

WSU Departmental Monthly Account Reconciliation Guide

January 2015

All departments are responsible for reconciling or verifying all transactions posted to each one of their account indexes each month. This process is an important internal control to ensure all recorded transactions are accurate with approved and appropriate documentation on file and that inappropriate purchases are detected. In addition, a department must be able to provide documentation of their reconciliation when they are audited. In general, doing this on a monthly basis should not be particularly time consuming.

- The **Current Month Transaction Report** should be printed after the 6th of the month for the prior month. Follow the *Argos Finance - Current Transactions Report* instructions (attached to this guide). This report needs to be printed or stored electronically. Each transaction [revenue, expenditure (except account codes 6xxxx) & funds transfer] must be verified, matched to applicable documentation, and/or notated with an explanation. The person verifying the transactions should initial and date the report. The department chair or account manager should then review the report and also initial it to indicate approval.
- Use Lynx Self-Service Budget Queries (optional) to look up more information about a particular expenditure (for example, find a requisition tied to an invoice).
- Payroll entries (account codes of 6xxxx) on this report show only the total amounts that were paid. To verify that the correct people were paid, print a Pay Period Summary from within the *eWeber Portal app TAS for Time Keepers* (instructions are attached).
- Refer to the **Key to Expense Document Codes** below to determine the expense category and what type of verification or documentation is required.

If you find a problem with a transaction, need a correction to be made or have a question, please contact one of the following people:

Payroll – Lisa Allen **x6602**

Purchasing – **x6014**

If your six digit Account Index number (Cost Code) starts with:

2 - Wendell Rich **x7443**

317 or **318** - Melynde Christensen **x7229**

316, 4 or **5** – Rachael Peck **x6918**

6 - Roxann King **x7438**

7 - Sherry Gale **x6604** or Wendell Rich **x7443**

9 - Sherry Gale **x6604**

Key to Expense Document Codes on Current Month Transaction Report

Code Starts With Codes applicable to Expenses where the Account Code begins with a 7 (so other than payroll expenses)

BK	Bookstore or Campus Stores charge - you need to match specific receipts and also document on the receipts the business purposes of the purchases. If you do not have a receipt, contact the Bookstore (x6352) to get a duplicate. Any awards, gifts, T-shirts, etc. must include name of recipient. (Note: awards over \$50 will be taxable and must be reported to Payroll.)
F	This is a feed from Accounting Services. A positive number means funds paid out of the account, for which you should have matching documentation; and a number in (parenthesis) means a credit to the account (which you would see when an amount is paid to a department account at the cashiers' windows, such as reimbursement for long distance or copies or payment by a student for a challenge exam).
FM	Charge from Facilities Management . You should note on the transaction report whether the project indicated was indeed for your department and the charge expected; otherwise contact Facilities Management (x6331)
I	With a description of "Weber State University" is a petty cash reimbursement (you need to match up the petty cash form that shows the reason, amount and approval). If you need to get a copy of that form, contact Accounting Services (x6606). Ensure any food purchases list attendees/participants and any awards list recipients.
I	Payment of an invoice . The description will show the vendor who was paid. You should have a matching requisition. If you need to find the requisition number, use Lynx Self-Service to query the expenditure; and once you click on the hyperlink for the invoice number, the matching requisition and PO documents will be referenced (and you can also then click on those document links to view the actual text of the document).
ID	Interdepartmental billing : Charge from another department at Weber State. You should indicate on the transaction report the reason for the charge; otherwise contact the department name listed to get a copy of the interdepartmental billing.
J	Journal entry (expenditure moved between two different indexes). Items that are in (parenthesis) are credits where the expense has been moved to another index, otherwise it indicates a charge to your index. You should have copies of funds transfer forms and p-card reallocation logs to match (you may keep the p-card reallocation logs on file with your p-card records instead of duplicating them and attaching them to the transaction report).
J	With a description of TRAVEL CHECKS TRANSACTIONS, this is a travel reimbursement (which should match up with a travel envelope).
JVG or G	Grant "indirects" charge (also referred to as overhead). Built into external funding (indexes beginning with 63) based on a set percentage. You do not need receipts for this.
MS	Charge from Mail Services . You should indicate on the transaction report whether the amount is appropriate. For a charge that is significantly higher in a particular month, you should indicate the reason (e.g., a particular bulk mailing such as a brochure).
PC	P-Card charge. You do not need to duplicate the p-card reconciliation process, but you should look through the charges to ensure there aren't any that stand out as not having been on a p-card statements.
PRT	Charge from Printing Services . These will be for photocopies made where you input your department code in a photocopy machine (indicated by Dept Charges) or for specific photocopy jobs, letterhead, etc. For the latter, you should have a copy of the work order or at least indicate on the report the reason for the charge. To check on a charge or get a copy of the work order, contact Printing Services at x6105.
TEL	Charge from Telecommunications . For Tele-Long Distance and Tele-Equip Charge, these are checked on the Departmental Usage Report under the Departmental Usage Report and IT Services channel in the eWeber portal. You should be running this report every month and having each person check, initial and pay for personal long distance calls. Other charges in this group may be IT Department, Software Reimb, Data Processing Serv, IT Cloud Storage, Security Services and you should indicate that you know about and approve of each charge. To check on a charge or get access to the Department Usage Report, contact Telecommunications at x7155.

