



# DCJS Federal Reconciliation Process

## Desk Procedures

The Department of Criminal Justice (DCJS) prepares reconciliations on a monthly basis per the CAPP Manual Topic 20905 Cardinal Reconciliation Requirements. The reconciliation requirements call for a reconciliation between any internal systems utilized by the agency and the financial system of record – Cardinal. This process details the reconciliation between GMIS and Cardinal.

### **Section 1: GMIS to Cardinal Federal Accounts Payable Reconciliation**

- a. The Grants Unit provides a monthly listing of all sub-recipient payments made from GMIS no later than the 15<sup>th</sup> day of the following month using the following criteria:
  - a. Invoice/voucher number assigned in GMIS
  - b. Cardinal Number assigned by Cardinal from Voucher Processing
  - c. GMIS/Cardinal Batch Date
  - d. Sub-grantee/Agency Name
  - e. Voucher/invoice Amount
  - f. Batch Number
  - g. Batch Type
  - h. Sub-grantee grant number assigned by DCJS
  - i. Batch Total
  
- b. Finance runs the V\_GL\_JRNL\_INQ\_BY\_COA\_LEDGER query in the Cardinal system for all sub-recipient payments coded to account 5014310 for the month via the following criteria: (Change the month as needed)
  - a. Filter out any non-federal funds (Only include 10000 and 07040)

#### V\_GL\_JRNL\_INQ\_BY\_COA\_LEDGER - GL COA Journal Query by Ledger

Business Unit

Ledger

Fund (% for all)

Program (% for all)

Account (% for all)

Department (% for all)

Cost Center (% for all)

Project (% for all)

Journal Date From

Journal Date To

[View Results](#)

GL Business Unit	Ledger	Fiscal Year	Accounting Period	Journal Source	Journal ID	Journal Date	Date Posted	Jrnl Line Nbr	F
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- b. Look for vouchers inadvertently keyed to the wrong account. For example account 5014310 keyed to 5014130 or 501340 and prepare a correcting journal voucher. Notate the correcting voucher on the monthly reconciliation
- c. Refunds are not captured in the GMIS system and must be reviewed via the Cardinal information provided in the download.
- d.

### Section 2: GMIS to Cardinal Federal Accounts Receivable Reconciliation

- a. The Grants Unit provides a monthly listing of all sub-recipient receivables made from GMIS no later than the 15<sup>th</sup> day of the following month using the following criteria:
  - i. Invoice/voucher number assigned in GMIS
  - ii. Cardinal Number assigned by Cardinal from Voucher Processing
  - iii. GMIS/Cardinal Batch Date
  - iv. Sub-grantee/Agency Name
  - v. Voucher/invoice Amount
  - vi. Batch Number
  - vii. Batch Type
  - viii. Sub-grantee grant number assigned by DCJS
  - ix. Batch Total
- b. Finance runs the V\_GL\_JRNL\_INQ\_BY\_COA\_LEDGER query in the Cardinal system for all sub-recipient payments coded to account 40% for the month via the following criteria: (Change the month as needed)
  - i. Filter out any non-federal funds (Only include 10000 and 07040)
  - ii. Exclude any draws prepared by the Finance Unit (A listing of the Finance Draws can be found in the A/R Log)

#### V\_GL\_JRNL\_INQ\_BY\_COA\_LEDGER - GL COA Journal Query by Ledger

Business Unit

Ledger

Fund (% for all)

Program (% for all)

Account (% for all)

Department (% for all)

Cost Center (% for all)

Project (% for all)

Journal Date From

Journal Date To

[View Results](#)

