

Weber State University

Departmental Monthly Account Reconciliation Guide

October 2026

Monthly Reconciliation Responsibility

Each department must reconcile and verify all transactions posted to every account index each month.

Control objectives

- Confirm that recorded transactions are accurate.
- Ensure approved and appropriate supporting documentation is on file.
- Identify inappropriate purchases promptly.

Audit documentation

Departments must retain evidence of their monthly reconciliations and provide them when requested during an audit. When completed regularly, this process should require minimal time.

Monthly Transaction Reconciliation

Timing and report preparation

1. After the sixth business day of each month, review the **Current Month Transaction Report** for the prior month.
2. Follow the attached *Argos Finance – Current Transactions Report* instructions.
3. Print the report or save it electronically.

Transaction review

- Verify every revenue transaction, funds transfer, and expenditure except those with account codes beginning with 6.
- Match each transaction to supporting documentation or add an explanatory note.
- The person completing the reconciliation must initial and date the report.

Approval and retention

- The department chair/director/manager must review, sign/initial, and date the report to document approval.
- **Retain the reports for three years beyond the current fiscal year.**

For detailed transaction information, use Paw Place or Concur. You can also use Banner (optional, but recommended) to research specific expenditures

Payroll Transaction Verification

Payroll entries with account codes beginning with 6 shows only the total amount paid. They do not identify the individual employees included in the payment.

Required verification:

- Use Argos Web Viewer to run the *Departmental Pay by Date and ORGN Report*.
- Review the report to confirm that the correct employees were paid.
- Follow the instructions attached to this guide.
- Refer to the **Key to Expense Document Codes** below to determine the expense category and what type of verification or documentation is required.

Reconciliation Support Contacts

For questions, transaction issues, or correction requests, contact the appropriate resource below.

General contacts

Area	Contact	Extension
Accounting Services	Accounting Services	6606
Purchasing	Purchasing	6014
Payroll	Payroll	6031

Accounting Services contacts by six-digit Index (Cost Code)

Index begins with	Contact	Extension
2xxxxx	Bea Srikulasithorn	6389
316xxx or 9xxxxxx	Alisa Clements	6918
317xxx or 318xxx	Uriah Yadon	6692
	Mitch Hansen	6604
4xxxxx or 5xxxxx	Alisa Clements	6918
6xxxxx	Jennifer Lueckler	7438
	Heidi Nelson	7229
7xxxxx	Olivia Rylie	8137

Code

Starts

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

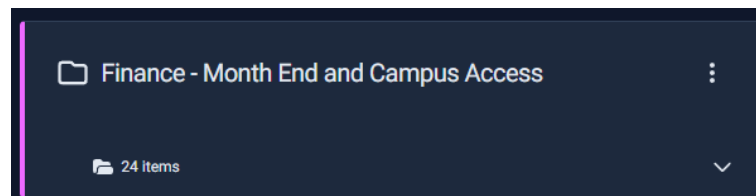
BK	Bookstore or Wildcat Stores charge – you should have receipts with the business purpose documented for each purchase. If you do not have a receipt, contact the Bookstore at extension 6352 to get a duplicate receipt
BT	Journal entry for Budget Transfers
F	This is a feed from other Banner modules e.g. Payroll, Financial Aid, or Cashiers
FM	Facilities Management charges. You should verify that the project indicated was indeed for your department; otherwise contact Facilities Management (x6331).
ID	Charges from another department at Weber State. You should verify the charge is expected and appropriate; Otherwise contact the department name listed to get a copy of the interdepartmental billing
J, JV, or FT	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.
J or G	With a description of Grant - Indirect Cost Charge is an overhead charge. This is built into external funding such as grants (indexes beginning with 6) based on a set percentage. Note: this same system is used to charge the 10% overhead on course fee accounts (charged as funds are expended).
MS	Charge from Mail Services. For a charge that is significantly higher in a particular month, you should verify that there is a reason (e.g., a particular bulk mailing such as a brochure).
PB, PC, or PI	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 statement.
PD	Concur P-card reallocations
PN	Printing Services (Wildcat Design & Print) charges. These may include departmental photocopies or specific print jobs, such as letterheads and business cards. For specific print jobs, retain the work order. You can request a copy of the work order by contacting Printing Services at x6105.
PR	Reallocation of a P-Card charge to move the expense to a different index (cost code).
TL	Telecommunications and IT Charges. These charges may include long-distance calls, telecommunications equipment, and IT services including departmental IT services, software reimbursements, data processing services, cloud storage, and IT security services. To question a charge or request access to the Department Usage Report, contact Telecommunications.
TR	Travel Reimbursements. The description will show the person who received this reimbursement based on approved travel in the Concur system in the eWeber Portal or the app on your phone.
Z	A Z followed by a number indicates payment of an invoice. For additional details, log into Paw Place for details related to the invoice/purchase order.

