# Attachment: PMO Financial Tracking Documents

The **PO Tracking** spreadsheet includes financial transactions for all projects, including requisitions/POs, Journal Entries, Invoice Certifications, and Change Order Requests.

The PMO generates the **Financial Tracking Master** report from the Financial Management (Oracle Cloud) General Ledger; it shows all financial activity by project. The PMs reconcile the Project Financial Statements for their projects to the General Ledger using this report.

The **Zero Balance Open Report** is a subset of the Financial Tracking Master that highlights projects with projected balances of zero that are completed but not closed due to remaining open commitments.

The **Reconciliation Report** provides summary account information and status updates from the PMs for projects with financial issues.

PO Tracking - PO Requests 2014

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| **Project #** | **PM** | **Requested** | **Vendor** | **Amount** | **Requisi tion #** | **Requisition Entered** | **Requisition Submitted** | **Requisition Approved 1** | **Requisition Approved 2** | **PO #** | **PO****Created** | **PO to Vendor** | **PO to PM** | **Amount Paid** | **Paid Date (GL)** | **Notes** |
| XXXX-XXXX | PM's Name | MM/DD/YY | Vendor Name | $ Amount | Req# | MM/DD/YY | MM/DD/YY | MM/DD/YY | MM/DD/YY | PO# | MM/DD/YY | MM/DD/YY | MM/DD/YY | $ Amount | MM/DD/YY |
| XXXX-XXXX | PM's Name | MM/DD/YY | Vendor Name | $ Amount | Req# | MM/DD/YY | MM/DD/YY | MM/DD/YY | MM/DD/YY | PO# | MM/DD/YY | MM/DD/YY | MM/DD/YY | $ Amount | MM/DD/YY |
| XXXX-XXXX | PM's Name | MM/DD/YY | Vendor Name | $ Amount | Req# | MM/DD/YY | MM/DD/YY | MM/DD/YY | MM/DD/YY | PO# | MM/DD/YY | MM/DD/YY | MM/DD/YY | $ Amount | MM/DD/YY |
| XXXX-XXXX | PM's Name | MM/DD/YY | Vendor Name | $ Amount | Req# | MM/DD/YY | MM/DD/YY | MM/DD/YY | MM/DD/YY | PO# | MM/DD/YY | MM/DD/YY | MM/DD/YY | $ Amount | MM/DD/YY |
| XXXX-XXXX | PM's Name | MM/DD/YY | Vendor Name | $ Amount | Req# | MM/DD/YY | MM/DD/YY | MM/DD/YY | MM/DD/YY | PO# | MM/DD/YY | MM/DD/YY | MM/DD/YY | $ Amount | MM/DD/Y | PO Canceled per PM |
| XXXX-XXXX | PM's Name | MM/DD/YY | Vendor Name | $ Amount | Req# | MM/DD/YY | MM/DD/YY | MM/DD/YY | MM/DD/YY | PO# | MM/DD/YY | MM/DD/YY | MM/DD/YY | $ Amount | MM/DD/YY |
| XXXX-XXXX | PM's Name | MM/DD/YY | Vendor Name | $ Amount | Req# | MM/DD/YY | MM/DD/YY | MM/DD/YY | MM/DD/YY | PO# | MM/DD/YY | MM/DD/YY | MM/DD/YY | $ Amount | MM/DD/YY |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | Open Commitment |
| Subtotals |  |  |  | $ - |  |  |  |  |  |  |  |  |  | $ - |  | $ - |
|  |  |  |  |  |  |  |  |  |  |  |  |  | Unlogged Open Commitments: | $ 87,001.28 |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | $ 87,001.28 |
|  |  |  |  |  |  |  |  |  |  |  |  | Date Commits Last Reconciled: | 1/16/2014 | $ (432,634.57) |

