RECON@UVa
An automated system for Expenditure Reconciliations
Recon@UVa

- Automates manual process
- Policies/Procedures/Guidelines
  - Reconciliation period = 15 calendar days (or per approved alternate schedule)
- Is it mandatory?
Features

- Web based
- No printing
- Clearly defined roles and workflow
- Alternates
- Enter comments
- Flag outstanding issues
- Add/subtract reconciling items
- No approval required for inactive PA
Roles

- Reconciliation Roles
  - Preparer
  - Approver
  - Fiscal Oversight (optional)

- Viewer Roles
  - Fiscal Officer
  - Dean/Vice President
Notified when month-end data available (usually 1st of month).

Optional role to assist in review and approval process.

Notified of accounts ready for approval or overdue.

Notified if any account has not been reconciled after 60 days.

Notified if any account has not been reconciled after 90 days.
Alternate Assignments

- Alternates for any reconciler role
- Knowledge and authority
- Same access as “Person of Record”
- “Person of Record” retains fiduciary responsibility

**Note:** An alternate will not be assigned if the new role would conflict with an existing role on the selected PA.