Finance - Current Transactions Report

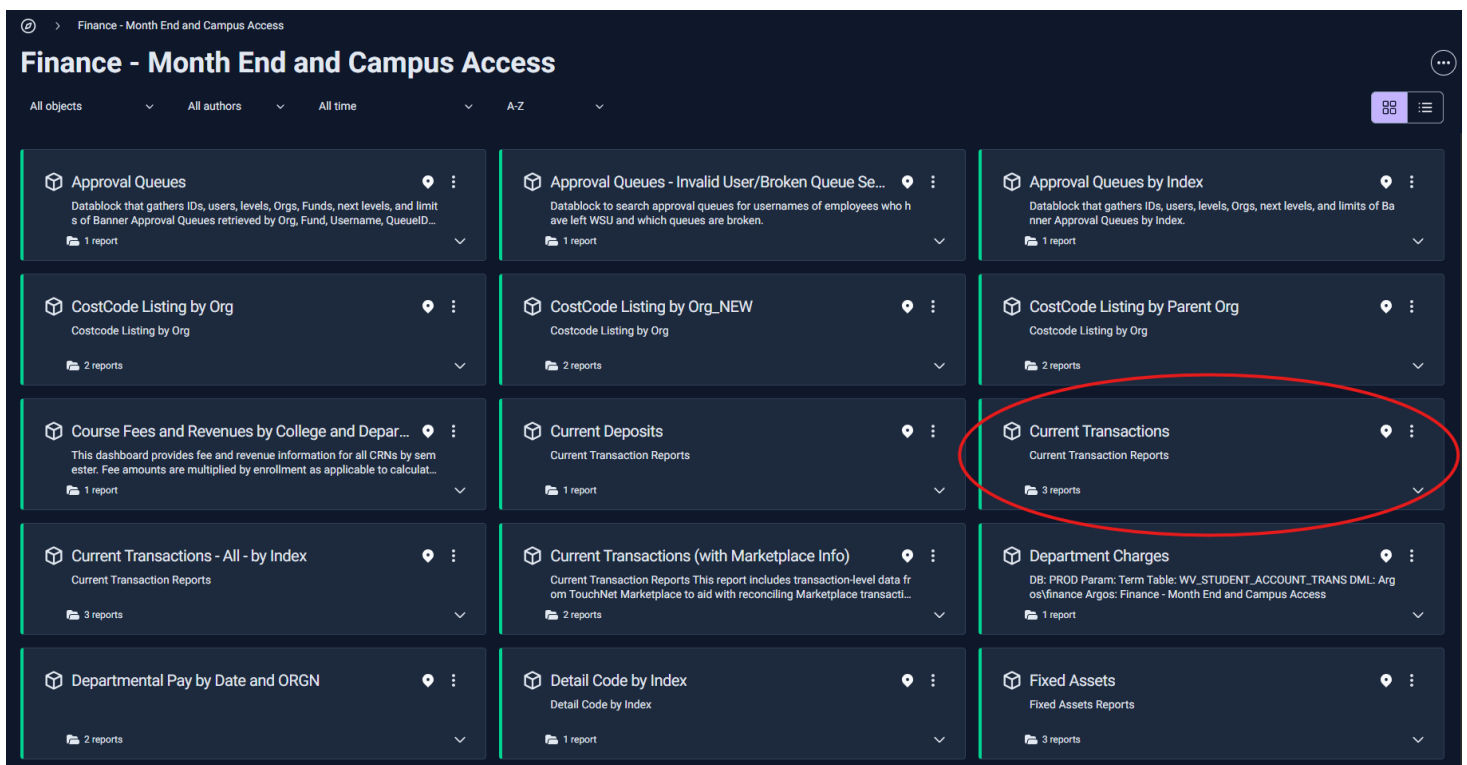
Go to <https://argos.evisions.app/explorer>