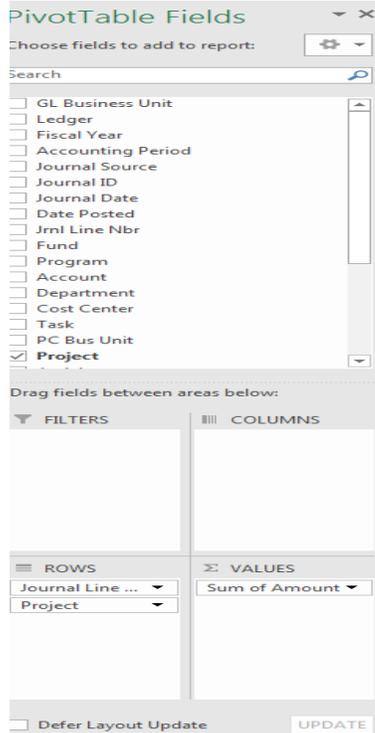
GL Business Unit	Ledger	Fiscal Year	Accounting Period	Journal Source	Journal ID	Journal Date	Date Posted
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# DCJS Federal Reconciliation Process

## Desk Procedures

- c. Insert a pivot table by pivoted by Journal Line Reference, Project and Amount



- d. Compare the two pivot tables for any discrepancies such as coding errors or missing payments in either system
- i. Paul Coverdell payments are not keyed in GMIS and must be reviewed via the Cardinal information provided in the download.

	Cardinal			GMIS
<b>Row Labels</b>	<b>Sum of Amount</b>		<b>Sum of AmountRequested</b>	<b>Column Labels</b>
<b>41400348</b>	<b>(1,920,504.38)</b>		<b>41400348</b>	<b>2018-10-12</b>
CJS47919	(30,164.99)		CJS47919	30,164.99
CJS5601701	(1,282,672.63)		CJS5601701	1,282,672.63
CJS5651701	(151,335.33)		CJS5651701	151,335.33
CJS7601601	(453,678.01)		CJS7601601	453,678.01
CJS87015	(2,653.42)		CJS87015	2,653.42
<b>41405477</b>	<b>(34,067.97)</b>		<b>Grand Total</b>	<b>1,920,504.38</b>
CJS47927	(12,081.53) *			
CJS47928	(21,986.44) *			
<b>Grand Total</b>	<b>(1,954,572.35)</b>	*Paul Coverdell - not in GMIS		



# DCJS Federal Reconciliation Process

## Desk Procedures

### Section 3: Cardinal CFDA Reconciliation

- a. Finance runs the V\_GL\_JRNL\_INQ\_BY\_COA\_LEDGER query in the Cardinal system for all sub-recipient payments coded to account 5014310 for the month via the following criteria: (Change the month as needed)
  - i. Filter out any non-federal funds (Only include 10000 and 07040)

#### V\_GL\_JRNL\_INQ\_BY\_COA\_LEDGER - GL COA Journal Query by Ledger

Business Unit

Ledger

Fund (% for all)

Program (% for all)

Account (% for all)

Department (% for all)

Cost Center (% for all)

Project (% for all)

Journal Date From

Journal Date To

GL Business Unit	Ledger	Fiscal Year	Accounting Period	Journal Source	Journal ID	Journal Date	Date Posted
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- b. Pivot the information by account (CFDA), project and amount.

**PivotTable Fields**

Choose fields to add to report:

Search

- GL Business Unit
- Ledger
- Fiscal Year
- Accounting Period
- Journal Source
- Journal ID
- Journal Date
- Date Posted
- Jnl Line Nbr
- Fund
- Program
- Account**
- Department
- Cost Center
- Task
- PC Bus Unit
- Project**

Drag fields between areas below:

**FILTERS**

**ROWS**

- Account
- Project

**COLUMNS**

**VALUES**

- Sum of Amount

Defer Layout Update



# DCJS Federal Reconciliation Process

## Desk Procedures

- c. Validate the CFDA number (account) to the CFDA which is notated on the Notice of Grant Award (NGA) to ensure they are all the same
  - i. If there are any discrepancies prepare a journal voucher to correct the differences

### **Section 4: Pay Management Reconciliation**

- a. Run the Account Balance Data Report from the Pay Management System
  - i. The Payee Account number is 8E54P

