

College of Medicine Cost Center Reconciliation Process and System

JASON TURCO



CoM Reconciliation Team

178 Departments, 2,342 Cost Centers, and 69,537 Transactions in FY2017

Jason Turco – Senior Accountant

- Leads reconciliation team
- Creates reconciliation documents
- Point person for departments and centers
- JVs errors discovered during reconciliation

Tina Hourigan – Accountant

- Reconciles Cost Centers

Jerry Studdard – Accountant

- Reconciles Cost Centers

Tammy Hoelzer – Account Clerk Senior

- Tracks down missing documentation

Reconciliation Timeline (July Reconciliation Example)

Senior Accountant creates reconciliation documents on the 10th of the following month (August 10th)

Accountants reconcile documents over the next 30 days and send to departments for reconciliation by 10th of month (September 10th)

Department representatives reconcile documents over the following 30 days and sign within that time (October 10th)

Healthcare Accounting Responsibilities

Creation of Reconciliation Documents

Gathers and verifies Backup Documentation

Verifies COE expenses and encumbrances

- Reasonable, allowable, approved and accurate for transactions that pass through Hospital Accounting

Verify prior month's ending balances matches the current month's beginning balance

Correct any errors discovered by reconcilers or departments

Destruction of backup documentation as required

Department Responsibilities

Verifies Payroll expenses and encumbrances

- Allowable, reasonable, allocable, accurate and approved

Verifies COE

- Allocable, allowable, accurate for transactions that passed through Healthcare Accounting
- Allowable, reasonable, allocable, accurate and approved for other expenses

Confirm budget availability for all cost centers

Serves as final approver for reconciliation

Cost Center Ledger

May FY 2017 College of Medicine Ledgers

Funds Center	Department on funds center	Budget family on funds center	Commitment item	CI	Original Budget	Annual (Revised) Budget	Prior Balance	Current Month Actual	YTD Actual	YTD Fund reservations/res	YTD Encumbrances for PO's	YTD Parked Fl docs	Available Budget
101		7H	7	440100	Comp&Data Proc Sevc	(\$56,000.00)	(\$56,000.00)	(\$64,805.18)	(\$6,000.00)	(\$70,805.18)		\$0.00	\$14,805.18
101		7H	7	512071	Prof Nonadmi-Regular	\$37,680.31	\$37,680.31	\$19,706.56	\$1,678.03	\$21,384.59	\$7,390.26		\$8,905.46
101		7H	7	512072	Prof Nonadmi-Nproduc			\$5,742.13		\$5,742.13			(\$5,742.13)
101		7H	7	520002	Health	\$3,758.61	\$3,758.61						\$3,758.61
101		7H	7	520003	Basic Life	\$18.09	\$18.09						\$18.09
101		7H	7	520004	Misc Bene Rate	\$1,507.21	\$1,507.21						\$1,507.21
101		7H	7	520005	Retirement	\$3,768.03	\$3,768.03						\$3,768.03
101		7H	7	520006	FICA	\$2,556.23	\$2,556.23						\$2,556.23
101		7H	7	520109	EHC-Prof NonAdmi			\$3,059.64	\$193.48	\$3,253.12	\$915.14		(\$4,168.26)
101		7H	7	520209	ELI-Prof NonAdmi			\$11.25	\$0.81	\$12.06	\$3.55		(\$15.61)
101		7H	7	520409	FICA-Prof NonAdmi			\$1,951.75	\$124.25	\$2,076.00	\$565.36		(\$2,641.36)
101		7H	7	520509	Retmt-Prof NonAdmi			\$2,544.84	\$167.80	\$2,712.64	\$739.02		(\$3,451.66)
101		7H	7	520645	AD&D Insurance	\$7.16	\$7.16						\$7.16
101		7H	7	520720	MFB - Staff			\$1,017.89	\$67.12	\$1,085.01	\$295.61		(\$1,380.62)
101		7H	7	520771	ADD-Prof NonAdmi			\$4.48	\$0.32	\$4.80			(\$4.80)
101		7H	7	530000	Budget Pool-Curr Exp	\$6,704.36	\$6,704.36						\$6,704.36
101		7H	7	530019	Domestic Travel				\$1,781.60	\$1,781.60		\$0.00	(\$1,781.60)
101		7H	7	530191	Workshop/Conference				\$100.00	\$100.00		\$0.00	(\$100.00)
101		7H	7	530401	Freight&Oth Transpor			\$9.90		\$9.90		\$0.00	(\$9.90)
101		7H	7	540357	Furn/office equip<5K						\$0.00	\$14,000.00	(\$14,000.00)
101		7H	7	540358	Comp/minor equip <5K			\$974.00		\$974.00		\$0.00	(\$974.00)
101		7H	7	590000	Fund Bal Transfers		\$4,890.00						\$4,890.00
101		7H	7	619006	STEPS Tech/Paraprof			\$783.43		\$783.43			(\$783.43)
101		7H	7	639305	Environmental Charge			\$11.04		\$11.04			(\$11.04)
101	Total					\$0.00	\$4,890.00	(\$28,988.27)	(\$1,886.59)	(\$30,874.86)	\$9,808.94	\$14,000.00	\$0.00

