

# PROJECT ADVANCE FUND RECONCILIATION

A reconciliation of Project Advance Funds should be submitted quarterly, or at a minimum, every semester. Unused funds may be kept by the Custodian if the project is still open, and purchases related to the fund are still ongoing. Expended funds should be reconciled by turning in the original fund approval email, the completed Project Advance Fund Log, all applicable receipts, signatures or email confirmation that gift cards were received by participants, and account confirmation. If the project is complete and there are unused funds, those funds should be returned to the Bursar's Office. A copy of the receipt provided by the Bursar's Office should be included in the final reconciliation/closing of the Project Advance Fund. Failure to complete a reconciliation in the appropriate time frame could result in the immediate closure of the project advance with a payroll deduction to return the funds to the University.

## How to Enter a Project Advance Reconciliation in Payment Request

Once all documentation is gathered, a payment request should be entered using supplier ID 0000011523, KSU Other. Please add a comment referencing who the reconciliation is for and the project number. The reconciliation will be entered using account 132911.

### PAYMENT REQUEST STEP 1/PAGE 1

- 1) In the **invoice number** field, enter **PAR Custodian's Last Name**
- 2) In the **description** include the custodian's name and grant/project number.
- 3) Enter the **amount** being reconciled in the **Cost Sub-Total** field.
- 4) Attach all supporting documentation using the **Attachments** link.
- 5) Add "Project Advance Reconciliation – First Name Last Name – Grant/Project xxxxxx" to the **Notes/Comments** box.
- 6) Click **Next**

#### Payment Request

Payment Request

Summary Information Supplier Information Invoice Details Review and Submit

Exit Save for Later Next

Summary Information - Step 1 of 4

Instructions ?

\*Business Unit 43000 Invoice Number PAR Smith Entered By Heather Le Mead  
Request ID Invoice Date 06/11/2024 Entered Datetime 06/11/2024 10:04AM

Description J Smith - Grant 421111 Attachments (1)

Cost Sub-Total 1000.00

Misc Charge Amount  
Freight Amount

Total Amount 1000.00 \*Currency USD

Notes/Comments Project Advance Reconciliation - John Smith - Grant 421111

196 characters remaining

Exit Save for Later Next

PAYMENT REQUEST STEP 2/PAGE 2

- 1) *Supplier ID will be 0000011523 – KSU Other*
- 2) *Click Next*

Payment Request

Summary Information    **Supplier Information**    Invoice Details    Review and Submit

Exit   Save for Later   < Previous   Next >

**Supplier Information - Step 2 of 4**

Instructions ⓘ

Business Unit 43000    Invoice Number PAR Smith    Entered By Heather Le Mead  
Request ID    Invoice Date 06/11/2024    Entered Datetime 06/11/2024 10:04AM

**Supplier Address**

Supplier ID 0000011523  
Supplier KSU Other

Supplier Search

1000 Chastain Rd  
MD 9110  
Kennesaw, GA 30144

Exit   Save for Later   < Previous   **Next >**

PAYMENT REQUEST STEP 3/PAGE 3

- 1) *Select **Add Lines***
- 2) *Enter the **Description***
- 3) *Enter the **Line Amount***
- 4) *Enter **SpeedChart Key**. **Note:** Click the magnifying glass next to select a SpeedChart Key. This should be the same speedchart that the original project advance request was issued from.*
- 5) *The **account number** will be **132911**.*
- 6) *Use the scroll bar to scroll right and enter the Budget Reference (current fiscal year)*
- 7) *Click **OK** to return to page 3.*
- 8) *Click **Next***

Payment Request

Summary Information    Supplier Information    **Invoice Details**    Review and Submit

Exit   Save for Later   < Previous   Next >

**Invoice Details - Step 3 of 4**

Instructions ⓘ

Business Unit 43000    Invoice Number PAR Smith    Entered By Heather Le Mead  
Request ID    Invoice Date 06/11/2024    Entered Datetime 06/11/2024 10:04AM

Line	Description	Quantity	Unit	Unit Price	Line Amount
1	PAR Smith				1000.00

**Add Lines**

\*Cost Sub-Total 1000.00  
Misc Charge Amount  
Freight Amount

Total Amount 1000.00 \*Currency USD

Exit   Save for Later   < Previous   **Next >**

Entered Datetime 06/11/2024 10:04AM

Add a New Line

Instructions ?

Line	Description	Quantity	Unit	Unit Price	Line Amount	SpeedChart Key
1	PAR Smith				1000.00	05013

Accounting Details

Line	Quantity	*Amount	*GL Business Unit	Account	Fund Code	Department	Program Code	Class
1		1000.00	43000	132911	0000	1005013	11100	110

OK Cancel

**PAYMENT REQUEST STEP 4/PAGE 4**

- 1) Review the request to confirm all information is correct.
- 2) If not correct, return to applicable page(s) and make necessary updates.
- 3) If all information is correct, click **Submit**
- 4) A pop-up message will appear, click **OK**
- 5) Your Project Advance Reconciliation has been submitted and will route to the appropriate approvers

Payment Request

Summary Information    Supplier Information    Invoice Details    **Review and Submit**

Exit    Save for Later    Previous

**Review and Submit - Step 4 of 4**

Business Unit 43000 Request ID	Invoice Number PAR Smith Invoice Date 06/11/2024	Entered By Heather Le Mead Entered Datetime 06/11/2024 10:04AM
Description J Smith - Grant 421111 Supplier KSU Other	Total Amount 1000.00    USD	Request Status New

Click the "Review" button to review the detailed request.  
Click the "Submit" button to submit your request.

Review    Submit

Exit    Save for Later    Previous

**\*\*For a job aid on entering a payment request, please see**

[https://fiscalservices.kennesaw.edu/docs/PeopleSoft\\_HowToEnterPaymentRequest.pdf](https://fiscalservices.kennesaw.edu/docs/PeopleSoft_HowToEnterPaymentRequest.pdf)

**If you are referencing "How to Enter a Payment Request" job aid the above steps begin at step 7. \*\***