The screenshot shows the web application interface for the Payment Management System (PMS). At the top, there is a blue header with the Department of Health and Human Services logo and the text "Department of Health and Human Services", "PSC Program Support Center", and "Payment Management System". Below the header is a navigation menu on the left with options: "Inquiry", "Adhoc Grantee Inquiry", "Stored Grantee Inquiries", "Payment", "Disbursement", "My User Info", and "Account Maintenance". The "Adhoc Grantee Inquiry" option is selected, indicated by a right-pointing arrow. To the right of the navigation menu is a "Procedures" section with a question mark icon and the text "1-Click?", "2-Click Open", and "3-Double Click Name". The main content area is titled "PMS Adhoc Grantee Inquiry" and features a dropdown menu for "Inquiry Type:" with "Account Balance Data" selected. At the bottom of the main content area are two buttons: "Continue" and "Cancel".



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### PMS Adhoc Grantee Inquiry

Inquiry Type: Account Balance Data

Save Query:  No  Yes

Inquiry Name:

PIN or	Payee Acct	SubAcct
	8E54P	

Note: You may use \*(asterisk) for performing partial search on SubAcct and Document Num

INQUIRY: SA-G      DATE: 01/24/2019    TIME: 12:53:10 PM

-----  
 -----  
 -----  
 ACCOUNT\*\* \*PIN\*  
 8E54P      8E54

SUBACCOUNT	*****AUTHORIZED*****	*****PAYMENTS*****	***FUNDS AVAILABLE***
CJA13	\$401,188.98	\$401,188.98	\$.00
CJA14	\$385,078.84	\$385,078.84	\$.00
CJA15	\$405,293.00	\$405,293.00	\$.00
CJA16	\$406,941.00	\$357,087.77	\$49,853.23
CJA17	\$406,498.00	\$.00	\$406,498.00
CJA18	\$406,653.00	\$.00	\$406,653.00
*****AUTHORIZED***** *****PAYMENTS***** ***FUNDS AVAILABLE***			
LIST TOTAL	\$2,411,652.82	\$1,548,648.59	\$863,004.23
ACCT TOTAL	\$2,411,652.82	\$1,548,648.59	\$863,004.23

-----  
 -----  
 -----  
 \*DEBITED\*\* \*\*POSTED\*\* \*SCHD\* \*\*\*\*\*AMOUNT\*\*\*\*\*  
 LAST ACCT TRANSACTION 01/18/2019 01/17/2019 13786      \$275.00  
 PREV ACCT TRANSACTION 01/17/2019 01/16/2019 13784      \$6,299.00

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 -----  
 -----  
 \*\*\*\*\* Inquiry Results Complete \*\*\*\*\*  
 \*\*\*\*\*  
 You may now make another selection from the Menu



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- b. Run the V\_GL\_JRNL\_INQ\_BY\_COA\_LEDGER query in the Cardinal system for all revenue beginning with 40%
  - i. Filter out any non-federal funds (Only include 10000 and 07040)

File Edit View Favorites Tools Help

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**V\_GL\_JRNL\_INQ\_BY\_COA\_LEDGER - GL COA Journal Query by Ledger**

---

Business Unit

Ledger

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Department (% for all)

Cost Center (% for all)

Project (% for all)

Journal Date From

Journal Date To

GL Business Unit	Ledger	Fiscal Year	Accounting Period	Journal Source	Journal ID	Journal Date	Date Posted	Jrnl Li Nbr
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- ii. If the download is too large, you can narrow data field by running for a specific fund or project.
- c. Ensure the life to date amount coded by project and account in Cardinal agrees to the "Payments" column in the Payment Management System.
  - i. If there are any errors, prepare a journal voucher to correct the coding
- d. Confirm the funds available are not negative and therefore the grant is not overspent.