Payroll Pivot Table

CCTR Department		(All)									
May FY 2017 Payroll											
Sum of Actuals											
Cost Center	Names	Position	Position2	Commitment item	Commitment item2	Recon	Total				
101 [REDACTED]	J [REDACTED]		5 [REDACTED]	Professor	511011	Faculty-FT Regular	1597				
					511012	Faculty- FT Nonprodu	443.6				
					520100	EHC-Faculty	53.16				
					520200	ELI-Faculty	0.21				
					520400	FICA-Faculty	158.59				
					520500	Retmt-Faculty	204.06				
					520710	MFB - Faculty	79.58				
					520762	ADD-Faculty	0.39				
					511011	Faculty-FT Regular	4996.76				
					520100	EHC-Faculty	169.19				
101 [REDACTED]	K [REDACTED]		5 [REDACTED]	Associate Professor	520200	ELI-Faculty	2.4				
					520400	FICA-Faculty	380.93				
					520500	Retmt-Faculty	499.67				
					520710	MFB - Faculty	194.87				
					520762	ADD-Faculty	0.96				
101 [REDACTED] Total							8781.37				
Grand Total							8781.37				

Payroll Detail

Cost Center	Last Name	First Name	Names	Position	Position	Commitment item	Commitment item	In period	For period	CTTR Department	Number of Hours	Actuals	Recon	Correct?	LTUO Type	Corrected?	Multipl
121	H		F		S	LPN/Ambulatory/UKHC	512042 Technical-Nproductv	5/27/2017	5/27/2017 7H		6.43	\$115.01					
121	H		F		S	LPN/Ambulatory/UKHC	512044 Technical-Overtime	4/29/2017	4/29/2017 7H		-0.12	(\$1.12)					
121	H		F		S	LPN/Ambulatory/UKHC	512044 Technical-Overtime	5/13/2017	5/13/2017 7H		5	\$44.75					
121	H		F		S	LPN/Ambulatory/UKHC	512044 Technical-Overtime	5/27/2017	5/27/2017 7H		10.93	\$97.82					
121	H		F		S	LPN/Ambulatory/UKHC	520106 EHC-Tech/Paraprofess	5/13/2017	5/13/2017 7H		0	\$247.50					
121	H		F		S	LPN/Ambulatory/UKHC	520106 EHC-Tech/Paraprofess	5/27/2017	5/27/2017 7H		0	\$247.50					
121	H		F		S	LPN/Ambulatory/UKHC	520206 ELI-Tech/Paraprofess	5/13/2017	5/13/2017 7H		0	\$0.76					
121	H		F		S	LPN/Ambulatory/UKHC	520206 ELI-Tech/Paraprofess	5/27/2017	5/27/2017 7H		0	\$0.76					
121	H		F		S	LPN/Ambulatory/UKHC	520406 FICA-Tech/Paraprofes	4/29/2017	4/29/2017 7H		0	(\$8.51)					
121	H		F		S	LPN/Ambulatory/UKHC	520406 FICA-Tech/Paraprofes	5/13/2017	5/13/2017 7H		0	\$114.88					
121	H		F		S	LPN/Ambulatory/UKHC	520406 FICA-Tech/Paraprofes	5/27/2017	5/27/2017 7H		0	\$158.74					
121	H		F		S	LPN/Ambulatory/UKHC	520506 Retmt-Tech/Paraprofe	4/29/2017	4/29/2017 7H		0	(\$10.22)					
121	H		F		S	LPN/Ambulatory/UKHC	520506 Retmt-Tech/Paraprofe	5/13/2017	5/13/2017 7H		0	\$143.12					
121	H		F		S	LPN/Ambulatory/UKHC	520506 Retmt-Tech/Paraprofe	5/27/2017	5/27/2017 7H		0	\$184.02					
121	H		F		S	LPN/Ambulatory/UKHC	520720 MFB - Staff	4/29/2017	4/29/2017 7H		0	(\$4.64)					
121	H		F		S	LPN/Ambulatory/UKHC	520720 MFB - Staff	5/13/2017	5/13/2017 7H		0	\$62.62					
121	H		F		S	LPN/Ambulatory/UKHC	520720 MFB - Staff	5/27/2017	5/27/2017 7H		0	\$86.26					
121	H		F		S	LPN/Ambulatory/UKHC	520768 ADD-Tech/Paraprofess	5/13/2017	5/13/2017 7H		0	\$0.31					
121	H		F		S	LPN/Ambulatory/UKHC	520768 ADD-Tech/Paraprofess	5/27/2017	5/27/2017 7H		0	\$0.31					
