Finance and Administration Updates

Friday, September 27th, 2019

10:30 AM Meeting

IG Greer 224

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Finance and Administration Update Meeting

- Time: last working Friday of every month at 10:30 AM
- Meeting location: IG Greer room 224
- Delivery method: face to face and view/listen only on Zoom
- Material availability:
  - *Finance and Administration Updates* Google Drive
  - Controller's Office website after the meeting: https://controller.appstate.edu/news-and-updates
- Contacts: Yifan Zhou, McKenzie Harris (topic requests) and Cynthia Lowrance (Zoom and Google Drive)

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Meeting Agenda

- What's New?
  - Travel Subsistence Rates for FY20 and 3rd Party Lodging
- Reminders from Special Funds Accounting and General Accounting
- Employee Self Service Overview
- Fund Reconciliation Overview
- Employee v.s. Independent Contractor Overview

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What's New?

- **Business Affairs Memorandum 2019-05 (Green Sheet): Travel Subsistence Rates for FY20 and 3rd Party Lodging**
  - Link: https://businessaffairs.appstate.edu/memorandums
- **Link:** https://controller.appstate.edu/travel-expenses
- **Updates:**
  - Business Affairs Memorandum 2019-05 (Green Sheet)
  - All 3rd party lodging must be approved prior to travel
  - Employees should not pay for another employee's expenses while in travel status
- **Contact:** Travel Office at (828) 262-2110

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Reminders

Special Funds Accounting:

- Summer 2019 Effort Reports are coming! Please check your emails for the link to online reporting.
- Travel Reimbursements on Grants
  - Route to Special Funds before going to Accounts Payable.
  - Students traveling: check the Student (non-Employee) box, instead of the Non-Employee travel.

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Reminders

General Accounting:

- Vendor Setup: Do not email vendor information, use fax or Filelocker
- Vendors should send the vendor setup forms back to the department they are working with
- Document retention suggestions

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Reminders

TCM:

- No Corporation/ business names as signers on contracts
- Scope of work v.s. Contract terms

Who to ask?:

- Stuck in a workflow? Business Systems (Clint or Anna)
- Receiving a system error? Business Systems
- Questions about account codes? Controller's Office
- Questions about scope of work or business purpose? Controller's Office
- Questions about contract terms? General Counsel
- How to procure goods or services? Materials Mangement

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Employee Self Service

- The new Banner 9 version of Employee Self Service is now available!
- You may remember at the end of last year we moved from Internet Native Banner (INB), aka Banner 8 to Banner 9.
- Self Service is the other half of Banner and this is the first piece that is available for use.

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Employee Self Service

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Personal Information | Student | Financial Aid | Employee | WebTailor Administration | Finance

Time Sheet
Leave Report
Direct Deposit Enrollment or Changes
For your protection, you may only update this information on a device that is registered on the Appalachian State University secured network
Benefits and Deductions
View Health Insurance Information; Flex Spending Accounts; and Miscellaneous Deductions.
Pay Information
View Direct Deposit Distribution; Earnings and Deductions History; and Pay Stubs.
Tax Forms
View NC-4 (State); W-4 (Federal); or W-2 (End of Year) Forms.
Current and Past Positions
View Current and Past Positions.
Leave Balances and Leave History
View Leave Balances and Leave History.
Pay Grade and Salary Amount
View Pay Grade and Salary Amount
Hire Date, Longevity Date, Leave Earn Date
View Hire Date, Longevity Date, Leave Earn Date
Total Compensation Statement
View Year-End Total Compensation Statement
Salary Planner
This link takes you to the Salary Planner portion of Banner.
EPAF Main Menu
Link to Access the Main Menu for EPAF's
Parking Registration System
Register for Parking Permits; View Citations; Manage Appeals.
Billing and Payment Center by Touchnet
View account balance statements, make electronic payments, enroll in Payment Plans, enter Direct Deposit information
ASU Foundation Payroll Deduction
Monthly Payroll Deduction Form for Appalachian State University Foundation, Inc.
W2 Electronic Consent
W2 Electronic Opt in/Opt Out
Veteran's Reporting
To Self Report as a Veteran, please click here.
Appstate Careers (People Admin)
Review your current job description in the Appstate Careers Portal (People Admin). Click on Internal User to Login. Once Logged in go to My
Adverse Weather - Mandatory Non-Mandatory Status
Adverse Weather - Mandatory Non-Mandatory Status
Online Health and Safety Training Courses
Access your training requirements and completion record here. Contact an EHS&EM representative for assistance.
Disability Survey

Appalachian STATE UNIVERSITY | Patterson, Kevin M.

