

TUB Month End Checklist and Reconciliation Procedures for Assets

Table of Contents

Table of Contents	1
Introduction	3
Purpose	3
Process Flow of Activities.....	4
Checklist for the Process Flow of Activities	5
Auditing Financial Changes via Asset Workbench Detail Report.....	7
Appendix A: Common Reconciling Items	8
Appendix B: Detail Instructions for Reconciling OFA to the GL	9
Step 1: Run the Reports needed from OFA and GL.....	9
Reports to Run From OFA	10
Reports to Run from Oracle General Ledger (OBI):	10
Step 2: Prepare Reports for Use and Comparison of the OFA Balance to the GL.....	12
Step 3: Find Reconciling Items	15
A. Equipment Asset codes (1000-1130).....	15
1. A balance in the 1029 clearing account offsets the variance in the asset codes.	15
2. An asset that is “duplicated” in the Asset Workbench Report.	15
B. Building and Land Asset Codes (1200-1240).....	16
C. Accumulated Depreciation (1170-1184, 1630).....	16
D. CIP Object Codes (1250-1622).	16
1. Non-AP transactions booked to the GL on Day 4 or Day 5 of the month’s close	16
2. CIP transactions are “stuck” in Mass Additions	16
3. A balance in the 1323 clearing account offsets the variance in the CIP codes.....	17
E. Debt Funded WIP Balance Sheet Object Codes (1140-1143)	17

F. Funded WIP Balance Sheet Object Codes (1144-1153)	17
G. S680 Equipment Expense Object Codes (6800-6816).....	18
1. Non-AP transactions booked to the GL on Day 4 or Day 5 of the month’s close	18
2. A transaction moved to the Delete queue before the AP Adjustment is loaded to Mass Additions	18
Step 4: Unidentifiable Variances	19
Appendix C: Crosswalk of Accumulated Depreciation Object Codes to Asset Object Codes	20
Appendix D: Tub Reconciliation Example – See Excel File for usable Template	21

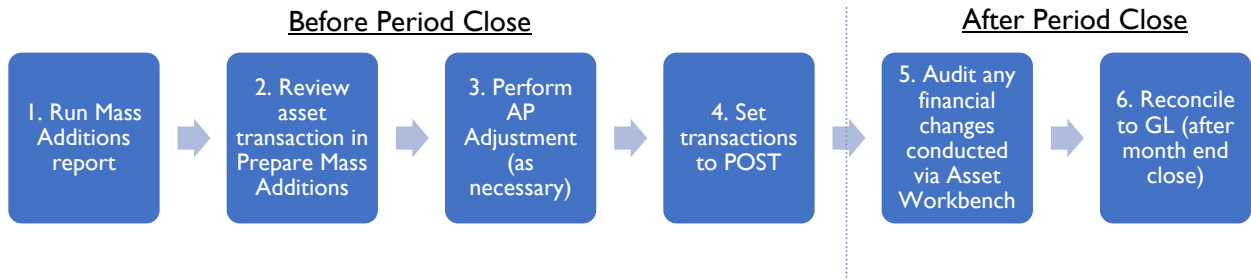
Introduction

Purpose

The following document is a high-level checklist for TUB level month-end activities related to assets.

This should be used in conjunction with the various **Oracle Fixed Assets (OFA)** job aids found in the Harvard Training Portal, <https://trainingportal.harvard.edu/>.

Process Flow of Activities



Checklist for the Process Flow of Activities

Activity/Step	Description	Recommended Timing	Oracle Assets Functionality Used
1. Run Mass Additions Report	<p>Before the end of each period, all asset transactions that are in Mass Additions need to be reviewed and cleared (note: due to the timing of when AP closes and Oracle Assets closes some transactions may not be able to be reviewed and will have to wait until the next period for review)</p> <p>The best way to determine if there are outstanding asset transactions in Mass Additions is to run the Mass Additions Report.</p>	Day 2 of month-end close*	Mass Additions Report
2. Determine disposition of transactions	<p>Review all transactions in Mass Additions that have not already been put in the POST, DELETE, SPLIT or MERGE queues.</p> <p>Note: The delete queue must only contain transactions that balance out to zero within the same coding. Before the Assets close, FAR will move any delete queue transactions that do not balance to the Tub Review queue and contact the tub to resolve the next month.</p>	Day 2 of month-end close*	Prepare Mass Additions
3. Perform AP Adjustment (if necessary)	<p>If there are asset transactions that need their coding changed, then the AP Adjustment Form and Approval process must be followed if the source of the transaction is AP. Once the AP Adjustment Form is approved, any adjusting entries that flow into Mass Additions will need to be reviewed and handled accordingly.</p> <p>Note: do not put original transactions into the delete queue until the ap adjustment has flowed through to Mass Additions.</p>	Day 2 of month-end close*	AP Adjustment Form Prepare Mass Additions
4. Set transactions to POST	<p>Once all transactions in Mass Additions have been reviewed and acted upon, they should be set to a queue of 'POST'.</p> <p>These transactions will be posted during the nightly automated Post Mass Additions process and should be visible in the Asset Workbench the next day.</p>	Day 3 of month-end close*	Prepare Mass Additions