121			H		Q2		619006 STEPS Tech/Paraprof	05/14/2017	05/14/2017 7H			\$634.55					
121			H		Q2		619006 STEPS Tech/Paraprof	05/28/2017	05/28/2017 7H			\$380.01					
101			S		Q2		619006 STEPS Tech/Paraprof	05/01/2017	05/01/2017 7H			\$791.17					
107			JV_106		B	Retiree Ins Feb 2017	520010 Empl Health Coverage	5/31/2017	5/31/2017 M			352.35					
107			JV_106		B	Retiree Ins Feb 2017	520012 Empl Life Insurance	5/31/2017	5/31/2017 M			0.18					
107			JV_106		B	Life Ins Chges Mar 2017	520012 Empl Life Insurance	5/31/2017	5/31/2017 M			0.95					
107			JV_106		B	Retiree Life Mar 2017	520012 Empl Life Insurance	5/31/2017	5/31/2017 M			0.77					
121			JV_106		B	Cost Share 310 April-May	750510 Tr to CS - Salary	5/26/2017	5/26/2017 7H			1,441.66					
121			JV_106		B	Cost Share 310 April-May	750510 Tr to CS - Salary	5/26/2017	5/26/2017 7H			5,250.00					
121			JV_106		B	Cost Share 310 April-May	750515 Tr to CS-Benefit	5/26/2017	5/26/2017 7H			368.70					
121			JV_106		B	Cost Share 310 April-May	750515 Tr to CS-Benefit	5/26/2017	5/26/2017 7H			1,576.06					
101			JV_106		B	OT Credit on C	512031 Clerical - Regular	4/11/2017	5/4/2017 7H			-4.24					
101			JV_106		B	OT Credit on C	512034 Clerical - Overtime	4/11/2017	5/4/2017 7H			-2.12					
101			JV_106		B	OT Credit on C	520405 FICA-Clerical	4/11/2017	5/4/2017 7H			-0.47					

Current Operating Expenses (COE) Pivot Table

Department on funds center		(All)										
April FY 2017 COE												
Sum of CurrentMonth												
Funds Center	Commitment item	CI	Item Text	FI doc:doc.number	Posting date	Recon	Total					
101	530019	Domestic Travel	*Tripfrom04/11/17to04/11/17;US-KY	190	04/24/2017	th	\$43.88					
			EBANNUALMEETINGADV	770	04/06/2017	th	\$27.37					
				770	04/06/2017	th	\$27.37					
				770	04/06/2017	th	\$27.37					
			EXTENDEDSTAY629	770	04/06/2017	th	\$400.00					
				770	04/06/2017	th	\$400.00					
			530122	Commercial/Oth Servi	#		500	04/19/2017	th	\$36,262.65		
							500	04/19/2017	th	\$18,281.28		
							500	04/19/2017	th	\$25,992.51		
							500	04/25/2017	th	\$20,520.82		
	530503	Registration Fees	EVENTBRITE		770	04/24/2017	th	(\$27.37)				
					770	04/24/2017	th	(\$27.37)				
	531205	Printing: MPS	UKCollegeofMedicine		880	04/28/2017	n/a	\$157.21				
	533043	M&R of Vehicles	BRADLEYHOOK		770	04/06/2017	th	\$38.00				
	534041	Rental&Lease-Buildin	Rent		500	04/10/2017	th	\$1,900.00				
	535030	Parking	H		10	04/06/2017	n/a	\$10.00				
					10	04/12/2017	n/a	\$21.00				
	540335	PETTY CASH PURCHASES	EstablImprestCashFund		190	04/04/2017	th	\$11,933.20				
	540348	Procard Purchases	BP#9561101COMMONWEALTH		770	04/14/2017	n/a	\$84.78				
					770	04/14/2017	n/a	(\$84.78)				
639030	CNS Converged Fee	PROVSECTOR		10	04/30/2017	n/a	\$287.40					
639038	Other Communications	OtherCommunications		650	04/30/2017	n/a	\$8.70					
639050	Mail Services	POSTALCHARGES		750	04/28/2017	n/a	\$2.99					
639305	Environmental Charge	WASTE		670	04/30/2017	n/a	\$136.98					
101	Total							\$116,423.99				
Grand Total								\$116,423.99				