Employee Dashboard

Employee Dashboard

Employee Picture

Patterson, Kevin M.

My Profile

My Team

Leave Balances as of 09/23/2019

Vacation in hours	0.0	Sick in hours	0.0	Community Service Leave in hours	0.0
Vacation Bonus Leave in hours	0.0	Misc. Adverse Weather in hours	0.0	10 Hours Flex. Furlough Time in hours	0.0

Full Leave Balance Information

Pay Information

Latest Pay Stub: 08/30/2019

All Pay Stubs

Direct Deposit Information

Deductions History

Earnings

Benefits

Taxes

My Activities

Enter Leave Report

Request Time Off

Approve Time

Approve Leave Report

Approve Leave Request

Effort Certification

Effort Reporting Approvals

Where can I find Banner 9 Employee Self Service?

- You can find the link to "Banner 9 Employee Self Service" on the https://appleap.appstate.edu/system-access page. The green highlighted link below is the new self service you should begin to use. The red highlighted link is the one we are moving away from.

System Access

Gateways

Banner 8 INB has been decommissioned on January 9, 2019. Please use the Banner 9 link below to access Banner.

- Banner Self-Service (Advancement, Employee, Faculty, Finance, Financial Aid, and Student)
- Banner 9 (Advancement, Finance, Financial Aid, Human Resources, and Student) - Training and more info here.
- Banner 9 Employee Self-Service
- Finance Home Page
- Yo-Mart Shopping
- Access to Test Systems and Auxiliary Production Systems

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How does it affect me?

- Probably the most used aspect of self service is time entry and approval.
- It looks and acts a lot differently than Banner 8, so if you need a little guidance, **help videos are available here:** https://payroll.appstate.edu/web-time-entry.
- However, most of the other items in the "employee" tab can now be found in Banner 9 Employee Self Service as well.
- It's a completely new layout that puts much more of the information from that tab on to the screen at once.
- It will also automatically adjust to different screen sizes making it easier to use on a tablet or phone.

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What is not happening?

- Currently this only affects most of the items found on the "employee" tab of Banner Self Service.
- The other tabs' items will be released in the future.
- Also note that the "employee" tab from Banner 8 Self Service will not be removed at this time.
- So for now, if you hit a road block you can still log into the old Banner 8 version (first link here).
- But please begin to using Banner 9 Self Service.
- The old version will go away once all functionality has been released in Banner 9.

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Fund Reconciliation Overview

- **Presented by:**
  - Jennifer Grouque
- **Contact:**
  - University Budget Office Staff
  - https://businessaffairs.appstate.edu/departments/budget-office/about-us
- **To view the slides about Fund Reconciliation please go to** https://controller.appstate.edu/news-and-updates **and click September Meeting - Fund Reconciliation Slides**

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Fund Reconciliation

- Required to be completed online monthly
- Must be reconciled and approved within 45 days to be considered timely
- Reconcilers have 30 days to reconcile
- Approvers have 15 days to approve
- Departments must keep documentation of fund reconciliation (paper or electronic)

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Fund Reconciliation

- **Example**
  - March fund reconciliations need to be completed by April 30th
  - March approvals need to be completed by May 15th

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Fund Reconciliation

- Internal Audits reviews a sample of University funds to determine if the Departmental Fund Activity Reconciliation process has been submitted online and approved in compliance with University policies and procedures, and to identify instances of noncompliance, if any, with ASU Policy 501.7 “Departmental Bookkeeping”.
  - Link: https://policy.appstate.edu/Departmental_Bookkeeping

