

OVC Standard Operating Procedure

Reconciling Purchase Transactions and Expense Claims to Supporting Documentation



Document version: V0.1

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Summary

Topic List	<p>The following contents are contained in this procedure:</p> <ul style="list-style-type: none"> Revision History Reviewer and Approver Block Frequency Scope Scope Exclusions OVC Policy Reference Required Applications and Systems High Level Process Overview High Level Process Map Roles and Responsibilities Reconciling Purchase Transaction and Expense Claims to Supporting Documentation
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Revision History

Version Number	Change Summary	Prepared or Updated By	Effective Date
1.0	Initial Draft	Marie Ducasse	March 29 th , 2016
1.1	Draft Review	Jimmy Weng	May 3 rd , 2016
1.2	Re-write based on draft review	Jimmy Weng	May 6 th , 2016
1.3	Reconciling Purchase Transaction and Expense Claims to supporting Documentation validation	Jimmy Weng	May 10 th , 2016

Reviewer and Approver Block

Document Contact:

- Judy Tack, Chief Financial Officer

I confirm that appropriate subject matter experts from the Operations team were part of the review and testing of this document.

Document Approver:

- Carol Ann Higgins, Chief Administrative Officer
- Judy Tack, Chief Financial Officer

Financial Clerks responsible for this process should test the validity of this on an annual basis to ensure this document remains current. In the event of the reconciliation operations need to amend this process for whatever reason, an appropriate subject matter expert(s) will be empowered to make suitable changes.

Operations:

I confirm that appropriate subject matter experts from the Accounting Services were part of the review of this document.

Document reviewer:

- Judy Tack, Chief Financial Officer

Process Subject Matter Expert/Team Leader:

- Sally Cherry, Administrative Assistant, Accounting Services

I certify that in the event of increasing escalations in support of this document, I will raise the concern with the Chief Financial Officer to initiate an SOP review. I will also provide an appropriate resource to vet future changes to this document on a standard ongoing basis.

Controls:

I confirm that appropriate controls are in place for this process and that it will be tested for on an annual basis through quality reporting.

Should an issue be identified through the quality reporting process, the concern will be escalated to the Chief Financial Officer.

Process Integrity & Change Management:

I confirm that this SOP has consulted all necessary parties to ensure an accurate depiction of the process today. All reasonable efforts have been made to eliminate any procedural gaps.

I certify that in the event that a process gap is identified, I will identify the document owner that will be accountable to close the process gap. In the event of material process changes impacting work-flow, I am responsible to raise the issue in the form of a Change Request and seek agreement from the Chief Financial Officer.

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Frequency

The frequency of the procedures in this SOP document is as follows:

- Daily
- Weekly
- Monthly
- Quarterly
- Annually

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Scope

This SOP describes the reconciliation process for the following items:

- Purchases
- Travel & Expenses Claims
- Petty Cash
- Check Requisitions
- PCard Transactions

This reconciliation process will involve sampling the FRS invoice population above \$50.

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Scope Exclusions

N/A

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University Policy Reference

N/A

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Required Applications and Systems

Application or System Name	Used For :
FRS	Exporting a data report compiling the necessary financial data.