Current Operating Expenses (COE) Detail

Funds Center	Department on funds center	Commitment item	CI	Item Text	FI doc.doc.number	Posting date	Current Month	Recon	Correct?	Error Type	Corrected?	Notes
101	7H	426104	Grant-KMSF Staff Sal	KMSFAR	106	04/30/2017	\$ (4,259.55)	n/a				
101	7H	426105	Grant-KMSF Staff Ben	KMSFAR	106	04/30/2017	\$ (1,267.35)	n/a				
101	7H	426106	Grant-KMSF COE	KMSFAR	106	04/30/2017	\$ (27.73)	n/a				
101	7H	426104	Grant-KMSF Staff Sal	KMSFAR	106	04/30/2017	\$ (13,030.49)	n/a				
101	7H	426105	Grant-KMSF Staff Ben	KMSFAR	106	04/30/2017	\$ (7,087.15)	n/a				
101	7H	426106	Grant-KMSF COE	KMSFAR	106	04/30/2017	\$ (120.00)	n/a				
121	7H	426001	Grant-Foundatn-KMSF	DAEMarFY17	120	04/14/2017	\$ (1,000,000.00)	n/a				
121	7H	471003	Royalties - Oil	Beale-LarioOil	120	04/21/2017	\$ (3,187.15)	th	y			
121	7H	420100	Operating Gifts	#	120	04/26/2017	\$ (1,000.00)	th	y			
101	7H	449030	Other Revenue	#	120	04/28/2017	\$ (88,916.00)	th	n	Missing	tw	in May folder
121	7H	535024	Special Activities	Flowers	190	04/05/2017	\$79.00	th	n	GL Code		530401 Delivery // 535021 Late fee
121	7H	540347	Meals & Refreshments	CateringServices	190	04/06/2017	\$221.87	th	n	GL Code		535024 Special activities // 535023 Tax
121	7H	530501	Official Guest Expen	GuestsExpenses	190	04/13/2017	\$322.73	th	y			
121	7H	540347	Meals & Refreshments	Meals	190	04/13/2017	\$98.37	th	n	GL Code		530401 Delivery
101	7H	540347	Meals & Refreshments	Meals	190	04/13/2017	\$284.76	th	y			
121	7H	540356	Alcoholic Beverages	AlcoholicBeverages	190	04/13/2017	\$26.50	th	n	GL Code		535023 Tax
121	7H	540347	Meals & Refreshments	Meals	190	04/13/2017	\$103.88	th	n	GL Code		530401 Delivery
121	7H	540347	Meals & Refreshments	Meals	190	04/13/2017	\$282.63	th	n	GL Code		535204 Special activities // 530401 Delivery
121	7H	535024	Special Activities	Sponsorship	190	04/13/2017	\$2,500.00	th	n	GL Code		530147 Sponsorships
101	7H	540347	Meals & Refreshments	Meals	190	04/13/2017	\$274.05	th	y			
101	7H	540347	Meals & Refreshments	Meals	190	04/13/2017	\$320.73	th	y			
121	7H	535024	Special Activities	Sponsorship	190	04/13/2017	\$500.00	th	n	GL Code		530147 Sponsorships
121	7H	535024	Special Activities	Sponsorship	190	04/13/2017	\$3,000.00	th	n	GL Code		530147 Sponsorships
121	7H	535024	Special Activities	Flowers	190	04/13/2017	\$77.00	th	n	GL Code		530401 Delivery
121	7H	535024	Special Activities	Flowers	190	04/13/2017	\$75.00	th	n	GL Code		530401 Delivery
121	7H	535024	Special Activities	Flowers	190	04/13/2017	\$264.28	th	y			
121	7H	535024	Special Activities	Sponsorships	190	04/13/2017	\$25,000.00	th	n	GL Code		530147 Sponsorships