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Fund Reconciliation

- Audit is for the prior quarter
- Internal Audits sends memos to reconcilers and approvers of all funds tested
- Funds that are found to be noncompliant will be reviewed again in six months
- The Budget Office will be contacted about funds that have never been reconciled
- The Budget Office will contact divisional Business Officers for assistance in getting funds reconciled

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Resources to assist with Fund Reconciliation

- Departmental Fund Activity Reconciliation Instructions
- Fund Reconciliation Video
- The Right Report for the Job
- https://businessaffairs.appstate.edu/departments/budget-office/resources

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Appalachian State University
Controller's Office
Departmental Fund Activity Reconciliation
Month: MM/YYYY

This blank form can be found on Banner Homepage at link: http://www.appleap.appstate.edu/finance_over.html
A shadow system is recommended to monitor and maintain control of all funds and for easier reconciliation.

Step		Procedures:	Initial	Comments & Actions Taken
		A - Obtain Reports (AppLeap: The Right Report for the Job)		**E-print/Dashboard Report to be used and additional tips**
A	1	Run the departmental activity report as of the end of the month for fund ids:		FZRAORGHIER (Available in E-print or Dashboard) (Attach print of your org only. This will display all types of funds. If six (6) funds or less you may type them in the spaces provided in step A:1).
	2	Print out the budget to actual comparison.		State Funds = FZRBDSC or Dashboard Report #0010; Special Funds = FZRBDSC or Dashboard Report #0010 and FZRAPTD; Grant Funds Only = Dashboard Report #0095. If your fund/accounts have budgets posted. Note under comments if no budget is required or in State Funds make note budget not posted yet for current fiscal year until budgets are posted.
	3	Obtain a list of all detail transactions for the month, agree to monthly activity report, and either print out the report or if available download to excel. As you review the individual items on this report, check each item when you have determined they are supported, authorized, and classified correctly.		All Funds = FZROD TA (E-print) or Dashboard Report #0070 and verification to internal shadow system.
		B - Revenues		
B	1	Agree total revenues reported to deposit registers for the period.		Match receipts from receipt books or cashier's individual receipts to FZROD TA or Dashboard Report #0070
	2	Investigate any discrepancies.		Determine where errors have occurred.
	3	If errors are determined, need to work with supervisor or appropriate Controller's Office staff to make correction.		Work with your supervisor, Controller's, Special Funds or Budget Office(s) staff to process correction.
		C - Salary Expense (As Access Permits)		
C	1	Agree entries made to salary accounts on the activity report to the payroll registers. Scan for any unusual items.		Reasonableness test. If salary postings appear out-of-line, investigate discrepancies, i.e., you do not have a temporary employee, but items are posted to your student temporary fund/account.
	2	For temp salaries, agree amounts paid to the properly authorized and signed time sheets and determine that the amount paid is properly calculated.		When temporary salary documents are prepared, calculate payroll totals and maintain to verify to the monthly posted totals.
	3	For items not on the payroll register investigate and determine support for the entry.		Determine that all payroll items are recorded in Banner Finance.
	4	If errors are determined, need to work with supervisor or appropriate Controller's Office staff to make correction.		Work with your supervisor, Controller's, Special Funds, or Budget Office(s) staff to process correction.
		D - Contract Service Expense		
D	1	For contract service items posted as an expense, make sure amounts paid agree to approved invoices.		Verify that the 719XCCC expense items for contractual services are paid correctly.
	2	If errors are determined, need to work with supervisor or appropriate Controller's Office staff to make correction.		Work with your supervisor, Controller's, Special Funds, or Budget Office(s) staff to process correction.
		E - Non-Personnel Expense		
E	1	For transactions posted to non-payroll accounts, reconcile amounts to supporting documentation. This review should include Pcard, and Travel transactions.		Verify postings to supporting documentation including P-Card recon and travel and any other charges. Verify travel is accurately posted to each fund.
	2	Verify that vendor invoices document the date goods/services are received and the initial of the person receiving the merchandise. If Central Receiving is used, use appropriate procedures to reconcile goods received with billing invoices.		Verify packing slips are signed or initialed and dated for materials received by person ordering goods. Reconcile appropriately with Central Receiving (Warehouse); release the blue receiver when the order is complete.
	3	For internal billings such as telecommunications, copy and postage, agree postings to mailed notification.		Match internal billing(s) mailed notification or e-print listing with monthly postings, i.e., telephone, postage.
	4	For JVs / JEs, obtain supporting documentation and review. Make sure that the JV/JE was properly approved and was appropriate for this account.		If a JV/JE was posted to your fund/account, verify that it is accurate with supporting documentation. Example: another department is sharing in bringing a speaker to campus. The JV/JE charges part of the expense to your 719XCCC account.
	5	Make sure that the accounts codes recorded for all items are proper especially for IT Expenditure transfers items. Bring attention to the supervisor or Controller's Office staff any items that appear misclassified.		Verify that items are coded properly.