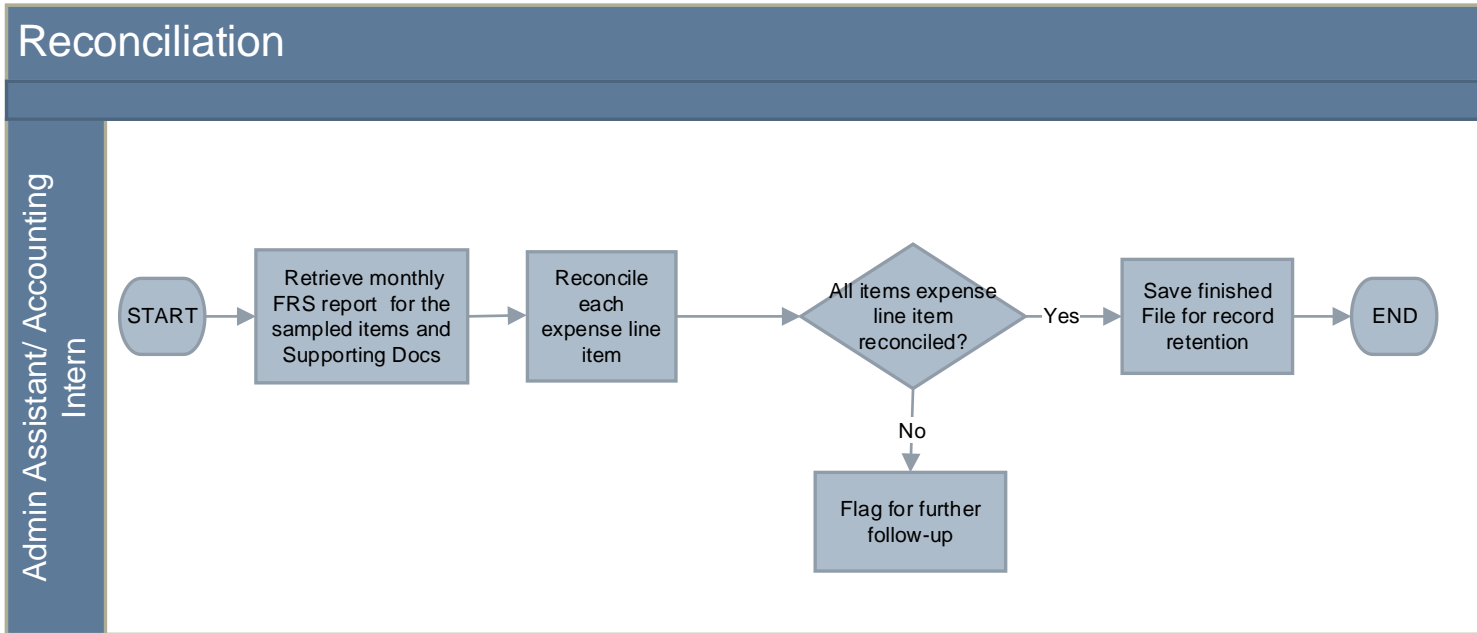
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High Level Process Overview

The following process highlights all the steps to be performed by the Admin Assistant to reconcile the sample of FRS line items to the supporting documentation.

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High Level Process Map



Note: This map is for context only; detailed procedures are provided below.

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Roles and Responsibilities

Reconciling Purchase and Expenses Claims		
Stakeholder		Reconciliation
Internal to OVC	Admin Assistant	R
	Operations Manager	A
University Financial Services	Payables	C

Stakeholder	Description
R - Responsible	Who actually completes task
A - Accountable	Ultimately responsible, has yes/no authority
C - Consulted	To be consulted prior to final decision or action
I - Informed	To be informed after action decision or action is taken

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Reconciling Purchase Transaction and Expense Claims to Supporting Documentation

Purpose	The aim of this reconciliation process is to validate that proper controls are in place to ensure that both operating and research grant revenues are spent appropriately, that University funds are properly safeguarded, and that proper accountability is maintained.
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Step	Action
1	<ul style="list-style-type: none"> • On a monthly basis the CFO will generate a report containing the sample of items to reconcile • Retrieve this report from the Shared Drive <p>Note: This report contains the items to reconcile for the following populations:</p> <ul style="list-style-type: none"> - Purchase Orders - SMC Orders - Travel & Expense Claims - Check Requisition - Petty Cash - Procurement Card transactions - Purchases without Purchase Order

2	<ul style="list-style-type: none">• Open the Excel file report containing all the items sampled for reconciliation• Reconcile all the items with the supporting documentation provided by the clerks.• Ensure that<ul style="list-style-type: none">- Correct amounts have been charged to the correct grant- Proper authorization of expense- Invoice quantities and amounts match the Packing Slip, Purchase Order and Requisition Form- Expenses are appropriate for the funding source <p>Note: in case of missing supporting documentation:</p> <ul style="list-style-type: none">- Contact the appropriate Financial Clerk for missing Purchase Order- Contact Payables for missing Invoice <p>Tip: Use the “Status” column on the very right of the file for you to be able to save your progress during the reconciliation process and to flag the items that need further investigation and follow-up.</p>
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