Account Backup
GL Code Missing
Multiple Other Signatures
Unreadable

CoM Reconciliation Website



Monthly Reconciliation Approval

- Accounting and AP Site Home
- HR Payroll Site Home
- Site Contents

+ new item

All Items Workflow Task View Find an item SAVE THIS VIEW

✓	Title	Created By	Created	Approver	Approved Date ↓	View Access	Department	Document Type	Reconciliation Month	Fiscal Year	Notes	Document App
▶ Fiscal Year : 2014 (2)												
▶ Fiscal Year : 2015 (34)												
▶ Fiscal Year : 2016 (817)												
▲ Fiscal Year : 2017 (1980)												
	7H851-Surgery/Department-Reconciliation-June-2017	Hourigan, Christina	August 10	Zaimovic, Dijana	8/17/2017	Coffey, Shawn	7H851-Surgery/Department	Reconciliation	June	2017		In Progress
	7H851-Surgery/Department-Reconciliation-May-2017	Hourigan, Christina	July 13	Zaimovic, Dijana	8/17/2017	Coffey, Shawn	7H851-Surgery/Department	Reconciliation	May	2017		In Progress
	M2500-Ortho Clinic-Reconciliation-June-2017	Hourigan, Christina	August 10	King, Gary Brooks, Tonya M	8/16/2017		M2500-Ortho Clinic	Reconciliation	June	2017		In Progress
	M1300-Kentucky Neuroscience Inst-Reconciliation-June-2017	Hourigan, Christina	August 10	King, Gary Brooks, Tonya M	8/16/2017		M1300-Kentucky Neuroscience Inst	Reconciliation	June	2017		In Progress
	7H671-Pediatrics Rheumagology-Reconciliation-April-2017	Studdard, Jerry R	August 15	Johnson, Jenell M	8/15/2017	Burke, Rania	7H671-Pediatrics Rheumagology	Reconciliation	April	2017		In Progress

COM Reconciliation Certification

Workflow task

Please review the following document: [7H851-Surgery/Department-Reconciliation-June-2017](#)

Reconciler certification: Expenditures/Revenues have been agreed to supporting documentation. Encumbrances, if any, have been reviewed for unusual items.

Outcome *
Select an outcome for this task.

Approve
 Reject

Comment
Use this field to enter any comments regarding this task.

Item Properties
The following properties have been set for this item.

Workflow status: [View](#)

Item: [7H851-Surgery/Department-Reconciliation-June-2017](#)

Title: [7H851-Surgery/Department-Reconciliation-June-2017](#)

Approver: Zaimovic, Dijana

Document Type: [Reconciliation](#)

View Access: Coffey, Shawn

Department: [7H851-Surgery/Department](#)

Notes:

Reconciliation Month: June

Reconciliation Month: June

Fiscal Year: 2017

Approved Date: 8/17/2017

Modified: 8/17/2017 12:09 PM

Created: 8/10/2017 11:59 AM

Created By: Hourigan, Christina

Modified By: Pappas, Scott

Version: 3.0

App Created By:

App Modified By:

Attachments: [June FY 2017 COE 7H851.pdf](#)
[June FY 2017 KMSF 7H851.pdf](#)
[June FY 2017 Ledgers 7H851.pdf](#)
[June FY 2017 Payroll 7H851.pdf](#)

Storage of Backup Documentation

Procard

- SharePoint site

PRD

- SAP

Check/Cash Transmittals

- SharePoint site

RFP

- PEW: Payment Electronic Workflow

Purchase Orders

- SAP

JV

- SharePoint Site

SRM

- SAP

Travel Vouchers (TRIP)

- SAP

Other Backup Documentation

- SharePoint site
- SAP

Procard Library

Outstanding Procard Charges ⓘ

[+ new item](#)

Doc Submission Approver **Completed Edits** ...