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*.



The report should look like the following:

WEBER STATE UNIVERSITY **Current Transactions Report**

Report Details

Purpose: This Argos report details individual transactions for a given period and organizational level. This report is most often used to review an organization's transactions during a set period of time.

When running the CSV Extract report, click on the "Save As Type" drop down and select "Comma Separated Files (*.csv)".

Data Source: Banner finance tables (FTVORGN, FTVACCT, FGBOPAL, FTVATYP, FTVPROG, FTVFUND, FTVACCI). Banner Screen FGITRND (Detail Transaction Activity).

Step 1: Select parameters

Fiscal Year: **Required for All Reports**
Such as '12' for 2012 and '13' for 2013

Org Level: **Required for All Reports**

Period: **Required for All Reports**
Such as '01' for July '02' for August, etc.

Fund: **Optional**

Step 2: Select the report from report options and click on run button.

Questions: Please contact Accounting Services Ext 6606

Type in the information for the fiscal year, org level, period, and fund (optional) that you want to look at. When you've finished typing in this information, click the drop-down box titled 'Select a report' and select your desired report. Now click 'Run Report'. Depending on which report you ran, you will either have a PDF file or a cvs file downloaded to your computer.

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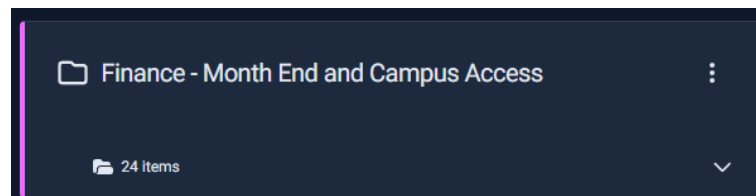
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Finance/Payroll – Departmental Pay by Date and ORGN Report

