



**THE VIRGIN ISLANDS DEPARTMENT OF EDUCATION
GRANTS MANAGEMENT & REPORTING POLICY AND PROCEDURES**

Policy/Procedure Title:	GM 1.10 – Reconciling Tyler MUNIS to G5
Purpose:	This procedure establishes guidelines for reconciling Tyler MUNIS to G5
Definitions:	PO – Purchase Order G5 – US Department of Education’s Official Record System
Policy:	<ol style="list-style-type: none"> 1. The Chief Financial Officer reconciles the Tyler MUNIS to the USDOE G5 system of record on a monthly basis. 2. Reports are generated at the close of business on the last day of the month

Procedure:
<p>On a monthly basis the expenditures recorded, for all active grants, in the MUNIS system, are reconciled to the corresponding draws as recorded in the G5 system. This process validates funds that have been drawn from federal grants against which expenditures have been incurred. This process entails the following:</p> <ol style="list-style-type: none"> 1. Flexible reports are generated from the reporting module in MUNIS for each active grant on the first business day following the end of a month. 2. The Chief Financial Officer accesses the US Department of Education G5 system (USDOE G5) via the Internet and performs a search to identify all active grants. G5 reports are generated for all active grants. 3. The Chief Financial Officer compares and agrees the Flex report total expenses in MUNIS to the Net Draws reflected on the G5 report. (Note: The Net authorization (Grant Award) as reported in the G5 system <i>must</i> agree to the aggregated award amount in MUNIS on a monthly basis). 4. Differences identified are researched and appropriate actions are taken to reconcile MUNIS balance to G5 balance. Such actions may include and are not limited to; <ul style="list-style-type: none"> • Posting of journal entries to adjust award amounts • Posting of journal entries to correct posting errors • Processing draw adjustments • Processing adjustments to expenditures in the MUNIS system • Accounting for PO’s issued that have not been liquidated 5. All reconciling activities are recorded on G5 Reconciliation Excel Worksheet. 6. Completed worksheets are signed and dated by the preparer and the approver, and are



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disseminated to senior management at OMB, VIDE, and other stakeholders as determined by the due date. (20th of each month)