✓	Title	SAP Doc #	Transaction ID	PNumber	Cardholder	Doc Date	Vendor	Date Entered	Amount	D/C	Assign Code	GL Code	Cost Center/Grant Number	SIO	Business Purpose/Notes		Approver1	Approver2	Status
<p>▶ Cardholder: <input type="checkbox"/> A [REDACTED], A [REDACTED] K (40)</p>																			
<p>▲ Cardholder: <input type="checkbox"/> A [REDACTED], J [REDACTED] (64)</p>																			
View ...		7700 [REDACTED]	5048254	P73 [REDACTED]	<input type="checkbox"/> A [REDACTED], J [REDACTED]	8/3/2017	SOUTHERN BIOTECHNOLOGY	8/7/2017	\$127.00	C		540311	3200 [REDACTED]		This is a secondary antibody to detect primary antibodies for Western blots.		<input type="checkbox"/> B [REDACTED]	<input type="checkbox"/> B [REDACTED]	Edit Complete
View ...		7700 [REDACTED]	5048255	P73 [REDACTED]	<input type="checkbox"/> A [REDACTED], J [REDACTED]	8/3/2017	CELLSIGNAL.COM	8/7/2017	\$804.75	C		540311	3200 [REDACTED]		These are primary antibodies used to detect specific proteins in cell culture and mouse experiments.		<input type="checkbox"/> B [REDACTED]	<input type="checkbox"/> B [REDACTED]	Edit Complete
View ...		7700 [REDACTED]	5048256	P73 [REDACTED]	<input type="checkbox"/> A [REDACTED], J [REDACTED]	8/3/2017	NEW ENGLAND BIOLABS	8/7/2017	\$92.00	C			3200 [REDACTED]		This is a DNA ladder for marking sizes of bands on agarose gels to genotype our mice.		<input type="checkbox"/> B [REDACTED]	<input type="checkbox"/> B [REDACTED]	Edit Complete
View ...		7700 [REDACTED]	5048257	P73 [REDACTED]	<input type="checkbox"/> A [REDACTED], J [REDACTED]	8/3/2017	BIO RAD LABORATORIES	8/7/2017	\$127.36	C			3200 [REDACTED]		This is the second charge for the single BioRad order		<input type="checkbox"/> B [REDACTED]	<input type="checkbox"/> B [REDACTED]	Edit Complete

Procard Entry

Certification Statement: By submitting and approving this transaction, I have verified the item(s) purchased or payments made are directly related to and further the aims of the project or function supported by the SAP cost center or WBS element account(s) indicated below. I have verified this form is complete, all required supporting documentation is attached, and the material(s)/service detailed in this transaction have been duly furnished to the University of Kentucky on or before the date submitted.

Vendor: SOUTHERN BIOTECHNOLOGY Amt: 5127.00 Date Entered: 8/7/2017 ID: 9048254

Documentation Submission
 1) Please complete the fields below. A * symbol denotes a required field.
 2) Upload all required supporting documentation.
 3) Change the status to "send for approval" then click "save" above.

Supporting Documentation*
 PC_779_...pdf
 Procard_Software_6-3-17.pdf
 SBA_Invoice_00224821_Order_Ref_0000214019_34.pdf

Note: Special characters such as \$, @, /, %, etc cannot be used in file name.

Type of Expense*
 Chemical and Lab Supplies

Notes and/or Additional Information*
 This is a secondary antibody to detect primary antibodies for Western blots.

Cost Center/WBS/Account*
 3200

Fund (optional)

GL Code (optional)
 540311

S/O (optional)

Assign Code/Text Field (optional)

Status*
 Edit Complete
 After required fields are completed above, update status to "send for approval" and click "save" above.

Approver
 1) Review details and supporting documentation in blue section above. Add/Edit information as necessary.
 2) Select "approved" or "rejected" below.
 3) Update status to "send to editor" once final approval is complete then click "save" above.

Approval*
 Approved

Second Approval (if applicable)

Approver Comments

Status*
 Edit Complete
 After final approval, update status to "send to editor" and click "save" above.

This grey section is for UKHC Accounting and AP use only.

PNumber: P77 Trans ID: 9048254 SAP Doc #: 770
 Cardholder: Amt: 5127.00 D/C C
 Vendor: SOUTHERN BIOTECHNOLOGY Cust Code: 693779
 Doc Date: 8/3/2017 Date Entered: 8/7/2017

