Pursuant to the University’s Controller Office, Best Practices, Reconciliation guide found at the URL listed below, The College of Public Health and Health Professions (PHHP) will utilize the following system and processes to meet these requirements.


1. ISA ~ The ISA Shadow accounting system will be utilized to track all sources of funds within PHHP, including but not limited to Departments, Centers, or other designated financially accountable units within the College. Expenditure data, both Payroll and Non-Payroll, are brought over from the PeopleSoft (PS) application (the University’s official financial records) directly to the ISA System by the PHHP IT Center’s Programming Core. Additionally, all salary and distribution data is brought over from the PS application from the same query that updates the Enterprise System ledger reports. Every Friday the University updates the distribution data query for the reporting system thus ISA will be updated weekly for salary and distribution data via the same query.

1.1. The financial managers, both grant and non grant, are responsible for or delegating the maintenance and accuracy of Award, Account, Budgetary and Employee information within the ISA Application.

1.2. Each month the Department and /or the assigned Research Core staff member will run the Monthly ISA reconciliation reports for all of their assigned accounts. The reconciliations should be completed and documented no later than 30 days after the end of the month; e.g., July should be reconciled by August 30th.

1.2.1. The following ISA reports will be run to reconcile monthly expenditures:

1.2.1.1. Monthly Non Salary Expenditure Report ~ Reconcile all transactions greater than $100 to source documentation (original or electronic image). For transactions less than $100, monthly a minimum of 25% of the budgetary cost center transactions must be reconciled to the source documents (Best practices recommend reconciling at least monthly and the auditors will audit against that standard).

1.2.1.2. No less than quarterly the Ledger Summary Report shall be reconciled to PS Appropriation/Cash Summary report. This compares the month/year to date expenditures brought into the ISA system to those in the PS reporting environment. Any differences, not including rounding errors of <$1.00, must be researched, documented and corrected.

2. For Grant Accounts the Principal Investigator (PI) will receive copies of their monthly reconciliation report(s). There are two options for verification of receipt of these reports by the PI’s. The first option is to have them sign a cover sheet for each account verifying receipt of the information. The second option is an email notifying the PI’s that their reports are in their mailboxes for “X” Month. A print out of the
originating email must be kept with the account manager either in hard or electronic form. A copy of this email (you can group all of them together) must be provided to the Assistant Director for Finance, Kimberly Rovansek and a copy to the Assistant Dean for Finance and HR, Andrea Burne. Either the cover sheet or the email should instruct the PI to review their detail for any updates to their account such as terminating employees, changes to researchers assigned to their projects, etc. It is required that no less than quarterly the PI’s review their reports with their assigned Research Core Staff member. The PI should initial the report packets or otherwise document that they have reviewed and approved the report.

At a minimum the PI’s report packets should contain the following:

2.1.1. ISA Account or Award Summary Report, i.e. Consolidated Report
2.1.2. ISA Ledger Summary Report
2.1.3. ISA Monthly Non Salary Expenditure Report

3. For Cash and Appropriations accounts the account owner will receive copies of their monthly reconciliation report(s); i.e., State accounts would be Department Chair and Miscellaneous Donors accounts would be the PI. Pursuant to Section 1.3 the same options are to be utilized to verify receipt of information. It is strongly recommended that no less than quarterly the account manager meet with the account owner to review their reports. The account owner should initial the report packets to document that they have reviewed the reconciliations.

At a minimum the account owner’s report packets should contain the following:

3.1.1. ISA Account or Award Summary Report, i.e. Consolidated Report
3.1.2. ISA Ledger Summary Report
3.1.3. ISA Monthly Non Salary Expenditure Report

4. The Department Business Managers need to have sufficient documentation of this process on hand as they will need it should an internal or external auditor request verification of the processes.

5. All reconciliation documentation must be maintained for current and two prior fiscal years pursuant to the University’s specific reconciliation guidelines described in the URL provided above.

Prepared by: Andrea M. Burne, Assistant Dean, Finance and Human Resources

Signed [signature] 1/15/14

Approved by: Michael G. Perri, Ph.D., ABPP
Dean and Robert G. Frank Endowed Professor

[signature] 1/15/14