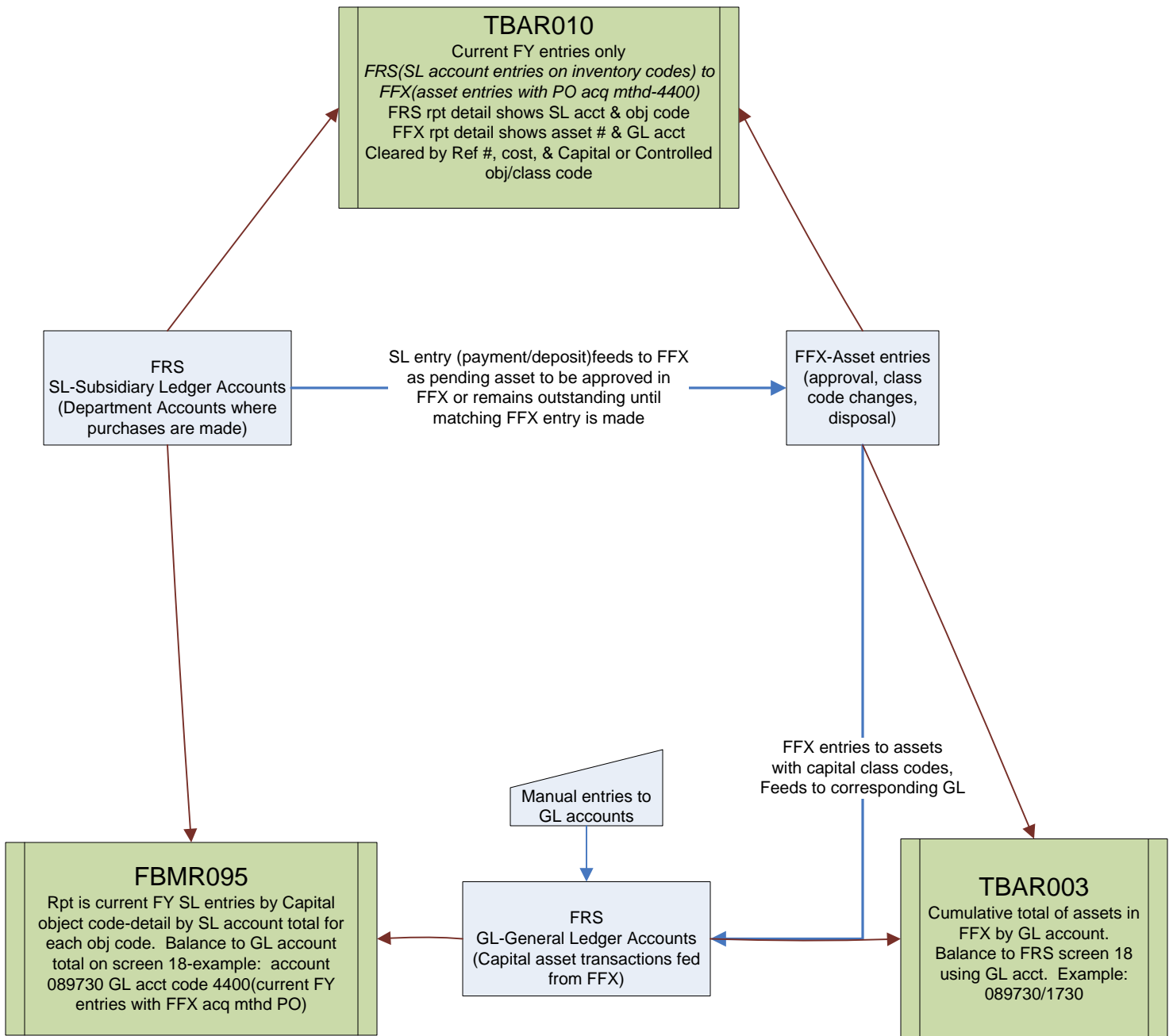


Fixed Assets Reconciling SL-GL-FFX

Updated 4/30/12



FBMR095 Reconciliation

Reconciling FFX to FRS by GL Account

Reconciling current FY expenditures with Capital codes to Fixed Assets with PO (4400) as acquisition method-by GL account (AFR Category). Reconciled at month end, reviewed, signed, and dated by Property Manager. File for retention and audit review.

Report Needed

- FBMR095B-Acct SUM/SL'S 100000-999999 8000-8999 Subsidiary Ledger By Object Code with Detail of All S/L Accounts
- Generated by FAMIS at month end. May be seen in DocumentDirect for the Internet.