Activity/Step	Description	Recommended Timing	Oracle Assets Functionality Used
5. Audit financial changes conducted in Asset Workbench	<p>There are cases where changes that impact the financial accounting of an asset can be made in the Asset Workbench. This includes the following:</p> <ul style="list-style-type: none"> • Change to useful life (audit using Asset Workbench Report) • Change to Placed in Service date (audit using Asset Workbench Report) • Change to category (audit using Transaction History Report) • Change to Depreciation Expense Account (audit using Transaction History Report) • Cost transfer from one asset to another (audit using Transaction History Report) • Manual addition of a depreciable asset (audit using Transaction History Report) <p>Such changes must be audited to make sure they were handled correctly. This can be done using either the Asset Workbench Detail Report or the Transaction History Report. The Transaction History Report lists the different types of transactions that have occurred for an asset and should allow a user to easily identify the different types of financial changes. See below for guidance on auditing financial changes via the Asset Workbench Detail report.</p>	After Period close	Asset Workbench Detail Report Transaction History Report
6. Reconcile to GL	<p>Once the period has been closed, Oracle Assets will need to be reconciled to the GL. See Appendices A-D for a list of common reconciling items, detailed instructions on the reconciliation process, a crosswalk cheat sheet, and an example of a reconciliation template.</p>	Run OFA reports on Day 4 after 1:00 pm and before 9:00 pm ¹	Asset Workbench Detail Report CIP and WIP Aging Report Mass Additions Report

¹ See Appendix B.1.A for instructions on how to schedule your OA reports.

Auditing Financial Changes via Asset Workbench Detail Report

Change Scenario	Steps
Change to useful life	<p>The best way to determine if a useful life has been changed for a particular asset is to compare it to other assets in the same Category.</p> <ol style="list-style-type: none"> 1. Run Asset Workbench Detail report 2. Sort report by the Category column (column H) 3. Drag the Depreciate Life (Useful Life) column (column Z) next to the category column 4. Scan all the assets in each category to see if any assets have a useful life that is different 5. Determine if the change to Useful Life is legitimate. If not, change back to appropriate Useful Life
Change to Placed in Service date	<p>When equipment assets (object code – 68XX) come into Oracle Assets, the Placed in Service date defaults to the invoice date. One way to verify if the Placed in Service Date was changed is to compare it to the Invoice date.</p> <ol style="list-style-type: none"> 1. Run Asset Workbench Detail report (note: make sure to select 'Yes' in the Show Detail field when filling out the parameters of the report). 2. Modify output file to have Placed in Service Date column (column W) next to Invoice Date column (column BC) 3. Compare dates in each column 4. Determine if the change to Placed in Service Date is legitimate. If not, change back to the appropriate date.

* Note: Month-end close is defined as the first 5 business days after a month-end. For example, Day 2 of the month-end close for the month of March would be the 2nd business day of April.

Appendix A: Common Reconciling Items²

The most common reasons for reconciling items between the GL and OFA are:

- Transactions booked to the GL after Assets has been closed for the month (timing difference between deadline for the Assets Close on Day 4 at 9 am and the GL close on Day 5 at 9 am).
- Transactions that resulted in a debit or credit to the “default” object codes 1029 and 1323.
- Assets in the Asset Workbench that are listed in the Major Category of “EXPENSED.”

Remember that any balance in Mass Additions at the end of the month for the S680 object codes will mean that a net expense will show in your P&L. Thus, you must not only reconcile the Asset and Accumulated Depreciation object codes but also must reconcile Mass Additions to the net tub balance in S680.

² See Appendix B, Step 3 for detail.

