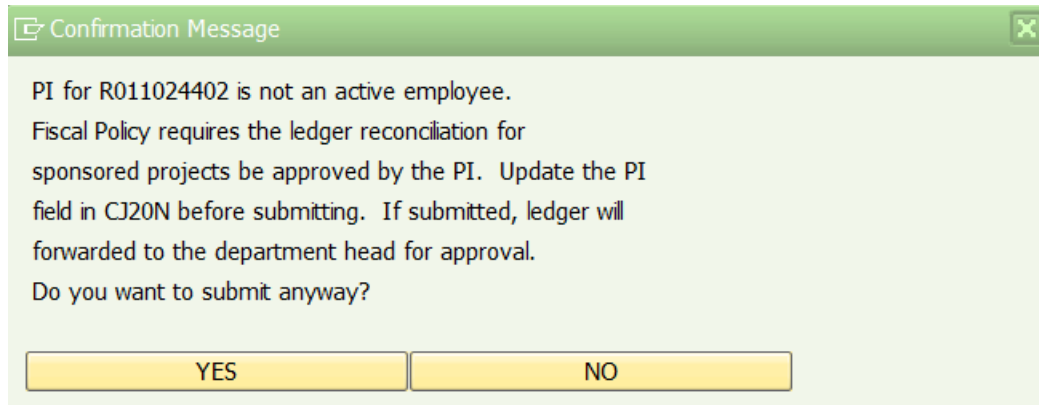
How can I reconciled all the accounting lines for one document all at once?

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.



How do I know if I have an inactive PI 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.



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

Bookmark

Dept Status Payroll Reconciliation **No Activity Funds** Outstanding Items Previous Periods Submit

FMA	Fund	Fund name	Funds Center	Year	Prd	Posting Date	Ty	Description	FI doc.no.	Item #	Pymt	Bdgt	TCurr	RefDocNo	Cmnt	Item	Commitment	Item name	Order
UT	R011024402	NSF IOS-1451528 C	U013410024	2016	3	09/04/2015	ZD	Inter dept transfe	900001776	16	611.55	USD		439300				Laboratory Supplies	
UT		NSF IOS-1451528 C	U013410024	2016	3	09/04/2015	ZD	Inter dept transfe	900006834	16	611.55	USD						Laboratory Supplies	

No Activity Funds List

Selection Criteria No activity for selection criteria Period 003 FY 2016

Year	Period	Fund	Name	Funds Center	Approver1	Approver2	Approver3	Valid from	Valid to
2016	3	R011024423	NIST SB1341-15-SE-04	U013410024	PI not an active employee	Pernr does not exist for department head	Pernr doe...	09/21/2015	09/20/2016
2016	3	R011024953	SP 2016 Test SP Fund	U013410024	Maples, Lydia Ruth			11/15/2016	12/31/2017
2016	3	R011027042	Amer Soc For Mass Sp	U013410024	PI not an active employee	Pernr does not exist for department head	Pernr doe...	07/01/1991	12/31/2047
2016	3	R011027048	UTK Chemistry Suppor	U013410024	Cirmino, Christopher J	Pernr does not exist for department head	Pernr doe...	10/04/1991	12/31/2047

How do I manage my electronic ledger reconciliation process?

Transaction ZFM_ELR_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_ELR_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?