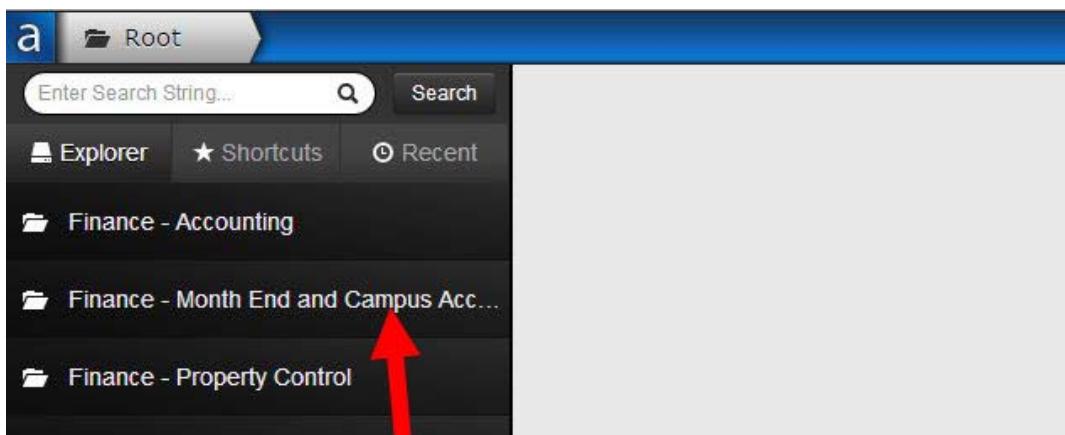
argos[®] Reports Using Web Viewer

Finance - Current Transactions Report

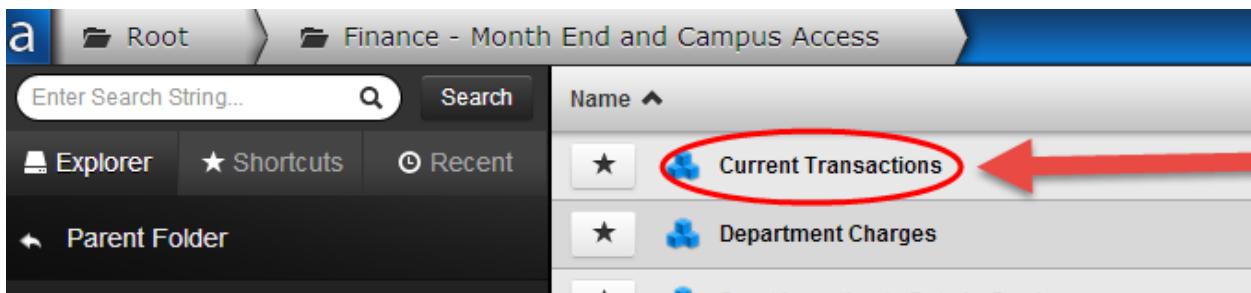
Go to <https://report.weber.edu/argos/awv>