Appendix B: Detail Instructions for Reconciling OFA to the GL

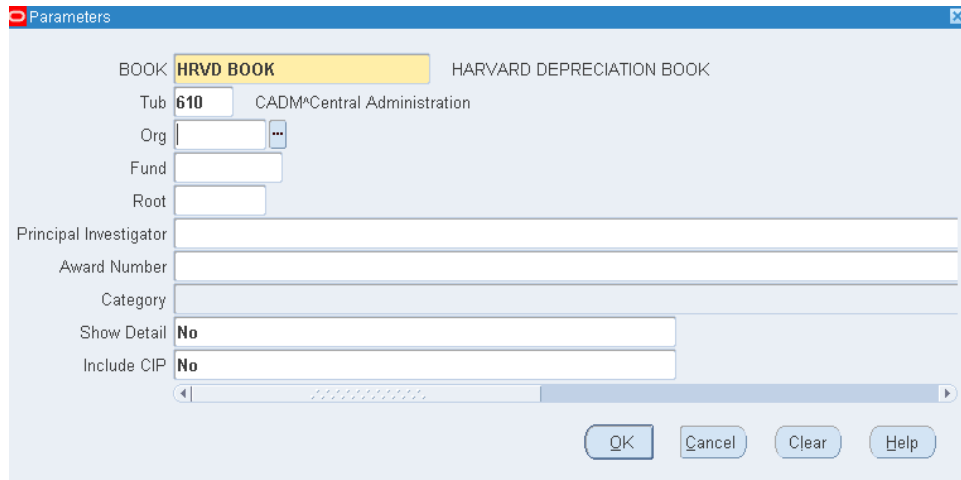
This section will provide instruction on how to reconcile OFA to the GL by running the reports needed from OFA and GL, preparing reports for use and comparison of the OFA Balance to the GL, finding reconciling items, and dealing with unidentifiable variances.

Step 1: Run the Reports needed from OFA and GL

- i** All these reports are "real-time" so these must be run in the afternoon of the day we close Assets ("Day 4"). This way the reports will generate the right information to reconcile month-end. Using the scheduling feature, please schedule these reports to run sometime between 1 and 9 PM on Day 4 of the close in Oracle.

Reports to Run From OFA

- Asset Workbench Detail Report
 - The **Include CIP** and **Show Detail** fields should say **No**.



The screenshot shows a 'Parameters' window with the following fields and values:

- BOOK: HRVD BOOK (HARVARD DEPRECIATION BOOK)
- Tub: 610 (CADM^Central Administration)
- Org: [Empty]
- Fund: [Empty]
- Root: [Empty]
- Principal Investigator: [Empty]
- Award Number: [Empty]
- Category: [Empty]
- Show Detail: No
- Include CIP: No

Buttons at the bottom: OK, Cancel, Clear, Help.

- CIP and WIP Aging Report – no parameter limits.
- Mass Additions Report – no parameter limits.

Reports to Run from Oracle General Ledger (OBI):

- For the month-end balances, the recommended report is the GL Account Monitoring (GLAM).
 - Use object code parameters G100, G120, S680
 - Check off the boxes for at least org, object, activity, subactivity, and root to show. (If you need to research discrepancies, you will want the breakdown.)
- Transaction Listing to capture GL transactions posted from Day 4 onwards of the close (and thus not captured in OFA).
 - For Period, choose the month you are reconciling (e.g., Mar-18). Make sure the “Period to Period” selection is blank.
 - For posted date, enter the date of the OFA close through current (to ensure fully capture the extended close period when necessary). E.g., April 5, 2018, through today's date.
 - For parameters, enter M100, M106, M112, M114, M120, M125, S680.
 - Once the data is returned, select to include columns “Created by Name” and “Posted Date”.
 - Export to Excel.

- Note – you will likely need to exclude any transactions from the day of the OFA close with the FAR Fixed Asset Manager listed as the "Created by Name", as these are system-generated entries resulting from the close process.