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	6	Review the report on detail transactions and determine that all items have been checked off. If not, determine what the unchecked item(s) are for and bring to the attention of the supervisor or appropriate Controller's Office staff. Request adjustment if necessary. See AppLeap: The Right Report for the Job		All funds = FZRODTA or Dashboard Report #0070 Work with your supervisor, Controller's or Special Funds Office(s) staff to process correction.
		F - Budget to Actual Review		
F	1	Review budget to actual expenditure report. (see AppLeap: The Right Report for the Job)		State Funds = FZRBDSC or Dashboard Report #0010; Special Funds = FZRBDSC or Dashboard Report #0010; Grant Funds Only = Dashboard Report #0095 if your fund/accounts have budgets posted. Note under comments if no budget is required or in State Funds make note budget not posted yet for current fiscal year until budgets are posted.
	2	Determine whether any over budget condition exist. Determine the cause of the over budget condition and whether it will require a budget revision. Process any required online budget transfers.		All funds = FZRODTA or Dashboard Report #0070 (Fund Activity for Date Range) See Banner Finance Training Manual for instructions for processing on-line budget entries for applicable funds.
	3	If necessary prepare budget revision for supervisor's or appropriate Budget or Controller's Office(s) Staff review and approval.		Request for Budget Revision for State Funds found on Electronic Forms under VC for Business Affairs. Special Fund budget adjustments (if allowed) must be requested through Special Funds accounting personnel.
		G - Encumbrances		
G	1	Review open encumbrances on all funds (See AppLEAP The Right Report for the Job)		All funds = FZRAENC or Dashboard Report #0060 Verify that all outstanding balances of encumbrances are correct. If items have been direct paid, or encumbrance should be otherwise cancelled, contact Purchasing for PO closing assistance.
		H - Completion of Review		
H	1	Complete certification statement when reconciliation procedures are completed. After this form has been completed and signed, it should be filed within the Department.		Make sure that all items are completed and initialed, print form, date, and obtain supervisor's signature.

Certification

I certify that the activity recorded on the department monthly activity report was classified properly and is supported by appropriate documentation. All unusual and unresolved items were brought to the attention of the supervisor and those needing follow up review are noted below.

SIGNATURE	**DATE**

UNUSUAL ITEMS NOTED DURING THE RECONCILIATION PROCEDURES NEEDING FOLLOW UP REVIEW:

SUPERVISOR'S REVIEW AND FOLLOW UP:

SUPERVISOR'S SIGNATURE (INDICATES REVIEW OF RECONCILIATION)	**DATE**

FOLLOW UP REVIEW AND ADJUSTMENTS FOR UNUSUAL OR UNRESOLVED ITEMS:

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The Right Report for the Job

Trust Funds – (Non-Grant: 220XXX-339XXX & 660XXX-990XXX)