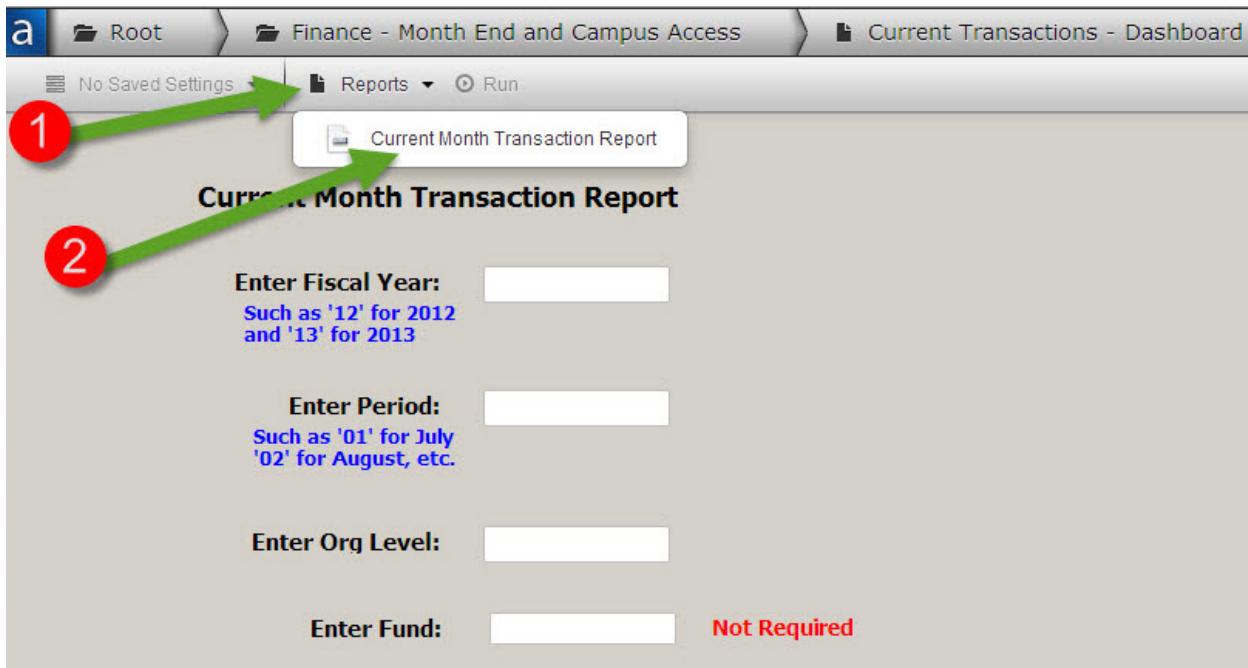
Log in when prompted with your eWeber username and password.

Select (Click on) the *Finance – Month End and Campus Access* folder. The list of available reports will come up.



Select (Click on) *Current Transactions*.





Click on the *Reports* drop down button (**Number 1** in the above screenshot) and then click on *Current Month Transaction Report* (**Number 2** in the above screenshot). **You will now notice that the *Run* button is no longer grayed-out.**

Current Month Transaction Report

Enter Fiscal Year: 14 1

Such as '12' for 2012
and '13' for 2013

Enter Period: 06 2

Such as '01' for July
'02' for August, etc.