PO Tracking - JEs 2014

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| **Project #** | **PM** | **Requested** | **What** | **Recipient** | **Amount** | **Account (To)** | **Subcode (From)** | **Verified** | **JE****Submitted** | **JE #** | **JE****Approved** | **GL Date** | **Copy to PM** | **Copy to Client** | **Notes** |
| XXXX-XXXX | PM Name | MM/DD/YY | Refund | Recepient Name | $ Amount | Account# | Subcode | MM/DD/YY | MM/DD/YY | JE# | MM/DD/YY | MM/DD/ | MM/DD/YY |  |
| XXXX-XXXX | PM Name | MM/DD/YY | Refund | Recepient Name | $ Amount | Account# | Subcode | MM/DD/YY | MM/DD/YY | JE# | MM/DD/YY | MM/DD/ | MM/DD/YY |  |
| XXXX-XXXX | PM Name | MM/DD/YY | Refund | Recepient Name | $ Amount | Account# | Subcode | MM/DD/YY | MM/DD/YY | JE# | MM/DD/YY | MM/DD/ | MM/DD/YY |  |
| XXXX-XXXX | PM Name | MM/DD/YY | Refund | Recepient Name | $ Amount | Account# | Subcode | MM/DD/YY | MM/DD/YY | JE# | MM/DD/YY | MM/DD/ | MM/DD/YY |  |
| XXXX-XXXX | PM Name | MM/DD/YY | Refund | Recepient Name | $ Amount | Account# | Subcode | MM/DD/YY | MM/DD/YY | JE# | MM/DD/YY | MM/DD/ | MM/DD/YY |  |
| XXXX-XXXX | PM Name | MM/DD/YY | Refund | Recepient Name | $ Amount | Account# | Subcode | MM/DD/YY | MM/DD/YY | JE# | MM/DD/YY | MM/DD/ | MM/DD/YY |  |
| XXXX-XXXX | PM Name | MM/DD/YY | Return | Recepient Name | $ Amount | Account# | Subcode | MM/DD/YY | MM/DD/YY | JE# | MM/DD/YY | MM/DD/ | MM/DD/YY |  |
| XXXX-XXXX | PM Name | MM/DD/YY | Return | Recepient Name | $ Amount | Account# | Subcode | MM/DD/YY | MM/DD/YY | JE# | MM/DD/YY | MM/DD/ | MM/DD/YY |  |
| XXXX-XXXX | PM Name | MM/DD/YY | Refund | Recepient Name | $ Amount | Account# | Subcode | MM/DD/YY | MM/DD/YY | JE# | MM/DD/YY | MM/DD/ | MM/DD/YY |  |
| XXXX-XXXX | PM Name | MM/DD/YY | Refund | Recepient Name | $ Amount | Account# | Subcode | MM/DD/YY | MM/DD/YY | JE# | MM/DD/YY | MM/DD/ | MM/DD/YY |  |
