



**Business Process Document
Financial Reconciliation**



TeamWorks Subsystem Reconciliation Procedures

Accounts Receivable TEAMWORKS SYSTEM

FINANCIAL SYSTEMS

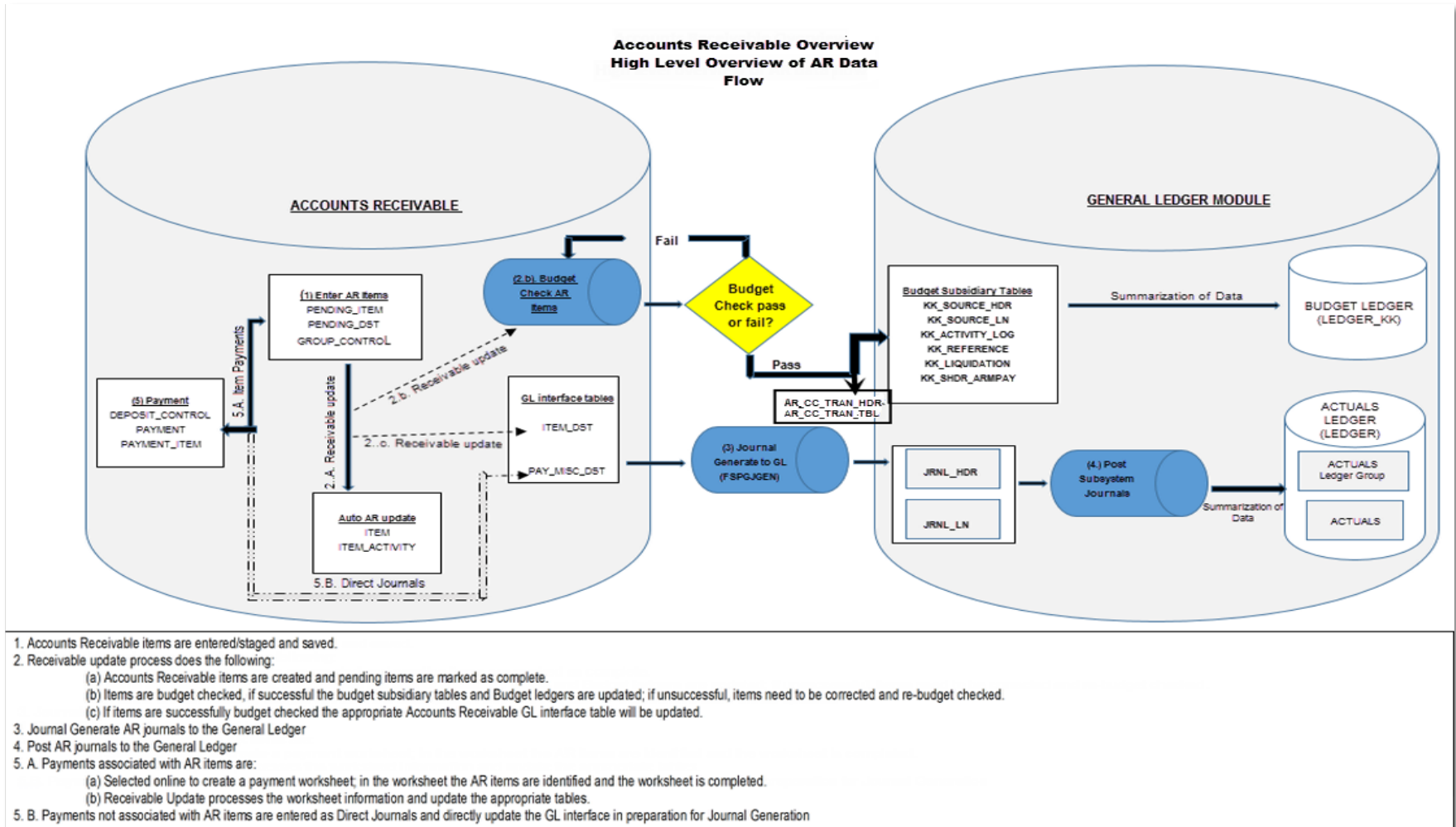


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TEAMWORKS FINANCIALS FOR STATE OF GEORGIA V 9.1
October 2016