Enter Org Level: 20006 3

Enter Fund: Not Required

Input the 2 digit fiscal year (**Number 1** in the above screenshot), the 2 digit period/fiscal month (**Number 2** in the above screenshot: July=01, August=02, etc.) and the Org code (**Number 3** in the above screenshot) for the transactions you wish to have reported. (Note: you can optionally input the Fund code if you would like to have only one fund reported.) Then, click on the *Run* button (**Number 4** in the above screenshot). You will see a gray box appear in the lower left corner of your browser indicating that the report has been completed and downloaded to your computer. Double click on the gray box and the report will open.

Weber State University Current Month Transaction Report December FY14							Page 1 of 1			
Account	Account Description	Doc Code	Ref Num	Activity Date	Trans Date	Description	Budget Adjustments	Revenue	Expense	Committed Funds
213605 - Index 120100 - General Fund 20006 - Research and Professional Growth										
72610	Purchasing Card Exp	JE001339		12/9/2013	12/9/2013	APL*APPLE ITUNES	0.00	0.00	10.66	0.00
72610	Purchasing Card Exp	JE001339		12/9/2013	12/9/2013	AMAZON MKTPLACE	0.00	0.00	18.98	0.00
Totals							<hr/> 0.00	<hr/> 0.00	<hr/> 29.64	<hr/> 0.00

You should print or save the report.

Finance/Payroll – Departmental Hourly Status by Period Report

Open a web browser (Chrome, Internet Explorer, Firefox, etc.)

Go to <http://portalapps.weber.edu/eweber/>

Log in when prompted with your eWeber username and password.

Select (Click on) the search bar (see 1 in the graphic below) and type in *Finance – TAS for Timekeepers* and press enter. A *TAS for Timekeepers* icon will show up. Select (Click on) the *TAS for Timekeepers* name as shown below.

WSU Home | eWeber | Current Students | Faculty & Staff | Alumni | Visitors

e WEBER PORTAL

1

Search Results for 'TAS Timekeepers'

TAS for Timekeepers

● Details ★ Favorite

Categories

- Featured
- Browse All
- Academics
- Accounts
- Administration
- Admissions
- Campus Life

This will bring you into the *TAS for Timekeepers* page. Select the drop down menu called *Select Function* and choose *Pay Period Summary* (shown below.)

TAS for Time Keepers

Select Function

- At Work
- Edit Report
- Fiscal Year Summary
- Maintenance
- Pay Period Summary**
- Phone Summary
- Verify

Help

...options above...

From there select the department, year, and the pay period from the drop down menus (shown respectively below by arrows 1, 2 and 3.)

The screenshot shows the eWeber PORTAL interface with the title "TAS for Time Keepers". Below the title are four dropdown menus. Red arrows point to each menu: arrow 1 points to "Pay Period Summary", arrow 2 points to "Select Department...", arrow 3 points to "2015", and arrow 4 points to "10-JAN to 23-JAN (3)".

This will produce a report similar to the one shown below.

The screenshot shows the TAS for Time Keepers summary report. At the top, it displays "Pay Period Summary", "Accounting Services -12306", "2015", "24-JAN to 06-FEB (4)", and "Help". A "Download" button is visible. The main content is a table titled "Pay Period 4 of 2015" with the following data:

Index	ID	Name	Posn	Suff	Status	Rate	Hours	Pay
100362	W01006266	Doe, John	S00001	00	H	10.00	0.01	0.10
Totals for Index							100362	0.01
Totals for Organization							12306	0.01

If you want to print the summary, press CTRL--P (CTRL and P buttons at the same time,) or right click on the TAS summary window and select print. For Mac users the buttons to press to print are Command P.

This should bring up a print preview window from your browser that you can use to print the summary. The summary will look similar to the graphic on the next page when printed.

Pay Period 4 of 2015

Index	ID	Name	Posn	Suff	Status	Rate	Hours	Pay
100362	W01006266	Doe, John	S00001	00	H	10.00	0.01	0.10
			Totals for Index			100362	0.01	0.10
			Totals for Organization			12306	0.01	0.10