



Helpful Queries and Reports for Account/Cash Reconciliations

- OU_ACTIVITY – shows all activity (revenue, expenditures, assets, etc.) for a given ORG(s)
- OU_BUD_ORG – shows Parent and Child budget for a given ORG(s)
- OU_BUD_SOURCE – shows Parent and Child budget for source-required budgets
- OU_CASH_YTD – shows YTD cash totals
- STATEMENT OF OPERATIONS REPORT – shows income, expenses, and fund balance

Note: You may require additional queries or reports for your specific reconciliation. To find other available queries, go to the 'Reports & Query Viewer' tab in PeopleSoft and click on 'Query Viewer'. If you type in part of a query name (OU_BUD, for example), and click 'Search', you will be shown all available Budget queries.

It is very important that you pay close attention to the data you enter on each query report. If your query return is blank, most likely one or more of the fields on your search request was entered incorrectly or you do not have the needed security to view the requested information.

Example:

OU_ACTIVITY - OU Activity Detail

Business Unit

From Fiscal Year

From Period

To Period

From Org

To Org

From Fund

To Fund

From Function

To Function

From Entity

To Entity

From Source

To Source

From Purpose

To Purpose

From Project

To Project

From Acct

To Acct

Business Unit: NORMN

From Fiscal Year: 2021 (or current FY)

From/To Period: This is set up just like the old system. 1 = JULY; 12=JUNE. If you only want to review one period, use the same number in both fields (from 1 to 1).

The rest: You can be as general or as specific as you need to be here. You can review one ORG (use the same data in both from/to fields) or a range of ORG's (from ORG1 to ORG9). You can review one specific FUND or all FUNDS. If you want to see all activity for one ORG, enter that ORG name in both fields and click 'View Results'.

View Results



Use the OU_ACTIVITY to review individual transactions for your ORG. Sorting your spreadsheet by 'Account' may make this task easier for you.

If you notice a transaction you believe to be in error, please send an email to:

fsaccountpayable@ou.edu for voucher questions

bursacct@ou.edu for assistance with cash receipts ("CR" journal) corrections

fsgen@ou.edu for all other questions

Once you have legitimized all your transactions, use either the 'Cash Recon Detailed' or 'Cash Recon Summary' spreadsheet to complete your cash reconciliation.

Each section of the spreadsheet is set up to accept the data from each of your queries/reports. Be aware that there are some formulas set up in the spreadsheet to assist with your calculations.

Fill in the top section of the spreadsheet with the data from your Statement of Operations report for each Fund type for prior month balance, revenue, and expenditures. If you are using the 'Cash Recon Detailed' spreadsheet, you may also use the Statement of Operations report to enter in your detailed expenditure totals.

Fill in the next section of the spreadsheet with the data from your OU_CASH_YTD query report.

Your totals columns should match the ending fund balance on your OU_CASH_YTD query report and your Statement of Operations report.

List any encumbered items or disputed items under the 'Reconciling Items' section on your spreadsheet.

Please see the attached example for more information.

CASH RECONCILIATION
ENTER ORG HERE EX ANY01001 OR RANGE ANY01001-ANY08001 OR LIST OUT
FOR THE MONTH ENDING
7/31/2020

	AGENC	AUFEE	EDGEN	EDWCH	EGFEE	MISCA	NONSP	OUFND	SPNSR	TOTAL
Prior Month Ending Balance	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,633.12	\$ -	\$ -	\$ -	\$ 6,633.12
Statement of Operations										
UNDERGRAD TUITION	421200									\$ -
ST ORG FUNDING	994100		1,112,450.00							1,112,450.00
Revenue	\$ -	\$ -	\$ 1,112,450.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,112,450.00
SALARY-STAFF FULL TIME	511011		77,972.72							\$ 77,972.72
SALARY-STAFF SUPPLEMENTAL	511015									-
SALARY-FACULTY FULL TIME	511021									-
SALARY-FACULTY SUPPLEMENTAL	511025		2,000.00							2,000.00
WAGES-HOURLY FULL TIME	521511		5,891.04							5,891.04
FR BEN ALLOC-STAFF	540000									-
FR BEN ALLOC-FACULTY	540100									-
FR BEN ALLOC-OTHER	540200									-
SUPP-OFFICE	602700		(5.86)							(5.86)
SVC-GENERAL NON-PROFESSIONAL	831000									-
UTILITIES-COMM/TELECOMM	860100		215.87							215.87
RENT/LEASE-COMP & TECH	905010		532.54							532.54
RENT/LEASE-OTHER PHYSICAL	905800									-
TRAINING	920350		44,100.00							44,100.00
FREIGHT/SHIPPING/EXPRESS MAIL	920500									-
Expense	\$ -	\$ -	\$ 130,706.31	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 130,706.31
Ending Cash Balance	-	-	981,743.69	-	-	6,633.12	-	-	-	988,376.81
OU_CASH_YTD Report	-	-	981,743.69	-	-	6,633.12	-	-	-	988,376.81
Difference	-	-	-	-	-	-	-	-	-	-
OU_ACTIVITY Query Reconciling Items										
<i>(Add each months activity)</i>										
Bal Sheet transaction balance:										
UNBILLED AR	150105									-
AR - STUDENT	150300									-
AR-UNAPPLIED FINANCIAL AID	150320									-
Remaining Difference	-	-	-	-	-	-	-	-	-	-
Reconciling Items:										
vchr 50000002-not ours email sent to AP										-
8/17/20			44,100.00							44,100.00
Payroll Aug-Jun			(750,000.00)							(750,000.00)
Adjusted Cash	-	-	275,843.69	-	-	6,633.12	-	-	-	282,476.81