FIXED ASSET EXPENDITURE RECONCILIATION SUMMERY is a spreadsheet that is used to reconcile current fiscal year expenditures using capital object codes in the FRS module to assets that are approved in the FFX module with PO (4400-current year purchase) as the acquisition method.

- The figures on the left side of the spreadsheet are from the FBMR095 and show the expenditures in FRS using capital object codes. The end of the report will have a summary of expenses by object code, use the column labeled-ACTUALS FISCAL YEAR. After putting the figures in the spreadsheet the total at the bottom should match the ACCOUNT TOTAL on the FBMR095. The object codes on the spreadsheet are grouped by GL Account (Land-089700, Buildings-089705, etc.).
- The right side of the spreadsheet is the FFX side and the figures come from FRS screen 80 subcode 4400. Thru Month field should be changed to month that is being reconciled. These are totals of the capital entries in FFX using PO as the acquisition method that feed to the GL Accounts.

Out of Balance between FRS and FFX

- Lease Purchase (8350, 8371, 8375) and Books (8510 & 8512)-these codes are not included in the TBAR010, and the Capital Exception totals from the TBAR010 should bring the total FRS/FFX difference to zero.
- Monitor sub code 8350-Lease Purchase-often rentals are coded LP and corrections must be made by Accounts Payable to the voucher before year end.
- Differences between 089730-Equipment and 089735-Vehicles should be checked. The class codes 841506 & 841508 are not a direct match to object code 8415. Assets coded 841506 & 841508 (GL 089730-equipment) should be coded by Accounts Payable to 8425 (GL 089730). The assets will be approved in FFX with 841506 & 841508 class codes.

Year End- All GL account to Sub code Summary differences should be zero.

TBAR010 Reconciliation

**Reconciling current FY expenditures with inventory codes to
Fixed assets with PO (4400) as acquisition method.**

Match by reference number, amount and capital or controlled codes. Reconciled weekly and given to Property personnel as list for approvals and corrections. Month end reconciliation must be reviewed, signed and dated by Property Manager. File for retention and audit review.

Report Needed

- TBAR010-RECONCILIATION OF CAPITAL EXPENDITURES contains capital and non-capital inventory object and class codes
- Generated by FAMIS weekly after Friday close, and at month end. May be seen in DocumentDirect for the Internet.
- The TBAR010 is divided into Capital (detail), all exceptions (Ref# & Amt only), and Non-Capital (detail). It compares expenditures in FRS using inventory object codes to approvals of, or changes to assets in FFX using PO as the acquisition method (account code 4400).
 - The FFX side has Ref #, Asset #, GL Acct, Class Code, and Amt.
 - The FRS side has Ref #, SL Acct #, Object Code, and Amt.
- Exceptions (non-matching entries) are noted with *'s. The following are the criteria for matching:
 - Reference #
 - Capital Object Code (FRS) to Capital Class Code (FFX), or Controlled to Controlled, codes need not be exact match (8425 to 8425), just Capital to Capital or Controlled to Controlled
 - Amount
 - Not included in the exceptions are instances when the class code and the object code are in different GL accounts. A frequently occurring example is that assets approved with class code 841506 & 841508 are in GL account 089730 (equipment), yet FRS object code 8415 is grouped with 089735 (vehicle) codes. This will show up in the FBMR095 recon. To correct, a DCR submitted or request should be sent to Accounts Payable for each voucher changing from 8415 to 8425, which is in the equipment GL account 089730. The assets will be approved with 841506 & 841508.

The reconciliation spreadsheet lists only the exceptions and allows for notes to be entered that will carry forward for follow up or noting what exceptions “clear” another entry with a different reference number.

At year end the TBAR010 should be out of balance by the assets approved in class codes 851001-Books depr and 851201 Books non depr. The current FY dollar amounts for Books will be approved with a PO (4400) acquisition and is included on the TBAR010 as an FFX entry; however FRS entries using 8510 and 8512 are not included in this report.

TBAR003 Reconciliation
Reconciling FFX Capital Asset total to GL total by GL Account
Reconciled at month end, reviewed, signed, and dated by Property Manager.
File for retention and audit review.

Report Needed

TBAR003-TOTAL OF ASSET/COMPONENTS ON FILE by status

This has the total value of Capital Assets in approved status by GL Account and is reconciled to the total found on FRS Screen 18 for each GL account (089700-1700, 089705-1705, etc.)

Generated by FAMIS at month end. May be seen in DocumentDirect for the internet.

Reasons values do not match

- Class code is changed incorrectly between capital and controlled, or from one GL account to another
- Journal entry is made to the GL account and not reflected in asset values in FFX