Step 2: Prepare Reports for Use and Comparison of the OFA Balance to the GL

- A. Summarize Asset Workbench balances by subtotaling or using a pivot table to summarize the “Current Cost” and “Accumulated Depreciation” balances by the “Asset Cost” column (i.e., the object code). Limit your Asset Type for the pivot to “CAPITALIZED.” (This excludes assets with the Asset Type of “EXPENSED.” These are assets that are being tracked for inventory purposes only but have no value in the general ledger.³)

Row Labels	Sum of Current Cost	Sum of Accum. Depreciation
1000	2,407,032.16	1,401,504.88
1003	24,127,305.52	17,184,053.60
1020	729,449.43	690,597.67
1030	3,540,813.98	2,792,190.85
1032	472,456.61	402,979.31
1090	2,935,898.52	1,567,630.26
1100	485,581.02	400,294.05
1120	264,686.80	264,686.80
1200	167,353,728.57	121,574,579.40
1230	550,000.00	0.00
1240	6,790,823.79	4,819,739.92
Grand Total	209,657,776.40	151,098,256.74

³ These assets can come about in several ways, the most common of which currently are assets discovered after we completed conversion to Oracle Assets, but which the departments want to track.

- B. Summarize the CIP and WIP Aging Report balances by Category, and then Group them into CIP (major category is BUILDINGS) AND WIP (anything without building as the major category).

A	B	C
CIP and WIP Aging Report - 11/30/14		
Category2	Category	Sum of Cost
Group1	BUILDINGS-BUILDING	0.00
	BUILDINGS-NONCOMP EQUIP	8,165.59
	BUILDINGS-OFFICE F&F	73,308.09
	BUILDINGS-RESIDENTIAL F&F	0.00
	BUILDINGS-SCIENTIFIC DEBT FUND	6,838.93
	BUILDINGS-SHELL	3,284,827.33
Group1 Total		3,373,139.94
SCIENTIFIC-SPONSORED	SCIENTIFIC-SPONSORED	195,657.69
SCIENTIFIC-SPONSORED Total		195,657.69
Grand Total		3,568,797.63

- C. Summarize the Mass Additions Report by the "Object" column, and then group into CIP object codes (1250-1622) and the S680 object codes. Exclude any transactions in the "Delete" Queue or the "Split" Queue.

A	B	C	D	E	F	G	H
Queue	(Multiple Items)	all queues except delete and split					
Object2	Object	Sum of Cost					
Group1	1250	225,655.11					
	1274	10,368.14					
	1417	1,224,905.35					
	1418	49,329.34					
	1420	2,812.50					
	1422	8,765.00					
	1424	28,183.25					
	1440	1,304.00					
	1477	8,250.09					
	1485	432.00					
	1557	544.59					
	1590	55.34					
Group1 Total		1,560,604.71					
Group2	6801	20,124.00					
	6803	(1,660.00)					
Group2 Total		18,464.00					
Grand Total		1,579,068.71					

PivotTable Field List

Choose fields to add to report:

- Description
- Number of Units
- Cost
- Date Placed In Service
- Tub
- Org
- Object
- Fund
- Activity

Drag fields between areas below:

Report Filter: Asset Key Tub, Queue

Column Labels: (empty)

Row Labels: Object2, Object

Values: Sum of Cost

Defer Layout Update Update

- D. Summarize the GL Account Monitoring data by object code.

- E. Summarize the Transaction Listing report by object code and limit your data to only the G100, G120, and S680 object codes.⁴
- F. Then prepare a reconciliation document, comparing your balances per your OFA sources to the GL source. Here are a couple of hints to keep in mind:
1. In OFA, the sponsored and non-sponsored balances are combined for asset cost codings.
 2. The accumulated depreciation is associated with the asset in OFA; the accumulated depreciation GL object code is not listed. Therefore, use the Crosswalk in Appendix C to determine which asset cost codes go with which accumulated depreciation codes.
 3. List object codes 1029 and 1323 separately and below your other asset object codes. These “clearing” accounts should always have a zero balance. However, if there is a balance, it will usually cause a variance on one of the other object codes, and you will want to isolate that.
- i** Appendix D contains an example of a format for your consideration.
- G. Once you have all your data grouped and summarized, calculate the difference on each object code combination between the Oracle Assets data and your General Ledger data. The next step will walk you through the common reconciling items.

Step 3: Find Reconciling Items

A. Equipment Asset codes (1000-1130)

There should be no variance between the Assets balances and OFA. If there is a variance, the typical reasons are:

1. **A balance in the 1029 clearing account offsets the variance in the asset codes.**

If there is a balance in 1029, look to see if it offsets your variance – it can affect either the Equipment object codes (1000-1130) or the WIP object codes (1140-1153). A balance in 1029 happens if the sub-ledger accounting cannot generate one side of an entry due to cross-validation rules or some other anomaly. If you find the "other side" of the 1029 entry, notify FAR, who will work with you to resolve the accounting rule problem, and book the entry if needed to clear out the balance.