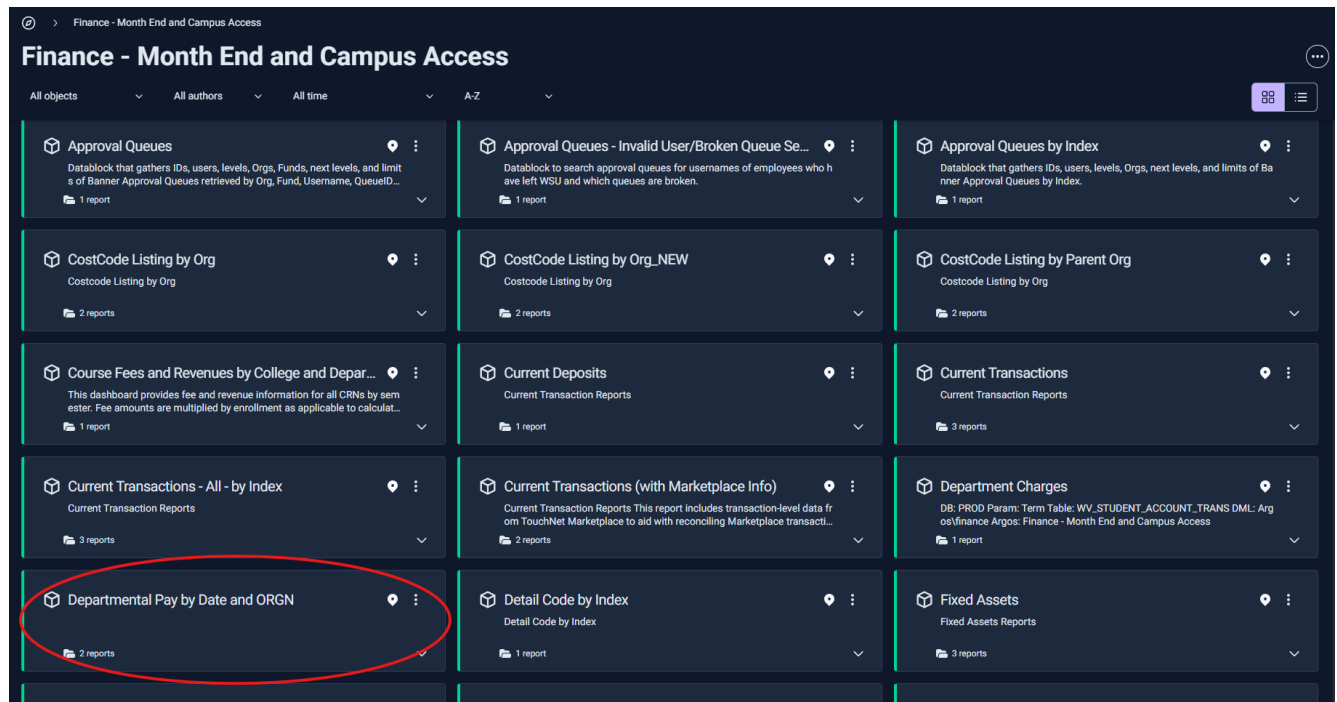
Go to <https://argos.evisions.app/explorer>

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) *Departmental Pay by Date and ORGN*.



[Finance - Month End and Campus Access](#) > [Departmental Pay by Date and ORGN](#)

[Explore Report Data](#)

Departmental Pay by Date and ORGN

☆ ⋮ ☰
Select a report ▼
Run Report

Departmental Pay by Date and Organization

Select Begin Date: 07/02/2026
 Select End Date: 07/02/2026
 ORGN Code:

Select the dates and org code you want to pull a report for. Then click on the drop down titled 'Select a report'. There will be two reports available. The report titled 'Departmental Pay by Date and ORGN Download' is a csv file, and the report titled 'Departmental Pay by Date and ORGN Report' is a pdf file. Once you have chosen a report to download, click Run Report in the upper right-hand corner.

The report will look like the following:

2/27/2014		Weber State University			Page 1 of 1
Departmental Pay from 2/1/2014 to 2/28/2014 32105 - Property Control					
<u>Position</u>	<u>Date</u>	<u>Employee Name</u>	<u>Fund/Org/Acct/Prog</u>	<u>Hours</u>	<u>Amount Paid</u>
Hourly Student	2/7/2014	Jones, Cowboy	820530-32105-62515-981	39.24	353.16
Hourly Student	2/21/2014	Jones, Cowboy	820530-32105-62515-981	29.00	261.36
Total:				68.24	614.52
Hourly Student	2/7/2014	Mouse, Mickey	820530-32105-62515-981	53.00	521.53
Hourly Student	2/21/2014	Mouse, Mickey	820530-32105-62515-981	52.98	516.56
Total:				105.98	1038.09
Hourly Non-Student	2/7/2014	Snowman, Frosty	820530-32105-62640-981	58.24	669.76
Hourly Non-Student	2/21/2014	Snowman, Frosty	820530-32105-62640-981	58.66	674.59
Total:				116.90	1344.35
Report Total:				291.12	2,996.96