Reference the Accounts Receivables High Level Overview of AR Data Flow (Diagram)





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Introduction

The Trial Balance (GL###044M) will be used as the main report that each agency will reconcile to. Data on the trial balance is comprised of data from journals that were either entered directly in the General Ledger or via one of the submodules (AP, AR & AM). Open encumbrance are also displayed on the Trial Balance.

The overall objective is to verify that all data input and posted in all sub-modules are also posted in the General Ledger.

Performing this reconciliation on a monthly basis will facilitate the year end reporting requirements for the CAFR. The general idea is to ensure that all Accounts Receivable activities in the AR module are reflected in the Trial Balance.

Several reports and queries will be used for reconciliation, below is an example of how reports will be listed throughout this document and where the report ids are located.

EXAMPLE: Report – GLS4042X -- GL###044M -- Trial Balance Detail Report

- **'Report'** – indicates if the document is a report or query
- **'GLS4042X'** – indicates the process name that appears in TeamWorks' process scheduler – see illustration below



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Favorites > Main Menu > General Ledger > Custom GL Reports > Trial Balance Details Reports
TeamWorks FSCMTST

Process Scheduler Request
 User ID: DOLIVER Run Control ID: trialbalance

Server Name: PSUNX Run Date: 08/30/2016 (B)
 Recurrence: Run Time: 1:31:07PM
 Time Zone:

Select	Description	Process Name	Process Type	*Type	*Format	Output Destination
<input checked="" type="checkbox"/>	Trial Balance Detail Report	GLS4042X	SQR Report	File	LP	

- **GL###044M** – indicates the report id in Luminist - See illustration below

Acct Src	Descr	BY	Beginning Balance w/o Encumbrance	Transactions Debit	Transactions Credit	Ending Balance w/o Encumbrance	Encumbrance Balance	Ending Balance w/ Encumbrance
101003	CASH OP WACHOVIA		118.79	0.00	0.00	118.79	0.00	118.79
		2016	118.79-	0.00	0.00	118.79-	0.00	118.79-
101101	CASH OP SUNTRUST2015		2,204,230.10-	0.00	0.00	2,204,230.10-	0.00	2,204,230.10-
AP		20162016	4,838,950.30	2,722.83	241,417.48	4,600,255.65	0.00	4,600,255.65
TOTAL: 101101			2,634,720.20	2,722.83	241,417.48	2,396,025.55	0.00	2,396,025.55
101420	CASH PR WACHOVIA2015		297,792.22-	0.00	0.00	297,792.22-	0.00	297,792.22-
		2016	4,267,190.78	0.00	0.00	4,267,190.78	0.00	4,267,190.78

State Of Georgia
 Juvenile Justice, Dept of
 Trial Balance by Business Unit
 From 2016-06-01 To 2016-06-30
 General Ledger Report

Bus Unit: 46100
 Ledger: ACTUALS
 Fiscal Yr 2016 From Period 012 To 012

Report ID: GL461044M
 Print Date: 08/30/2016
 Page: 1
 PS Id: GLS4042X



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- **Trial Balance Detail Report** -- indicates a description of the report

Procedure

Each agency needs to verify that the outstanding receivable and revenue recorded in AR are also recorded in GL on a monthly basis. This is accomplished by running the following reports and or queries:

- Report – GLS4042X -- GL###044M -- Trial Balance Detail Report {automatically produced at month end)
- Report -- ARS4010X -- AR###0410 -- Outstanding AR Detail by Business Unit
- Query -- 0AR008A_VERIFY_REV_CUST – Revenue from item Activities
- Query -- 0AR009B_VERIFY_REV_OTH -- Revenue from Direct Journals
- Report -- ARS4007X -- AR###0408 – Cash Receipts Journal
- Query -- 0AP005_VERIFY_EXP -- data with accounts receivable account numbers entered directly in Accounts Payable
- Query -- 0GL030_MANUAL_JRNL_REF -- data with accounts receivable account numbers entered directly in General Ledger

OUTSTANDING RECEIVABLE RECONCILIATION:

Compare outstanding receivable in the General Ledger module (Trial Balance) to outstanding receivable in the Accounts Receivable module

- a. Run the following reports:
 - Report – GLS4042X -- GL###044M -- Trial Balance Detail Report (automatically produced at month end)
 - Report -- ARS4010X -- AR###0410 -- Outstanding AR Detail by Business Unit



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- b. Input data from reports onto analysis sheet
- c. Analyze data

✚ Input the receivable account numbers with their corresponding debit and credit balances from the Trial Balance **GL###044M** (GLS4042X) -- Trail Balance Detail Report. The Trial Balance net amount and Variance will be calculated automatically.

STEP	SOURCE	ACTION		
Step 1: Obtain receivable account balances from General Ledger	GL###044M -- Trail Balance Detail Report	Input receivable account numbers & balances – Columns A, B, C & D		



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Outstanding Receivable Reconciliation
as of June, 2016

A	B	C	D	E	F	G	H	I	J
Account Numbers	Beginning Balance w/o Encumbrance	Trial Balance Debit	Trial Balance Credit	B + C - D		AR###410	Other	G + H	E - I
121001	2,748,677.04	12,528,221.00	4,115,166.31	11,161,731.73				0.00	11,161,731.73
122001	2,439.66	469,894.96		472,334.62				0.00	472,334.62
122500	16,481.39			16,481.39				0.00	16,481.39
123001				0.00				0.00	0.00
125000				0.00				0.00	0.00
125001	587.79			587.79				0.00	587.79
143001				0.00				0.00	0.00
	<u>2,768,186</u>	<u>12,998,116</u>	<u>4,115,166</u>	11,651,136		<u>0</u>	<u>0</u>	0	11,651,136

Notes: Add and/or delete account numbers according to your agency's reconciliation requirements

✚ Input receivable account numbers with their corresponding balances from AR###0410 -- Outstanding AR Detail by Business Unit

STEP	SOURCE	ACTION
Step 2:	AR###0410 -- Outstanding AR Detail by Business Unit	Input receivable account numbers & balances – Columns G & H



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Obtain receivable account balances from Outstanding AR report

Outstanding Receivable Reconciliation
as of June, 2016

A	B	C	D	E	F	G	H	I	J
				B + C - D				G + H	E - I
Account Numbers	Beginning Balance w/o Encumbrance	Trial Balance Debit	Trial Balance Credit	Trial Balance Net		AR###410	Other	Receivable Net	Variance
121001	2,748,677.04	12,528,221.00	4,115,166.31	11,161,731.73		11,161,731.73		11,161,731.73	0.00
122001	2,439.66	469,894.96		472,334.62		2,439.66		2,439.66	469,894.96
122500	16,481.39			16,481.39		16,481.39		16,481.39	0.00
123001				0.00				0.00	0.00
125000				0.00				0.00	0.00
125001	587.79			587.79		587.79		587.79	0.00
143001				0.00				0.00	0.00
	<u>2,768,186</u>	<u>12,998,116</u>	<u>4,115,166</u>	<u>11,651,136</u>		<u>11,181,241</u>	<u>0</u>	<u>11,181,241</u>	<u>469,895</u>


Notes: Add and/or delete account numbers according to your agency's reconciliation requirements



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Common reasons why the Trial Balance Report differs from the Outstanding Receivable Report:

Issue	Resolution
<p>Transactions posted to AR module but not journal generated to the General Ledger.</p>	<p>This is a result of the fact that AR Items and or Payments are first posted in the AR module then budget checked after. In the event the transactions fail budget checking, they would not be posted to the General Ledger despite the fact that they are posted to the AR module. Follow the steps in the document below to resolve the issue.</p> <div style="text-align: center;">  <p>AR not distributed to GL.doc</p> </div>

REVENUE RECONCILIATION:

Compare revenue in the General Ledger module (Trial Balance) to revenue in the Accounts Receivable module

- a. Run the following report and queries:



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- Report – GLS4042X -- GL###044M -- Trial Balance Detail Report
- Query -- 0AR008A_VERIFY_REV_CUST – Revenue from item Activities
- Query -- 0AR009B_VERIFY_REV_OTH -- Revenue from Direct Journals
- Query -- 0GL030_MANUAL_JRNL_REF -- data with accounts receivable account numbers entered directly in General Ledger
- Query -- 0AP005_VERIFY_EXP -- data with accounts receivable account numbers entered directly in Accounts Payable

b. Input data from report and queries onto analysis sheet

c. Analyze data

✚ Input the revenue account numbers with their corresponding debit and credit balances from the trial balance **GL###044M** (GLS4042X) -- Trail Balance Detail Report. The Trial Balance net amount and Variance will be calculated automatically.

STEP	SOURCE	ACTION
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Step 1: Obtain Revenue balances from General Ledger	GL###044M -- Trail Balance Detail Report	Input revenue account numbers & balances Columns A, B & C
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Revenue Analysis as of June, 2016																					
A	B	C	D	E	F	G	H	I	J	K											
			B - C						F + G + H + I	D - J											
Account Numbers	Trial Balance Debit	Trial Balance Credit	Trial Balance Net								Variance										
401001		23,805,851	(23,805,851)								0	(23,805,851)									
431001		10,325,454	(10,325,454)								0	(10,325,454)									
431002		692,144	(692,144)								0	(692,144)									
432001			0								0	0									
441390			0								0	0									
451050			0								0	0									
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 8%;"></td> <td style="width: 8%; text-align: right;">0</td> <td style="width: 8%; text-align: right;">34,823,449</td> <td style="width: 8%; text-align: right;">(34,823,449)</td> <td style="width: 8%;"></td> <td style="width: 8%; text-align: right;">0</td> <td style="width: 8%; text-align: right;">0</td> <td style="width: 8%; text-align: right;">0</td> <td style="width: 8%; text-align: right;">0</td> <td style="width: 8%; text-align: right;">0</td> <td style="width: 8%; text-align: right;">(34,823,449)</td> </tr> </table>												0	34,823,449	(34,823,449)		0	0	0	0	0	(34,823,449)
	0	34,823,449	(34,823,449)		0	0	0	0	0	(34,823,449)											
Notes: Add and/or delete account numbers according to your agency's reconciliation requirements																					



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✚ Input revenue balances from AR-- 0AR008 & 0AR009 ; OGL030 and 0AP005

STEP	SOURCE	ACTION
Step 2: Obtain Revenue balances from General Ledger	<ul style="list-style-type: none"> ✚ 0AR008A ✚ 0AR009B ✚ OGL030_MANUAL_JRNL ✚ 0AP005 	Input revenue balances – Columns F, G, H & I

Revenue Analysis as of June, 2016

A	B	C	D <u>B - C</u>	E	F	G	H	I	J <u>F + G + H + I</u>	K D - J
Account Numbers	Trial Balance Debit	Trial Balance Credit	Trial Balance Net		0AR008A_VERIFY _REV_CUST	0AR009B_VER IFY_REV_OTH	OGL030_MAN UAL_JRNL	0AP005 _VERIFY_EXP	Net Revenue	Variance
401001		23,805,851	(23,805,851)		(13,279,606)	(10,526,245)			(23,805,851)	0
431001		10,325,454	(10,325,454)		(10,200,454)	(125,000)			(10,325,454)	0
431002		692,144	(692,144)		(692,144)	0			(692,144)	(0)
432001			0						0	0
441390			0						0	0
451050			0						0	0
	0	34,823,449	(34,823,449)		(24,172,204)	(10,651,245)	0	0	(34,823,449)	(0)