| XXXX-XXXX | PM Name | MM/DD/YY | Transfer | Recepient Name | $ Amount | Account# | Subcode | MM/DD/YY | MM/DD/YY | JE# | MM/DD/YY | MM/DD/ | MM/DD/YY |  |
| XXXX-XXXX | PM Name | MM/DD/YY | Transfer | Recepient Name | $ Amount | Account# | Subcode | MM/DD/YY | MM/DD/YY | JE# | MM/DD/YY | MM/DD/ | MM/DD/YY |  |
| XXXX-XXXX | PM Name | MM/DD/YY | Refund | Recepient Name | $ Amount | Account# | Subcode | MM/DD/YY | MM/DD/YY | JE# | MM/DD/YY | MM/DD/ | MM/DD/YY |  |
| XXXX-XXXX | PM Name | MM/DD/YY | Refund | Recepient Name | $ Amount | Account# | Subcode | MM/DD/YY | MM/DD/YY | JE# | MM/DD/YY | MM/DD/ | MM/DD/YY |  |
| XXXX-XXXX | PM Name | MM/DD/YY | Refund | Recepient Name | $ Amount | Account# | Subcode | MM/DD/YY | MM/DD/YY | JE# | MM/DD/YY | MM/DD/ | MM/DD/YY |  |
| XXXX-XXXX | PM Name | MM/DD/YY | Refund | Recepient Name | $ Amount | Account# | Subcode | MM/DD/YY | MM/DD/YY | JE# | MM/DD/YY | MM/DD/ | MM/DD/YY |  |
| XXXX-XXXX | PM Name | MM/DD/YY | Refund | Recepient Name | $ Amount | Account# | Subcode | MM/DD/YY | MM/DD/YY | JE# | MM/DD/YY | MM/DD/ | MM/DD/YY |  |
| XXXX-XXXX | PM Name | MM/DD/YY | Refund | Recepient Name | $ Amount | Account# | Subcode | MM/DD/YY | MM/DD/YY | JE# | MM/DD/YY | MM/DD/ | MM/DD/YY |  |
| XXXX-XXXX | PM Name | MM/DD/YY | Refund | Recepient Name | $ Amount | Account# | Subcode | MM/DD/YY | MM/DD/YY | JE# | MM/DD/YY | MM/DD/ | MM/DD/YY |  |
| XXXX-XXXX | PM Name | MM/DD/YY | Refund | Recepient Name | $ Amount | Account# | Subcode | MM/DD/YY | MM/DD/YY | JE# | MM/DD/YY | MM/DD/ | MM/DD/YY |  |
| XXXX-XXXX | PM Name | MM/DD/YY | Write-off | Recepient Name | $ Amount | Account# | Subcode | MM/DD/YY | MM/DD/YY | JE# | MM/DD/YY | MM/DD/ | MM/DD/YY |  |
| XXXX-XXXX | PM Name | MM/DD/YY | Refund | Recepient Name | $ Amount | Account# | Subcode | MM/DD/YY | MM/DD/YY | JE# | MM/DD/YY | MM/DD/ | MM/DD/YY |  |
| XXXX-XXXX | PM Name | MM/DD/YY | Refund | Recepient Name | $ Amount | Account# | Subcode | MM/DD/YY | MM/DD/YY | JE# | MM/DD/YY | MM/DD/ | MM/DD/YY |  |