# DCJS Federal Reconciliation Process

## Desk Procedures

### Section 5: Grant Payment Request System Reconciliation

- a. Enter the Grant Payment Request System and view Active Award List

Show  entries Search:

Award List	Award Number	Award Amount	Total Funds Requested	Pending Payment Requests	Hold Amount	Funds Available	Award Begin Date	Award End Date	FFR (SF 425)
<input type="radio"/>	2018-YS-BX-0045	\$869,508.00	\$0.00	\$0.00	\$869,508.00	\$0.00	10/01/2018	09/30/2021	12/31/2018
<input type="radio"/>	2018-WF-AX-0056	\$3,686,105.00	\$0.00	\$0.00	\$0.00	\$3,686,105.00	07/01/2018	06/30/2020	12/31/2018
<input type="radio"/>	2018-V2-GX-0011	\$85,366,389.00	\$0.00	\$0.00	\$85,366,389.00	\$0.00	10/01/2017	09/30/2021	09/30/2018
<input type="radio"/>	2018-KF-AX-0042	\$465,233.00	\$0.00	\$0.00	\$0.00	\$465,233.00	08/01/2018	07/31/2020	09/30/2018
<input type="radio"/>	2018-JX-FX-0016	\$1,027,568.00	\$0.00	\$0.00	\$0.00	\$1,027,568.00	10/01/2018	09/30/2022	
<input type="radio"/>	2018-CD-BX-0037	\$502,354.00	\$0.00	\$0.00	\$502,354.00	\$0.00	01/01/2019	12/31/2019	
<input type="radio"/>	2018-86-CX-K012	\$150,556.00	\$0.00	\$0.00	\$0.00	\$150,556.00	10/01/2018	09/30/2020	
<input type="radio"/>	2017-WF-AX-0013	\$3,596,406.00	\$2,645,397.61	\$0.00	\$0.00	\$951,008.39	07/01/2017	06/30/2019	09/30/2018
<input type="radio"/>	2017-VA-GX-0018	\$47,315,341.00	\$16,080,886.72	\$0.00	\$0.00	\$31,234,454.28	10/01/2016	09/30/2020	09/30/2018
<input type="radio"/>	2017-RT-BX-0040	\$323,811.00	\$0.00	\$0.00	\$323,811.00	\$0.00	10/01/2016	09/30/2020	09/30/2018
<input type="radio"/>	2017-RJ-BX-0033	\$47,670.00	\$0.00	\$0.00	\$47,670.00	\$0.00	10/01/2017	03/31/2019	09/30/2018
<input type="radio"/>	2017-JF-FX-0018	\$787,202.00	\$0.00	\$0.00	\$0.00	\$787,202.00	10/01/2017	09/30/2020	09/30/2018
<input type="radio"/>	2017-DS-BX-0003	\$181,085.00	\$0.00	\$0.00	\$181,085.00	\$0.00	08/01/2017	07/31/2019	09/30/2018
<input type="radio"/>	2017-DG-BX-K014	\$496,667.00	\$218,183.48	\$0.00	\$8,770.00	\$269,713.52	10/01/2017	09/30/2019	09/30/2018
<input type="radio"/>	2017-CD-BX-0046	\$200,228.00	\$41,428.81	\$0.00	\$0.00	\$158,799.19	01/01/2018	12/31/2018	09/30/2018
<input type="radio"/>	2017-BJ-CX-K024	\$62,648.00	\$62,648.00	\$0.00	\$0.00	\$0.00	10/01/2017	09/30/2018	09/30/2018
<input type="radio"/>	2017-AR-BX-K012	\$850,000.00	\$1,089.22	\$0.00	\$759,727.00	\$89,183.78	10/01/2017	09/30/2021	09/30/2018
<input type="radio"/>	2016-WF-AX-0001	\$3,640,750.00	\$3,433,734.29	\$0.00	\$0.00	\$207,015.71	07/01/2016	06/30/2019	09/30/2018
<input type="radio"/>	2016-VA-GX-0039	\$56,993,066.00	\$47,134,797.03	\$0.00	\$0.00	\$9,858,268.97	10/01/2015	09/30/2019	09/30/2018
<input type="radio"/>	2016-RT-BX-0043	\$269,019.00	\$15,199.04	\$0.00	\$0.00	\$253,819.96	10/01/2015	09/30/2019	09/30/2018