2. **An asset that is “duplicated” in the Asset Workbench Report.**

If an asset is “split” in any way for nonfinancial purposes (for example, someone wants to list two employee assignments on separate lines and breaks the asset into .5 and .5 or 1 and 1 units), that asset will show up twice in the Asset Workbench report.⁵ To identify any duplicates in the Asset Workbench:

- I. Highlight the “Asset Number” column.
- II. Go to the “Home > Conditional Formatting > Highlight Cell Rules > Duplicate Values” command in Excel (2007 and 2010 only). The command will ask you how you want the duplicate values highlighted. The default method (“light red fill with dark red text”) is the best for the next step. Click “Ok.”
- III. Keep the "Asset Number" column highlighted. Go to the "Data > Filter" command and turn filtering on. The drop-down sign will appear in the header for the Asset Number column.
- IV. Click on the drop-down sign and select "filter by color > font color." Choose the red font if you used the default above. (If you used a different way to highlight the cells, you will need to alter your filter to match what you used.)
- V. Once you click on the font color (or other indicator you used), Excel will limit what you see to only those rows that contain duplicate asset numbers.

⁵ This is a report-only issue – the two lines on the Asset Workbench carry the same asset number, and if you go into the Asset Workbench screen in OA and call up the asset, the total dollar amount will not be doubled.

- VI. Scroll over to the "Current Cost" column and the "Accumulated Depreciation" column. You will see that the figures are the same on both (or all rows) of each duplicated asset. Hopefully, these duplicate amounts will represent your entire variance or the remainder of your variance after any 1029 entries.
- VII. Note the amounts in whatever format you are using to track explanations for your variances.

B. Building and Land Asset Codes (1200-1240).

A variance in these object codes should be rare. If there is a variance, please contact FAR for assistance in researching the variance.

C. Accumulated Depreciation (1170-1184, 1630).

The only time you should see a variance in the accumulated depreciation codes is in the case of an asset duplicated in the Asset Workbench due to the split issue. See Section 3.A.2 above for more detail.

D. CIP Object Codes (1250-1622).

It will not be unusual to have variances in CIP. Your variances will most likely be a combination of the following.

1. Non-AP transactions booked to the GL on Day 4 or Day 5 of the month's close

We close Assets the morning of Day 4 of the monthly close. However, journals and standard monthly allocations (for example, CIP interest charges) can still be posted to assets-related object codes until the 9 am deadline on Day 5 of the close. Any journals posted to the CIP object codes on Day 4 or Day 5 will not be reflected in the CIP/WIP Aging Report run as of the Assets Close. Refer to your summarized Transaction Listing report and look for debits/credits to 1250-1622. If there are any transactions booked, those will be reconciling items.

2. CIP transactions are "stuck" in Mass Additions

Unlike Equipment purchases or WIP, where the transactions get "stuck" in S680 and it's easy to see the offsetting balance from the Balance Sheet in the general ledger, CIP transactions go straight to the Balance Sheet object codes in the General Ledger regardless of whether the transaction has been "posted" in Oracle Assets. Transactions will automatically post to CIP projects in Oracle Assets unless Oracle Assets cannot "match" the transaction to a project.⁶ If

⁶ A CIP transaction will kick to Mass Additions if any segment of the coding does not match the Shell Asset created by FAR. If the coding does not match up, either an AP adjustment should be made to correct the coding. If the

this happens, the transaction will go into Mass Additions, and the tub must manually assign the transaction to the appropriate project (and in most cases resolve what is kicking the automatic assignment out).

- I. Go to your Mass Additions report summary by object code.
 - II. Determine the sum of transactions for object codes 1250-1622.
 - III. Add this sum to your CIP/WIP Aging Report grouping for CIP per Step 2.G.5 and see if it resolves your variance. If so, note the amount in your explanation section and you are complete.⁷
 - IV. If you still have a variance, you will need to drill down to the activity level in both your CIP and WIP Aging Report, and your GL data, and reconcile activity by activity.
3. *A balance in the 1323 clearing account offsets the variance in the CIP codes*

If there is a balance in 1323, look to see if it offsets your variance. A balance in 1323 happens if the sub-ledger accounting cannot generate one side of an entry due to cross-validation rules or some other anomaly. If you find the "other side" of the 1323 entry, notify FAR, who will work with you to resolve the accounting rule problem, and book the entry if needed to clear out the balance.