PO Tracking - Invoice Certifications 2014

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| **Voucher #** | **PO#** | **Invoice #** | **Invoice****Date** | **Vendor** | **Project #** | **PM** | **Inv Cert****Rcvd** | **Inv to PM** | **Follow****up** | **Inv Cert****Verified** | **Inv Cert****Signed/Sent** | **Notes** |
| # | PO# | Inv# | MM/DD/Y | Vendor name | XXXX-XXXX | PM Name | MM/DD/YY | MM/DD/YY |  | MM/DD/YY | MM/DD/YY |  |
| # | PO# | Inv# | MM/DD/Y | Vendor name | XXXX-XXXX | PM Name | MM/DD/YY | MM/DD/YY |  | MM/DD/YY | MM/DD/YY |  |
| # | PO# | Inv# | MM/DD/Y | Vendor name | XXXX-XXXX | PM Name | MM/DD/YY | MM/DD/YY |  | MM/DD/YY | MM/DD/YY |  |
| # | PO# | Inv# | MM/DD/Y | Vendor name | XXXX-XXXX | PM Name | MM/DD/YY | MM/DD/YY |  | MM/DD/YY | MM/DD/YY |  |
| # | PO# | Inv# | MM/DD/Y | Vendor name | XXXX-XXXX | PM Name | MM/DD/YY | MM/DD/YY |  | MM/DD/YY | MM/DD/YY |  |
| # | PO# | Inv# | MM/DD/Y | Vendor name | XXXX-XXXX | PM Name | MM/DD/YY | MM/DD/YY |  | MM/DD/YY | MM/DD/YY |  |
| # | PO# | Inv# | MM/DD/Y | Vendor name | XXXX-XXXX | PM Name | MM/DD/YY | MM/DD/YY |  | MM/DD/YY | MM/DD/YY |  |
| # | PO# | Inv# | MM/DD/Y | Vendor name | XXXX-XXXX | PM Name | MM/DD/YY | MM/DD/YY |  | MM/DD/YY | MM/DD/YY |  |
| # | PO# | Inv# | MM/DD/Y | Vendor name | XXXX-XXXX | PM Name | MM/DD/YY | MM/DD/YY |  | MM/DD/YY | MM/DD/YY |  |
| # | PO# | Inv# | MM/DD/Y | Vendor name | XXXX-XXXX | PM Name | MM/DD/YY | MM/DD/YY |  | MM/DD/YY | MM/DD/YY |  |
| # | PO# | Inv# | MM/DD/Y | Vendor name | XXXX-XXXX | PM Name | MM/DD/YY | MM/DD/YY |  | MM/DD/YY | MM/DD/YY |  |
| # | PO# | Inv# | MM/DD/Y | Vendor name | XXXX-XXXX | PM Name | MM/DD/YY | MM/DD/YY |  | MM/DD/YY | MM/DD/YY |  |
| # | PO# | Inv# | MM/DD/Y | Vendor name | XXXX-XXXX | PM Name | MM/DD/YY | MM/DD/YY |  | MM/DD/YY | MM/DD/YY |  |
| # | PO# | Inv# | MM/DD/Y | Vendor name | XXXX-XXXX | PM Name | MM/DD/YY | MM/DD/YY |  | MM/DD/YY | MM/DD/YY |  |
| # | PO# | Inv# | MM/DD/Y | Vendor name | XXXX-XXXX | PM Name | MM/DD/YY | MM/DD/YY |  | MM/DD/YY | MM/DD/YY |  |
| # | PO# | Inv# | MM/DD/Y | Vendor name | XXXX-XXXX | PM Name | MM/DD/YY | MM/DD/YY |  | MM/DD/YY | MM/DD/YY |  |
| # | PO# | Inv# | MM/DD/Y | Vendor name | XXXX-XXXX | PM Name | MM/DD/YY | MM/DD/YY |  | MM/DD/YY | MM/DD/YY |  |
| # | PO# | Inv# | MM/DD/Y | Vendor name | XXXX-XXXX | PM Name | MM/DD/YY | MM/DD/YY |  | MM/DD/YY | MM/DD/YY |  |
| # | PO# | Inv# | MM/DD/Y | Vendor name | XXXX-XXXX | PM Name | MM/DD/YY | MM/DD/YY |  | MM/DD/YY | MM/DD/YY |  |
| # | PO# | Inv# | MM/DD/Y | Vendor name | XXXX-XXXX | PM Name | MM/DD/YY | MM/DD/YY |  | MM/DD/YY | MM/DD/YY |  |
| # | PO# | Inv# | MM/DD/Y | Vendor name | XXXX-XXXX | PM Name | MM/DD/YY | MM/DD/YY |  | MM/DD/YY | MM/DD/YY |  |
| # | PO# | Inv# | MM/DD/Y | Vendor name | XXXX-XXXX | PM Name | MM/DD/YY | MM/DD/YY |  | MM/DD/YY | MM/DD/YY |  |
| # | PO# | Inv# | MM/DD/Y | Vendor name | XXXX-XXXX | PM Name | MM/DD/YY | MM/DD/YY |  | MM/DD/YY | MM/DD/YY |  |
| # | PO# | Inv# | MM/DD/Y | Vendor name | XXXX-XXXX | PM Name | MM/DD/YY | MM/DD/YY |  | MM/DD/YY | MM/DD/YY |  |
| # | PO# | Inv# | MM/DD/Y | Vendor name | XXXX-XXXX | PM Name | MM/DD/YY | MM/DD/YY |  | MM/DD/YY | MM/DD/YY |  |
| # | PO# | Inv# | MM/DD/Y | Vendor name | XXXX-XXXX | PM Name | MM/DD/YY | MM/DD/YY |  | MM/DD/YY | MM/DD/YY |  |
| # | PO# | Inv# | MM/DD/Y | Vendor name | XXXX-XXXX | PM Name | MM/DD/YY | MM/DD/YY |  | MM/DD/YY | MM/DD/YY |  |
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PO Tracking - CORs 2014

