



GUIDE FOR WORKING WITH RECONCILING NOVA (Using the Looker spreadsheet)

1. Review your college or district regional plans (blue).
2. Compare the Total Budget and Total Expenditures columns for each project with your college/district's fiscal reporting system.
3. If the total budget for a plan does not match your fiscal services ledger or report:
 - a. Find the plan in NOVA
 - b. Uncertify the plan
 - c. Correct the budget to match the actual budget as reported by your fiscal services
 - d. Re-Submit the plan
 - e. Have the certifying authority at your college/district approve the plan
4. If the total expenditures column for a plan does not match your fiscal services report:
 - a. Correct the fiscal reports in NOVA
 - b. If the correction needs to be reported in a prior quarter:
 - i. Unsubmit all quarters that occurred after the quarter that needs correcting.
 - ii. Correct report and re-submit quarters.
 - iii. You may find that some quarters do not give you the option to unsubmit them. This is due to the fact that at the end of some fiscal reporting periods a yearly approval was required.
 1. If you run in to this issue, have your certifying authority complete the following steps to "unapprove" the report and allow the ability to unsubmit the necessary quarters:
 - a. Open the plan (plan must be certified to complete these steps)
 - b. Click on the Fiscal Reporting button on the top right-hand corner of the preview page of the plan
 - c. You should be automatically navigated to the 4th quarter of the fiscal year that needs unapproving
 - d. There will be a box labeled "Approval Status" at the top of the page
 - e. If the certifying authority is logged in, they will see a button to "unapproved" the report.
5. If both the budget and expenditures in NOVA do not match your college/districts fiscal reporting system:
 - a. Complete step 3 for all plans needed first, then correct quarterly reports in step 4.