E. Debt Funded WIP Balance Sheet Object Codes (1140-1143)

For Debt-Funded WIP, the variances come from the same sources as those for the CIP object codes. Follow Steps 3.C.1-5 for anything appearing in object codes 1140-1143. The only difference is that you would look to clearing object code 1029 variances rather than 1323 (see Step 3.A.1).

F. Funded WIP Balance Sheet Object Codes (1144-1153)

A variance in these object codes should be rare; any variances should be reflected in the 6811-6812 balances rather than on the Balance Sheet. If you do find a variance, please contact FAR for assistance in researching the variance.

coding is correct, and the Shell must be corrected or an additional Shell set up, please contact FAR for resolution. One other less common reason could be that a shell was not set up for the appropriate MFE category for a project. In that case, please contact FAR for resolution.

⁷ After completing the reconciliation, please work with the staff responsible for posting Mass Additions for CIP projects to clear these transactions. If left unresolved, FAR would not be able to place the project in service as the balance for the project in the GL will not reconcile to the Oracle Assets balance.

G. S680 Equipment Expense Object Codes (6800-6816)

A balance in the S680 object codes should tie to the Mass Additions report balances you summarized in Step 2.D. A balance in expenses represents transactions not yet posted to an Asset. It will not be unusual to have variances in CIP. Your variances will most likely be a combination of the following.

1. Non-AP transactions booked to the GL on Day 4 or Day 5 of the month's close

We close Assets the morning of Day 4 of the monthly close. However, journals can still be posted to assets-related object codes until the 9 am deadline on Day 5 of the close. Any journals posted to the S6780 object codes on Day 4 or Day 5 will not be reflected in the Mass Additions report run as of the Assets Close. Refer to your summarized Transaction Listing report and look for debits/credits to S680. If there are any transactions booked, those will be reconciling items.

2. A transaction moved to the Delete queue before the AP Adjustment is loaded to Mass Additions

If you find that you still have a variance after accounting for the items in #1, it could be that a transaction was moved to the delete queue and caused the AP adjustment to get "stuck" in the transfer from the GL. Any transaction that does not balance in the delete queue will be moved by FAR to tub review before the Assets close. However, if the AP adjustment was done on the final day, the transfer might not occur. Therefore, look for items in "tub review" on your Mass Additions report, and see if there is an offsetting ap adjustment reflected in the GL that does not appear in your mass additions.

Step 4: Unidentifiable Variances

If after following all the steps in Section 3, you still have an unidentifiable variance, please email FAR, with your completed reconciliation and all report files attached.

Appendix C: Crosswalk of Accumulated Depreciation Object Codes to Asset Object Codes

Key	Obj Code	Obj Description	Key	Obj Code	Obj Description
A	1000	CO^Equip, General, Nonsponsored	A	1170	CO^Equip General, Acc Depr
B	1001	CO^Equip, General, Sponsored	B	1171	CO^Equip General Sponsored, Acc Depr
K	1002	General Equipment, Non-Consolidating Tubs	C	1172	CO^Equip Computer, Acc Depr
L	1003	CO^Equip, Scientific, Nonsponsored	D	1173	CO^Equip Computer Sponsored, Acc Depr
M	1004	CO^Equip, Scientific, Sponsored	E	1174	CO^Equip Residential F+F, Acc Depr
A	1020	CO^Equip, Debt-financed, General	F	1175	CO^Equip Residential F+F Sponsored, Acc Depr
L	1021	CO^Equip, Debt-financed, Scientific	G	1176	CO^Equip Ofc F+F, Acc Depr
A	1029	CO^Equipment Clearing Account	H	1177	CO^Equip Ofc F+F Sponsored, Acc Depr
C	1030	CO^Equip, Computer, Nonsponsored	I	1178	CO^Equip Vehicle, Acc Depr
D	1031	CO^Equip, Computer, Sponsored	J	1179	CO^Equip Vehicle Sponsored, Acc Depr
N	1032	CO^Equip, Software, Nonsponsored	K	1180	Equipment Acc Depr (Non-Cons Tubs)
O	1033	CO^Equip, Software, Sponsored	L	1181	CO^Equip, Scientific, Nonsponsored, Acc Depr
C	1050	CO^Equip, Debt-financed, Computer	M	1182	CO^Equip, Scientific, Sponsored, Acc Depr
N	1051	CO^Equip, Debt-financed, Software	N	1183	CO^Equip, Software, Nonsponsored, Acc Depr
E	1060	CO^Equip, Residential F+F, Nonsponsored	O	1184	CO^Equip, Software, Sponsored, Acc Depr
F	1061	CO^Equip, Residential F+F, Sponsored			
E	1080	CO^Equip, Debt-financed, Residential F+F			
G	1090	CO^Equip, Ofc F+F, Nonsponsored			
H	1091	CO^Equip, Ofc F+F, Sponsored			
G	1100	CO^Equip, Debt-financed, Ofc F+F			
I	1120	CO^Equip, Vehicle, Nonsponsored			
J	1121	CO^Equip, Vehicle, Sponsored			
I	1130	CO^Equip, Debt-financed, Vehicle			