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| **Project #** | **PM** | **Requested** | **What** | **PO#** | **Vendor** | **Amount** | **Verified** | **COR****Requested** | **Approved** | **Follow****up** | **COR****Completed** | **GL Date** | **Notes** |
| XXXX-XXXX | PM Name | MM/DD/YY | C/x Balance | PO# | Vendor Name | $ Amount | MM/DD/ | MM/DD/YY | MM/DD/YY |  | MM/DD/YY | MM/DD/YY |  |
| XXXX-XXXX | PM Name | MM/DD/YY | C/x Balance | PO# | Vendor Name | $ Amount | MM/DD/ | MM/DD/YY | MM/DD/YY |  | MM/DD/YY | MM/DD/YY |  |
| XXXX-XXXX | PM Name | MM/DD/YY | C/x Balance | PO# | Vendor Name | $ Amount | MM/DD/ | MM/DD/YY | MM/DD/YY |  | MM/DD/YY | MM/DD/YY |  |
| XXXX-XXXX | PM Name | MM/DD/YY | C/x Balance | PO# | Vendor Name | $ Amount | MM/DD/ | MM/DD/YY | MM/DD/YY |  | MM/DD/YY | MM/DD/YY |  |
| XXXX-XXXX | PM Name | MM/DD/YY | C/x Balance | PO# | Vendor Name | $ Amount | MM/DD/ | MM/DD/YY | MM/DD/YY |  | MM/DD/YY | MM/DD/YY |  |
| XXXX-XXXX | PM Name | MM/DD/YY | C/x Balance | PO# | Vendor Name | $ Amount | MM/DD/ | MM/DD/YY | MM/DD/YY |  | MM/DD/YY | MM/DD/YY | Had to resend with correctattachment. |
| XXXX-XXXX | PM Name | MM/DD/YY | C/x Balance | PO# | Vendor Name | $ Amount | MM/DD/ | MM/DD/YY | MM/DD/YY |  | MM/DD/YY | MM/DD/YY |  |
| XXXX-XXXX | PM Name | MM/DD/YY | C/x Balance | PO# | Vendor Name | $ Amount | MM/DD/ | MM/DD/YY | MM/DD/YY |  | MM/DD/YY | MM/DD/YY |  |
| XXXX-XXXX | PM Name | MM/DD/YY | C/x Balance | PO# | Vendor Name | $ Amount | MM/DD/ | MM/DD/YY | MM/DD/YY |  | MM/DD/YY | MM/DD/YY |  |
| XXXX-XXXX | PM Name | MM/DD/YY | C/x Balance | PO# | Vendor Name | $ Amount | MM/DD/ | MM/DD/YY | MM/DD/YY |  | MM/DD/YY | MM/DD/YY |  |
| XXXX-XXXX | PM Name | MM/DD/YY | C/x Balance | PO# | Vendor Name | $ Amount | MM/DD/ | MM/DD/YY | MM/DD/YY |  | MM/DD/YY | MM/DD/YY |  |
| XXXX-XXXX | PM Name | MM/DD/YY | C/x Balance | PO# | Vendor Name | $ Amount | MM/DD/ | MM/DD/YY | MM/DD/YY |  | MM/DD/YY | MM/DD/YY |  |
| XXXX-XXXX | PM Name | MM/DD/YY | C/x Balance | PO# | Vendor Name | $ Amount | MM/DD/ | MM/DD/YY | MM/DD/YY |  | MM/DD/YY | MM/DD/YY |  |
| XXXX-XXXX | PM Name | MM/DD/YY | C/x Balance | PO# | Vendor Name | $ Amount | MM/DD/ | MM/DD/YY | MM/DD/YY |  | MM/DD/YY | MM/DD/YY |  |
| XXXX-XXXX | PM Name | MM/DD/YY | C/x Balance | PO# | Vendor Name | $ Amount | MM/DD/ | MM/DD/YY | MM/DD/YY |  | MM/DD/YY | MM/DD/YY |  |
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TD PMO PROJECTS ACCOUNT #2-88265