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	1063	AFRS	JV_106	...	2017	13 June	Move Expense	August 04	<input type="checkbox"/> Turco, Jason	AFRS
	1064	RFS	JV_106	...	2017	13 June	Cost Share	August 04	<input type="checkbox"/> Turco, Jason	RFS
	1064	RFS	JV_106	...	2017	13 June	Cost Share	August 04	<input type="checkbox"/> Turco, Jason	RFS
	1064	AFRS	JV_106	...	2017	13 June	Correction	August 04	<input type="checkbox"/> Turco, Jason	AFRS
	1064	RFS	JV_106	...	2017	13 June	Cost Share	August 04	<input type="checkbox"/> Turco, Jason	RFS
	1064	RFS	JV_106	...	2018	01 July	Invoice Payment	August 04	<input type="checkbox"/> Turco, Jason	RFS
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	1064	RFS	JV_106	...	2018	01 July	Correction	August 11	<input type="checkbox"/> Turco, Jason	RFS
	1064	AFRS	JV_106	...	2018	01 July	Correction	August 04	<input type="checkbox"/> Turco, Jason	AFRS
	1064	AFRS	JV_106	...	2018	01 July	Invoice Payment	August 04	<input type="checkbox"/> Turco, Jason	AFRS
	1064	AFRS	JV_106	...	2018	01 July	Invoice Payment	August 04	<input type="checkbox"/> Turco, Jason	AFRS
	1064	AFRS	JV_106	...	2018	01 July	Invoice Payment	August 04	<input type="checkbox"/> Turco, Jason	AFRS
	1064	RFS	JV_106	...	2018	02 August	Correction	August 04	<input type="checkbox"/> Turco, Jason	RFS
	1064	AFRS	JV_106	...	2018	02 August	Move Revenue	August 04	<input type="checkbox"/> Turco, Jason	AFRS
	1064	AFRS	JV_106	...	2018	02 August	Invoice Payment	August 04	<input type="checkbox"/> Turco, Jason	AFRS
	1064	RFS	JV_106	...	2018	02 August	Correction	August 04	<input type="checkbox"/> Turco, Jason	Department
	1064	AFRS	JV_106	...	2018	02 August	Correction	August 04	<input type="checkbox"/> Turco, Jason	Department
	1064	AFRS	JV_106	...	2018	02 August	Invoice Payment	August 04	<input type="checkbox"/> Turco, Jason	AFRS

Reconciliation Backup Documentation Library

Reconciliation Backup Documents

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Doc Type	Fiscal Year	Month	Name	Modified By	Modified	Password
> Doc Type : AB&S Imaging (1)						
> Doc Type : Catering (2)						
> Doc Type : CCTS/CR-Doc (Clinical Research Charges) (1)						
> Doc Type : DLAR Invoices (1)						
> Doc Type : Drug and Antibiotics (2)						
> Doc Type : Electron Imaging/Light Microscopy (1)						
> Doc Type : Flow Cytometry (1)						
> Doc Type : HDI (1)						
> Doc Type : KUISI (Kg Underground Storage) (1)						
> Doc Type : Magnetic Resonance Imaging (1)						
> Doc Type : Mass Spec (1)						
> Doc Type : Motorpool Fuel (5)						
> Doc Type : Motorpool Mileage (36)						
> Doc Type : Motorpool Work Orders (1)						
> Doc Type : MPS Charges (1)						
> Doc Type : Proteomics (Structural Biology) (1)						
> Doc Type : Rodent Behavior Core (1)						
• Doc Type : Steps (3)						
Steps	2018	01 July	IBU Units R14 2018FY	...	<input type="checkbox"/> Turco, Jason Yesterday at 9:13 AM	IBUUnits R14 2018FY
Steps	2018	01 July	IBU Units R15 2018FY	...	<input type="checkbox"/> Turco, Jason Yesterday at 9:20 AM	IBUUnits R15 2018FY
Steps	2018	02 August	IBU Units R16 2018FY	...	<input type="checkbox"/> Turco, Jason Yesterday at 9:26 AM	IBUUnits R16 2018FY

Improvements from Centralization

Improved tracking of incorrect GL code usage and error rates by departments and transaction processors

Centralized electronic database to store internal invoices from multiple areas across campus for all departments in the college

- Gives ease of access to backup for departments, grant officers and Internal Audit
- Reduces storage costs by converting backup documentation to electronic files
- Ensures standardization of documentation storage

College-wide system for paper and electronic document destruction

Allows tracking of reconciliation compliance by departments for Healthcare Administration

Upcoming Refinements

Complete Reconciliation vs Exception Reconciliation

Reconciliation Based Reports

- Clearing Accounts, Overrun Accounts
- Payroll Variances by Period
- Open Encumbrances past 1 month

Error Reports and Targeted Training



Questions?

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