Appendix D: Tub Reconciliation Example – See Excel File for usable Template

GL TO OA Reconciliation - 11/30/14

OA Source	Obj Code from GL/ Asset CostAccount from OA		OA Balance	GL	Variance	reason for reconciling item	\$ amount of reconciling items	remaining variance
Asset Workbench	1200	Facil Bldgs PIS	167,353,728.57	167,353,728.56	0.01			
Asset Workbench	1230	Land Acquisition	550,000.00	550,000.00	-			
Asset Workbench	1240	Capital Leasehold Improvements	6,790,823.79	6,790,823.79	-			
Asset Workbench	1630	CO^Facil Bldg Accumulated Depreciation	(121,574,579.40)		(0.03)			
Asset Workbench	1630	CO^Facil Bldg Accumulated Depreciation	(4,819,739.92)	(126,394,319.29)				
			<u>48,300,233.04</u>	<u>48,300,233.06</u>	<u>(0.02)</u>			<u>(0.02)</u>
CIP/WIP Aging		WIP	<u>195,657.69</u>	<u>196,112.14</u>	<u>(454.45)</u>	A	454.45	<u>(0.00)</u>
			<u>195,657.69</u>	<u>196,112.14</u>	<u>(454.45)</u>			<u>(0.00)</u>
						D	6,838.93	
						B	1,100.00	
CIP/WIP Aging		CIP	<u>3,373,139.94</u>	<u>3,440,817.97</u>	<u>(67,678.03)</u>	B	18,608.24	
			<u>3,373,139.94</u>	<u>3,440,817.97</u>	<u>(67,678.03)</u>	B	41,130.86	<u>0.00</u>
								<u>0.00</u>
na/ - not in Oracle As:	1029	CO^Equipment Clearing Account		(6,838.93)	6,838.93	D	(6,838.93)	-
			<u>-</u>	<u>(6,838.93)</u>	<u>6,838.93</u>			<u>-</u>
			<u>62,128,317.29</u>	<u>62,003,414.86</u>	<u>124,902.43</u>			<u>(0.02)</u>