Notes: Add and/or delete account numbers according to your agency's reconciliation requirements

CASH RECEIPTS RECONCILIATION:

Compare cash receipts (for the period in question) in the General Ledger module (Trial Balance) to cash receipts in the Accounts Receivable module

- a. Run the following reports:
 - Report – GLS4042X -- GL###044M -- Trial Balance Detail Report (automatically produced at month end)
 - Report -- ARS4007X -- AR###0408 – Cash Receipts Journal
- b. Input data from reports onto analysis sheet
- c. Analyze data



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✚ Input the cash account numbers with their corresponding debit and credit balances from the trial balance **GL###044M** (GLS4042X) -- Trail Balance Detail Report. The Trial Balance net amount and Variance will be calculated automatically.

STEP	SOURCE	ACTION
Step 1: Obtain Cash and Clearing account balances from General Ledger	GL###044M -- Trail Balance Detail Report – <u>ONLY DATA WITH SOURCE OF 'AR'</u>	Input cash and clearing account numbers & balances – Columns A, B & C

Cash Receipts Analysis
as of June, 2016

A Account Numbers	B Trial Balance		D Trial Balance Net	E	F AR###0408	G Other	H Net Cash Receipts	I Variance
	Debit	Credit						
101161	1,286,300.52	1,168.82	1,285,131.70				-	1,285,131.70
101341	1,584,110.25		1,584,110.25				-	1,584,110.25
101700	9,254.07	939,789.92	(930,535.85)				-	(930,535.85)
102004	410,001.43		410,001.43				-	410,001.43
196050			-				-	-
196051			-				-	-
196119	1,260,210.31		1,260,210.31				-	1,260,210.31
196003			-				-	-
196120			-				-	-
	4,549,877	940,959	3,608,918		0	0	0	3,608,918

Notes: Add and/or delete account numbers according to your agency's reconciliation requirements



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✚ Input the cash balances from **AR###0408** (ARS4007X) – Cash Receipts Journal. The Variance will be calculated automatically.

STEP	SOURCE	ACTION
Step 2: Obtain Cash and Clearing balances from Account Receivable module	AR###0408 – Cash Receipts Journals	Input cash and clearing account numbers & balances Columns F & G

Cash Receipts Analysis
as of June, 2016

A Account Numbers	B		C Trial Balance Credit	D Trial Balance Net		E	F		G	H Net Cash Receipts		I Variance
	Trial Balance Debit	Trial Balance Credit		B - C	AR###0408		Other	F + G		D - H		
101161	1,286,300.52	1,168.82	1,285,131.70				1,285,131.70			1,285,131.70	-	
101341	1,584,110.25		1,584,110.25				1,584,110.25			1,584,110.25	-	
101700	9,254.07	939,789.92	(930,535.85)				(930,535.85)			(930,535.85)	-	
102004	410,001.43		410,001.43				410,001.43			410,001.43	-	
196050			-							-	-	
196051			-							-	-	
196119	1,260,210.31		1,260,210.31				1,260,210.31			1,260,210.31	-	
196003			-							-	-	
196120			-							-	-	
	<u>4,549,877</u>	<u>940,959</u>	<u>3,608,918</u>				<u>3,608,918</u>	<u>0</u>		<u>3,608,918</u>	<u>0</u>	

Notes: Add and/or delete account numbers according to your agency's reconciliation requirements



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Common reasons why the <u>Trial Balance Report</u> differ from the <u>Cash Receipt Query</u> :	
Issue	Resolution
Cash receipt may not equal GL if a deposit was posted to wrong bank code and bank account	Customer must carry the item with the incorrect bank code as a reconciling item.