The University Of Oklahoma
STATEMENT OF OPERATIONS

M T D = 1
FISCAL YR 2021
FROM SOURCE

Y T D = 1 - 1
FROM ENTITY 0
TO Z

FROM ORG ANY01001
TO Z
PURPOSE

TO ANY01001 FROM
FUND MISCA TO Z

FROM PROJ
TO MISCA

TO Z
FROM FUNC 0

TO Z

		M T D	Y T D
BEGINNING FUND BALANCE		0.00	6,633.12
INCOME			
TOTAL INCOME		0.00	0.00
		-----	-----
TOTAL AVAILABLE		0.00	6,633.12
EXPENSES			
TOTAL EXPENSES		0.00	0.00
ENDING FUND BALANCE		0.00	6,633.12

The University Of Oklahoma
STATEMENT OF OPERATIONS

M T D = 1	Y T D = 1 - 1	FROM ORG ANY01001	TO ANY01001 FROM	FROM PROJ	TO Z	
FISCAL YR 2021	FROM ENTITY 0	TO Z	FUND EDGEN TO Z	TO EDGEN	FROM FUNC 0	TO Z
FROM SOURCE	TO Z	PURPOSE				
			M T D		Y T D	
BEGINNING FUND BALANCE			0.00		0.00	
INCOME						
994100	ST ORG FUNDING		1,112,450.00		1,112,450.00	
TOTAL INCOME			1,112,450.00		1,112,450.00	
			-----		-----	
TOTAL AVAILABLE			1,112,450.00		1,112,450.00	
EXPENSES						
511011	SALARY-STAFF FULL TIME		77,972.72		77,972.72	
511025	SALARY-FACULTY SUPPLEMENTAL		2,000.00		2,000.00	
521511	WAGES-HOURLY FULL TIME		5,891.04		5,891.04	
602700	SUPP-OFFICE		-5.86		-5.86	
860100	UTILITIES-COMM/TELECOMM		215.87		215.87	
905010	RENT/LEASE-COMP & TECH		532.54		532.54	
920350	TRAINING		44,100.00		44,100.00	
TOTAL EXPENSES			130,706.31		130,706.31	
ENDING FUND BALANCE			981,743.69		981,743.69	

OU_CASH_YTD 073120_OUSCH123-EX

Account	Fund	Org	Program	Entity	Proj/Grant Source	Purpose	Total Amt	Year
111290	EDGEN	ANY01001	00014	00000			1,025,896.32	2021
111290	EDGEN	ANY01001	00014	00000		UN000000	(52.63)	2021
111290	EDGEN	ANY01001	00014	00000		UN000060	(44,100.00)	2021
EDGEN Total							981,743.69	
111700	MISCA	ANY01001	00000	00000		UN000060	6,633.12	2021
MISCA Total							6,633.12	
Grand Total							988,376.81	

Report Selection

OU_CASH
 OU_CASH_YTD
 OU_CASH_BAL

*Business Unit:

Fiscal Year:

From Period: To Period:

From Department: To Department:

From Fund Code: To Fund Code:

From Project: To Project:

From Entity: To Entity:

From Source: To Source:

From Purpose: To Purpose:

Org	Fund	Function	Entity	Source	Purpose	Project	Account	Descr	Journal ID	Vendor	Invoice#	Ref	Line Descr	Req#	PO#	Voucher#	Payment ID	Type	Date	Budg Dt	Budget P	Amount
							111290	Total														981,743.69
							111999	Total														-
							210100	Total														-
ANY01001	EDGEN	00014	00000				511011	SALARY-STA	HRME200001			MEN	SALARY-STAFF FULL TIME					EXPENDITURE	7/31/2020	7/31/2020	2021	77,972.72 X
							511011	Total														77,972.72
ANY01001	EDGEN	00014	00000				511025	SALARY-FAC	HRME200001			MEN	SALARY-FACULTY SUPPLEMENTAL					EXPENDITURE	7/31/2020	7/31/2020	2021	2,000.00 X
							511025	Total														2,000.00
ANY01001	EDGEN	00014	00000				521511	WAGES-HOUR	HRBW200003			BIW	WAGES-HOURLY FULL TIME					EXPENDITURE	7/17/2020	7/17/2020	2021	2,945.52 X
ANY01001	EDGEN	00014	00000				521511	WAGES-HOUR	HRBW200007			BIW	WAGES-HOURLY FULL TIME					EXPENDITURE	7/31/2020	7/31/2020	2021	2,945.52 X
							521511	Total														5,891.04
ANY01001	EDGEN	00014	00000				602700	SUPP-OFFIC	PCNC200001	AMZN Mktp US		00640000	SUPP-OFFICE					EXPENDITURE	7/17/2020	7/2/2020	2021	(1.75) X
ANY01001	EDGEN	00014	00000				602700	SUPP-OFFIC	PCNC200001	Amazon.com		00630000	SUPP-OFFICE					EXPENDITURE	7/17/2020	7/10/2020	2021	(4.11) X
							602700	Total														(5.86)
ANY01001	EDGEN	00014	00000				860100	UTILITIES-	AP00001219	AT&T MOBIL-001	287260662963X06112020		Expense Distribution			50000001		EXPENDITURE	7/24/2020	7/24/2020	2021	215.87 X
							860100	Total														215.87
ANY01001	EDGEN	00014	00000				905010	RENT/LEASE	SU10000008	University Copier Program	UCO2000000		GXY11267-COPIERLEASEPROGRAM				EXPENDITURE	7/25/2020	7/25/2020	2021	28.59 X	
ANY01001	EDGEN	00014	00000				905010	RENT/LEASE	SU10000008	University Copier Program	UCO2000000		GXY11280-COPIERLEASEPROGRAM				EXPENDITURE	7/25/2020	7/25/2020	2021	28.59 X	
ANY01001	EDGEN	00014	00000				905010	RENT/LEASE	SU10000008	University Copier Program	UCO2000000		RZJ05034-COPIERLEASEPROGRAM				EXPENDITURE	7/25/2020	7/25/2020	2021	42.28 X	
ANY01001	EDGEN	00014	00000				905010	RENT/LEASE	SU10000008	University Copier Program	UCO2000000		RZJ40069-COPIERLEASEPROGRAM				EXPENDITURE	7/25/2020	7/25/2020	2021	63.08 X	
ANY01001	EDGEN	00014	00000				905010	RENT/LEASE	SU10000008	University Copier Program	UCO2000000		UMT05194-COPIERLEASEPROGRAM				EXPENDITURE	7/25/2020	7/25/2020	2021	317.37 X	
ANY01001	EDGEN	00014	00000	UN000000			905010	RENT/LEASE	SU10000008	University Copier Program	UCO2000000		PHB5D38437A-Copier Lease Progr				EXPENDITURE	7/25/2020	7/25/2020	2021	15.59 X	
ANY01001	EDGEN	00014	00000	UN000000			905010	RENT/LEASE	SU10000008	University Copier Program	UCO2000000		T314Q802318A-Copier Lease Prog				EXPENDITURE	7/25/2020	7/25/2020	2021	12.54 X	
ANY01001	EDGEN	00014	00000	UN000000			905010	RENT/LEASE	SU10000008	University Copier Program	UCO2000000		T314Q900660A-Copier Lease Prog				EXPENDITURE	7/25/2020	7/25/2020	2021	12.54 X	
ANY01001	EDGEN	00014	00000	UN000000			905010	RENT/LEASE	SU10000008	University Copier Program	UCO2000000		T315Q602185A-Copier Lease Prog				EXPENDITURE	7/25/2020	7/25/2020	2021	11.96 X	
							905010	Total														532.54
							920350	TRAINING	AP00001716	ACADEMIC L-001	APR0920		Academic Life Coach Training			50000002		EXPENDITURE	7/31/2020	7/31/2020	2021	44,100.00
							920350	Total														44,100.00
ANY01001	EDGEN	00014	00000	UN000060			994100	ST ORG FUN	FY21CASH01			FY21 CASH	FY2021 Initial Cash					REVENUE	7/1/2020	7/1/2020	2021	(1,112,450.00) X
							994100	Total														(1,112,450.00)
							Grand Total															-

NOT OURS
EMAIL SENT TO
AP 8/14/2020