GL TO OA Reconciliation - 11/30/14

OA Source	Obj Code from GL/ Asset CostAccount from OA		OA Balance	GL	Variance	reason for reconciling item	\$ amount of reconciling items	remaining variance
Asset Workbench	1000	CO^Equip, General, Nonsponsored	2,407,032.16	2,059,140.60	-			-
Asset Workbench	1001	CO^Equip, General, Sponsored		347,891.56				-
Asset Workbench	1003	CO^Equip, Scientific, Nonsponsored	24,127,305.52	13,439,009.25	-			-
Asset Workbench	1004	CO^Equip, Scientific, Sponsored		10,688,296.27				-
Asset Workbench	1020	CO^Equip, Debt-financed, General	729,449.43	729,449.43	-			-
Asset Workbench	1030	CO^Equip, Computer, Nonsponsored	3,540,813.98	1,539,990.47	470,389.90	C	(470,389.90)	-
Asset Workbench	1031	CO^Equip, Computer, Sponsored		1,530,433.61				-
Asset Workbench	1032	CO^Equip, Software, Nonsponsored	472,456.61	380,469.54	-			-
Asset Workbench	1033	CO^Equip, Software, Sponsored		91,987.07				-
Asset Workbench	1090	CO^Equip, Ofc F+F, Nonsponsored	2,935,898.52	2,901,033.37	(0.00)			(0.00)
Asset Workbench	1091	CO^Equip, Ofc F+F, Sponsored		34,865.15				-
Asset Workbench	1100	CO^Equip, Debt-financed, Ofc F+F	485,581.02	485,581.02	-			-
Asset Workbench	1120	CO^Equip, Vehicle, Nonsponsored	264,686.80	24,852.50	-			-
Asset Workbench	1121	CO^Equip, Vehicle, Sponsored		239,834.30				-
Asset Workbench	1170	CO^Equip General, Acc Depr	(2,092,102.55)	(1,765,030.01)	-			-
Asset Workbench	1171	CO^Equip General Sponsored, Acc Depr		(327,072.54)				-
Asset Workbench	1172	CO^Equip Computer, Acc Depr	(2,792,190.85)	(1,216,777.19)	(284,193.90)	C	284,193.90	-
Asset Workbench	1173	CO^Equip Computer Sponsored, Acc Depr		(1,291,219.76)				-
Asset Workbench	1176	CO^Equip Ofc F+F, Acc Depr	(1,967,924.31)	(1,933,059.16)	(0.00)			(0.00)
Asset Workbench	1177	CO^Equip Ofc F+F Sponsored, Acc Depr		(34,865.15)				-
Asset Workbench	1178	CO^Equip Vehicle, Acc Depr	(264,686.80)	(24,852.50)	-			-
Asset Workbench	1179	CO^Equip Vehicle Sponsored, Acc Depr		(239,834.30)				-
Asset Workbench	1181	CO^Equip, Scientific, Nonsponsored, Acc Depr	(17,184,053.60)	(9,384,525.70)	-			-
Asset Workbench	1182	CO^Equip, Scientific, Sponsored, Acc Depr		(7,799,527.90)				-
Asset Workbench	1183	CO^Equip, Software, Nonsponsored, Acc Depr	(402,979.31)	(300,152.71)	-			-
Asset Workbench	1184	CO^Equip, Software, Sponsored, Acc Depr		(102,826.60)				-
Asset Workbench		EQUIPMENT	<u>10,259,286.62</u>	<u>10,073,090.62</u>	<u>186,196.00</u>			<u>(0.00)</u>

GL TO OA Reconciliation - 11/30/14

OA Source	Obj Code from GL/ Asset CostAccount from OA	OA Balance	GL	Variance	reason for reconciling item	\$ amount of reconciling items	remaining variance
Mass Additions Repor	6801 Noncomputer Equip, Non-Sponsored^Equip	10,000.00	10,000.00	-			-
Mass Additions Repor	6802 Noncomputer Equip, Sponsored^Equip >=\$5000			-			-
Mass Additions Repor	6803 Computer, Non-Sponsored^Equip >=\$5000	7,500.00	7,500.00	-			-
Mass Additions Repor	6804 Computer, Sponsored^Equip >=\$5000			-			-
Mass Additions Repor	6805 Residential Furn+Fixtures, Non-Sponsored^Equip >=\$5000			-			-
Mass Additions Repor	6806 Residential Furn+Fixtures, Sponsored^Equip >=\$5000			-			-
Mass Additions Repor	6807 Office Furn+Fixtures, Non-Sponsored^Equip	8,000.00	8,000.00	-			-
Mass Additions Repor	6808 Office Furn+Fixtures, Sponsored^Equip >=\$5000			-			-
Mass Additions Repor	6809 Vehicle, Non-Sponsored^Equip >=\$5000			-			-
Mass Additions Repor	6810 Vehicle, Sponsored^Equip >=\$5000			-			-
Mass Additions Repor	6811 Non-Sponsored Work in Progress^Equip >=\$5000			-			-
Mass Additions Repor	6812 Sponsored Work in Progress^Equip >=\$5000	15,873.97	17,350.44	(1,476.47) A		1476.47	-
Mass Additions Repor	6813 Scientific Equipment, Non-Sponsored^Equip >=\$5000			-			-
Mass Additions Repor	6814 Scientific Equipment, Sponsored^Equip >=\$5000	75,000.00	75,000.00	-			-
Mass Additions Repor	6815 Software, Non-Sponsored^Equip >=\$5000			-			-
Mass Additions Repor	6816 Software, Sponsored^Equip >=\$5000			-			-
		<u>116,373.97</u>	<u>117,850.44</u>	<u>(1,476.47)</u>			<u>-</u>

A Journal posted Day 4-5 in GL, not in Assets for November
 B CIP Items in Mass Additions
 C Asset xxx duplicated in Asset Workbench report.
 D 1029 balance offsets variance