FY 2014

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| --- |
|  LAST UPDATED Through December 31, 2013 |
|  |  |  | **OBJECT CODE** | **SUB** |  |  | **PURCHASE** | **POSTING** | **ORIGINAL** | **BUDGET/REV** | **AMOUNTS** | **AMOUNT** | **AMOUNT** | **BALANCE** |
| **project number** | **Project description** | **PROJECT MANAGER** | **DESCRIPTION** | **CODE** | **DESCRIPTION/VENDOR** | **REQUISITIO** | **ORDER #** | **DATE** | **BUDGET/REV** | **ADJUSTMENT** | **TO DATE** | **COMMITTED** | **OUTSTANDING** | **(DEFICIT)** |
| XXXX-XXXX | Project Name | PM Name | REVENUE | XXXX | Vendor | N/A | PO# | MM/DD/YY | $ Amount | $0.00 | $0.00 | $0.00 | $0.00 | #VALUE! |
| XXXX-XXXX | Project Name | PM Name | REVENUE | XXXX | Vendor | N/A | PO# | MM/DD/YY | $ Amount | $0.00 | $0.00 | $0.00 | $0.00 | #VALUE! |
| XXXX-XXXX | Project Name | PM Name | REVENUE | XXXX | Vendor | N/A | PO# | MM/DD/YY | $ Amount | $0.00 | $0.00 | $0.00 | $0.00 | #VALUE! |
| XXXX-XXXX | Project Name | PM Name | REVENUE | XXXX | Vendor | N/A | PO# | MM/DD/YY | $ Amount | $0.00 | $0.00 | $0.00 | $0.00 | #VALUE! |
| XXXX-XXXX | Project Name | PM Name | REVENUE | XXXX | Vendor | N/A | PO# | MM/DD/YY | $ Amount | $0.00 | $0.00 | $0.00 | $0.00 | #VALUE! |
| XXXX-XXXX | Project Name | PM Name | REVENUE | XXXX | Vendor | N/A | PO# | MM/DD/YY | $ Amount | $0.00 | $0.00 | $0.00 | $0.00 | #VALUE! |
| XXXX-XXXX | Project Name | PM Name | REVENUE | XXXX | Vendor | N/A | PO# | MM/DD/YY | $ Amount | $0.00 | $0.00 | $0.00 | $0.00 | #VALUE! |
| XXXX-XXXX | Project Name | PM Name | REVENUE | XXXX | Vendor | N/A | PO# | MM/DD/YY | $ Amount | $0.00 | $0.00 | $0.00 | $0.00 | #VALUE! |
| XXXX-XXXX | Project Name | PM Name | REVENUE | XXXX | Vendor | N/A | PO# | MM/DD/YY | $ Amount | $0.00 | $0.00 | $0.00 | $0.00 | #VALUE! |
| XXXX-XXXX | Project Name | PM Name | REVENUE | XXXX | Vendor | N/A | PO# | MM/DD/YY | $ Amount | $0.00 | $0.00 | $0.00 | $0.00 | #VALUE! |

Name

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TD PMO PROJECTS ACCOUNT #2-88265