<input type="radio"/>	2016-KF-AX-0031	\$465,541.00	\$402,469.70	\$0.00	\$0.00	\$63,071.30	08/01/2016	07/31/2019	09/30/2018
<input type="radio"/>	2016-JF-FX-0036	\$945,441.00	\$105,907.54	\$0.00	\$0.00	\$839,533.46	10/01/2016	09/30/2019	09/30/2018
<input type="radio"/>	2016-DJ-BX-0482	\$3,359,808.00	\$3,359,806.00	\$0.00	\$0.00	\$2.00	10/01/2015	09/30/2019	09/30/2018
<input type="radio"/>	2016-CD-BX-0045	\$109,454.80	\$109,454.80	\$0.00	\$109,457.20	\$0.00	01/01/2017	09/30/2018	09/30/2018
<input type="radio"/>	2015-WF-AX-0018	\$3,309,895.00	\$3,306,445.85	\$0.00	\$0.00	\$3,449.15	07/01/2015	06/30/2019	09/30/2018
<input type="radio"/>	2015-VF-GX-0014	\$625,127.00	\$351,205.88	\$0.00	\$287,856.96	\$0.00	10/01/2014	09/30/2018	09/30/2018
<input type="radio"/>	2015-VA-GX-0043	\$50,330,687.00	\$50,325,381.80	\$0.00	\$5,305.20	\$0.00	10/01/2014	09/30/2018	09/30/2018
<input type="radio"/>	2015-RT-BX-0022	\$227,265.00	\$39,971.60	\$0.00	\$0.00	\$187,293.40	10/01/2014	09/30/2019	09/30/2018
<input type="radio"/>	2015-JF-FX-0012	\$868,373.00	\$341,114.53	\$0.00	\$0.00	\$527,258.47	10/01/2015	09/30/2019	09/30/2018
<input type="radio"/>	2015-DJ-BX-1062	\$3,138,597.00	\$3,138,595.00	\$0.00	\$2.00	\$0.00	10/01/2014	09/30/2019	09/30/2018
<input type="radio"/>	2014-WF-AX-0038	\$3,396,147.00	\$3,064,962.92	\$0.00	\$331,184.08	\$0.00	07/01/2014	06/30/2018	06/30/2018
<input type="radio"/>	2014-DJ-BX-0887	\$3,555,861.00	\$3,555,859.00	\$0.00	\$2.00	\$0.00	10/01/2013	09/30/2018	09/30/2018



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- b. Run the V\_GL\_JRNL\_INQ\_BY\_COA\_LEDGER query in the Cardinal system for all revenue beginning with 40%

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**V\_GL\_JRNL\_INQ\_BY\_COA\_LEDGER - GL COA Journal Query by Ledger**

Business Unit

Ledger

Fund (% for all)

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Account (% for all)

Department (% for all)

Cost Center (% for all)

Project (% for all)

Journal Date From

Journal Date To

[View Results](#)

GL Business Unit	Ledger	Fiscal Year	Accounting Period	Journal Source	Journal ID	Journal Date	Date Posted	Jrnl Li Nbr
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- i. Filter out any non-federal funds (Only include 10000 and 07040)
  - ii. If the drawdown is too large, you can narrow data field by running for a specific fund or project
- c. Ensure the amount coded by project and account (life to date) agrees to the "Total Funds Requested" in the Grant Payment Request System
  - i. If there are any errors, prepare a journal voucher to correct the coding
- d. Confirm the Total Funds Requested do not exceed the Award Amount and therefore that the grant is not overspent.

REVISION HISTORY			
Updated By	Revision & Reason	Reviewed By	Date
NSK	Created January 2019	M. Darden	01.29.19