



THE OHIO STATE UNIVERSITY
OFFICE OF ACADEMIC AFFAIRS

Formal Sub-Certification

SUB-CERTIFICATION AREA

Does the college/office perform monthly reconciliations of transactions appearing in its general ledger reports (e.g. payroll, purchasing, travel, etc.) to internal source documents?

CONTROL

The Office of Research units: Research Administration, Industry Liaison's Office, Project GRO, Center for Emergent Materials, Campus Chemical Instrument Center, Campus Microscopy & Imaging Facility, Institute for Materials Research, Institute for Energy & the Environment, University Laboratory Animal Resources, OR Information Systems, OR Training, Education, and Communication, Research Foundation, Ohio Learning Network, Research Compliance, Office of Responsible Research Practices, Technology, Licensing, and Commercialization, Ohio Supercomputer Center, OARnet, Byrd Polar Research Center, Center for Lake Erie Area Research, and Center for Cognitive Science all are required to reconcile their general ledger on a monthly basis and report to the Office of Research Fiscal/HR Officer. These reconciliations are tracked by the OAA Administration and Compliance Manager and reported to the Assistant Vice President of Fiscal and Human Resources quarterly. Periodically, OR Administration will review the units to ensure that the documents and general ledger statements are retained in accordance to this procedure.

PROCEDURE

After the previous month's general ledger closes and the reports have become available, the OR Units perform their monthly reconciliations. This entails the printing of the reports from the eReports system and utilizing the Office of Academic Affairs Reconciliation Checklist.

The requirements for reconciling are to compare all of the following to the printed Fund Group Summary of Assets, Liabilities, and Equity (3OS-61), Chartfield Combination Revenue & Expense Budget vs. Actual (7OS-90) and Revenue and Expense Transaction Detail (4OS-91) Reports to verify accuracy:

- Business Purpose
- Deposits
- Invoices/Vouchers
- Mail Services (Report is printed and compared)
- Purchasing Card Transactions (Purchasing Card Reconciliation Report is printed and compared)
- Travel
- 100Ws and other IDBs
- Journals and GFSA/Funds transfers
- Stores requisitions

- Units Bills
- Development fund transfer report.
- Payroll (HRB130 schedule 3.3 and 3.7 or HRB140 schedule 4.4 reports is printed and compared)
- Non-cash assets and liabilities
- Fund exceptions (Fund Exception report is printed and reviewed)

Any found error or discrepancy must be identified on the Office of Academic Affairs Reconciliation Checklist. The checklist must be completed, signed by both the reconciler and the unit head and submitted to the Office of Research Business Office by the 30th of the following month. The Reconciliation for these units is tracked on the Office of Academic Affairs Reconciliation Tracking Log.

All documents must be retained in accordance with University Expenditure policies, Travel and Purchasing Card policies and the University General Records Retention Schedule.

Documents Used to Support This Area

Office of Academic Affairs Reconciliation Checklist

Office of Academic Affairs Reconciliation Tracking Log