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|  LAST UPDATED Through December 31, 2013 FY 2014 |
|  |  |  | **OBJECT CODE** | **SUB** |  |  | **PURCHASE** | **POSTING** | **ORIGINAL** | **AMOUNTS** | **AMOUNT** | **ACTUAL** | **PROJECTED** |
| **project number** | **Project description** | **PROJECT MANAGER** | **DESCRIPTION** | **CODE** | **DESCRIPTION/VENDOR** | **REQUISITION** | **ORDER #** | **DATE** | **BUDGET/REV** | **TO DATE** | **COMMITTED** | **BALANCE** | **BALANCE** |
| XXXX-XXXX |  | PM Name | Code Description | XXXXX |  | PO# | MM/DD/YY | $ | $ | $ | $ | $ |
| XXXX-XXXX |  | PM Name | Code Description | XXXXX |  | PO# | MM/DD/YY | $ | $ | $ | $ | $ |
| XXXX-XXXX |  | PM Name | Code Description | XXXXX |  | PO# | MM/DD/YY | $ | $ | $ | $ | $ |
| XXXX-XXXX |  | PM Name | Code Description | XXXXX |  | PO# | MM/DD/YY | $ | $ | $ | $ | $ |
| XXXX-XXXX |  | PM Name | Code Description | XXXXX |  | PO# | MM/DD/YY | $ | $ | $ | $ | $ |
| XXXX-XXXX |  | PM Name | Code Description | XXXXX |  | PO# | MM/DD/YY | $ | $ | $ | $ | $ |
| XXXX-XXXX |  | PM Name | Code Description | XXXXX |  | PO# | MM/DD/YY | $ | $ | $ | $ | $ |
| XXXX-XXXX |  | PM Name | Code Description | XXXXX |  | PO# | MM/DD/YY | $ | $ | $ | $ | $ |
| XXXX-XXXX |  | PM Name | Code Description | XXXXX |  | PO# | MM/DD/YY | $ | $ | $ | $ | $ |
| XXXX-XXXX |  | PM Name | Code Description | XXXXX |  | PO# | MM/DD/YY | $ | $ | $ | $ | $ |
| XXXX-XXXX |  | PM Name | Code Description | XXXXX |  | PO# | MM/DD/YY | $ | $ | $ | $ | $ |
| XXXX-XXXX |  | PM Name | Code Description | XXXXX |  | PO# | MM/DD/YY | $ | $ | $ | $ | $ |
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| XXXX-XXXX |  | PM Name | Code Description | XXXXX |  | PO# | MM/DD/YY | $ | $ | $ | $ | $ |
| XXXX-XXXX |  | PM Name | Code Description | XXXXX |  | PO# | MM/DD/YY | $ | $ | $ | $ | $ |
| XXXX-XXXX |  | PM Name | Code Description | XXXXX |  | PO# | MM/DD/YY | $ | $ | $ | $ | $ |
| **0000-0000 Total** |  |  |  |  |  |  |  | **$0.00** | **$0.00** | **$0.00** | **$0.00** | **$0.00** |

Name

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**PMO Project Account Financial Reconciliation Report**

# Period: Month-Year (Mmm-YY)

Submitted by (Name) (Date)

# SUMMARY



|  |  |
| --- | --- |
| **Account Summary** | **Amount** |
| Actual Balance - FY Beginning | $ Amt |
| Actual Balance - Current | $ Amt |
| Projected Balance | $ Amt |
| Total Write Off Amount | $ |

|  |  |  |
| --- | --- | --- |
| **Activity Summary** | **MM-YY** | **FY to Date** |
|  | **Qty** | **Amount** | **Qty** | **Amount** |
| Revenue (Net) |  | $ |  | $ |
| IPOs (Adjusted) | 2 | $ | 49 | $ |
| Refunds | 1 | $ | 8 | $ |
| Write Offs | 0 | $ - | 0 | $ - |
|  | **Amount** | **Amount** |
| Expenses | $ | $ |
| **Net Activity** | **$** | **$** |
| **Projected Net Activity** | **$** | **$** |
|  | **MM-YY** | **Since MM-YY** |
| **Qty** | **Amount** | **Qty** | **Amt - Increase****/ (Decrease)** |
| Commitments |  | $ |  | $ |
| Projects with Deficits | 2 | $ | 0 | $ - |

* Two (2) projects (all statuses) have deficits in total of ($21.39). This shows no change in deficit from the previous month.

* One (1) deficit, totaling ($17.95) is a write-off.
* One (1) deficit, totaling ($3.44), is a known commitment issue in RIAS that cannot be resolved.



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# PROJECT STATUS NEW

N/A



# OPEN

PM Name

* XXXX-XXXX Project Name

o (Month and Year) Status……..



# RESOLVED

N/A

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