Monthly Reconciliation of NSF LOC Awards

Effective Date: April 8, 2022
Function: Finance (Treasury)
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Basis for Procedure

This document describes how Central Office completes a monthly reconciliation of National Science Foundation (NSF) awards.

Procedure Summary

The NSF letter of credit (LOC) reconciliation is prepared monthly to ensure all active NSF LOC awards available cash balance matches the NSF Research.gov ACM$ balance and to research and resolve any discrepancies.

Procedure

Step	Role or Responsibility	References or Tips
Extract Oracle cumulative grant to date data by running Report Center query "GS LOC Cumulative Expenditures Bill to Sponsors". Use month end date of previous month and filter for sponsor NSF. Report must be exported into Excel format and filtered for awards in Active or On Hold Status only (include closed awards if a VLOOKUP does not provide a match between ACM$ and Oracle).	Central Office (CO)Treasury	Query file path: Shared Folders/650 Central Office/Finance Office
On last day of month, Download ACM$ cash request form in Excel format. This form provides all Active NSF awards, Budget, Cash requests to date and available cash balance. Unprotect the workbook when downloaded.	CO Treasury	www.research.gov
Save both excel files to T Drive or combine both excel files into one workbook with separate tabs for Oracle data and for ACM$ data.	CO Treasury	T:/Accounts Receivable-Letter of Credit/NSF/NSF monthly balancing

Insert columns in Oracle data worksheet for NSF reporting ID number (populate using numerical value only of NSF sponsor ID) and calculation of available cash balance (budget amount – Cash receipts)	CO Treasury	
Insert columns into ACM$ worksheet for VLOOKUP from Oracle data; add calculation to find any variances; add reconciliation notes and convert column A "Federal Award ID" from text to numerical value	CO Treasury	
Perform VLOOKUP function from Oracle data of available cash balance into ACM$ worksheet for comparison of cash balances	CO Treasury	
Perform calculation in ACM$ worksheet to identify any variances between Oracle and ACM$ Net available funds.	CO Treasury	
Research all variances and add notes in worksheet to explain variance or action taken to resolve discrepancy	CO Treasury	
Follow up with appropriate campuses on problem awards	CO Treasury	

Definitions

ACM$ - "Award Cash Management Service." [Web Based system](#) for payment for National Science Foundation (NSF)

Related Information
[Calculating Drawdown Amounts for LOC Awards](#)

Forms
None

Change History

Date	Summary of Change
April 8, 2022	New document.

Feedback
Was this document clear and easy to follow? Please send your feedback to webfeedback@rfsuny.org.