Dashboard	E-Print	
0010/0020	FZRBDSC	Budget Balances Available (Summary & By Acct)
0070	FZRODTA	Current Fiscal Year Detail of Activity
0070	FZRADACTV	Current Month Activity – updated daily
0070	FZRAMACTV	One Month's Activity – new one created at month end
0070	FZRAACTV-YTD	Year to Date Activity
0080/0085	FZRABAL	Cash Balance Reconciliation (227XXX funds do not have cash on hand)

Grants – (55XXXX)

Dashboard	E-Print	
0070/0100	FZRODTA	Current Fiscal Year Detail of Activity
0070/0100	FZRADACTV	Current Month Activity – updated daily
0070/0100	FZRAMACTV	One Month's Activity – new one created at month end
0070/0100	FZRAACTV	YTD Year to Date Activity
0095/0096	FZRAPTD	Project to Date Summary / Budget Balance Available
Not Available	FZRAGRANTS	Grants assigned to your Department

State Funds – (1XXXXX)

Dashboard	E-Print	
0010/0020/0050	FZRBDSC	Budget Balances Available
0040	FZRAbudget-notice	Over Budget Notices to Departments
0070/0100	FZRODTA Current Fiscal	Current Fiscal Year Detail of Activity
0070/0100	FZRADACTV	Current Month Activity – updated daily
0070/0100	FZRAMACTV	One Month's Activity – new one created at month end
0070/0100	FZRAACTV-YTD	Year to Date Activity

Miscellaneous

Dashboard	E-Print	
0019	FZRAORGHIER	Monthly Fund Recon By Org
0030	FZRABUDPOOLS	Banner Budget Pools
0060	FZRAENC	Outstanding Encumbrances-List of Open Encumbrances by Fund
0061	FAROINV	Open Invoices
Not Available	FARVALP	Vendor Alpha Listing
0110	FZRAOLRI	Checks Issued by Fund
0120	FZRFUND-ALPHA	Banner Fund Lists
0120	FZRFUND-NUMERIC	Banner Fund Lists
Not Available	PZRDPLS	Departmental Employee List

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Online Fund Reconciliation Process

Welcome to AppLeap | AppLEAP

appleap.appstate.edu

Apps | Bookmarks | Appalachian State... | Banner Workflow 8.... | Works - Login | NC DPI Allotment S... | IBIS – Single Sign-o... | Banner9 Prod | NC OSC: 73XXXX -... | Other bookmarks

AppLEAP
Appalachian State University

Search

This site | appstate.edu | Advanced

System Access | Reporting | Banner Module Administrators

Home

RESOURCES

- Human Resources
- Login to Yo-Mart
- Purchasing Department (for more information on Yo-Mart)

QEP Global Learning

Welcome to AppLeap

Appalachian State University participated with 14 other campuses in the UNC system with the LEAP to new technology products for campus adminstrative systems. The software is based on current technology database tools accessible through the web and provides solutions for all major components on the campus, including: Finance, University Advancement, Human Resources, Student Services and Financial Aid.

This is the gateway to Banner, Self-Service, Imaging and Reporting Services.

Home | MyASU | Support | Webmaster | Emergency Info | Policy | Disclaimer | EO Policy | Login | Text Only

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Online Fund Reconciliation Process

System Access | AppLEAP | Appa

appleap.appstate.edu/system-access

Apps | Bookmarks | Appalachian State... | Banner Workflow 8.... | Works - Login | NC DPI Allotment S... | IBIS – Single Sign-o... | Banner9 Prod | NC OSC: 73XXXX -... | Other bookmarks

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Appalachian State University

Search
This site appstate.edu Advanced

System Access | Reporting | Banner Module Administrators

Home > System Access

Test Systems & Auxiliary Production Systems

RESOURCES
- Human Resources
- Login to Yo-Mart
- Purchasing Department (for more information on Yo-Mart)

QEP Global Learning

System Access

Gateways

Banner 8 INB has been decommissioned on January 9, 2019. Please use the Banner 9 link below to access Banner.

- Banner Self-Service (Advancement, Employee, Faculty, Finance, Financial Aid, and Student)
- Banner 9 (Advancement, Finance, Financial Aid, Human Resources, and Student) - Training and more info here.
- Banner 9 Employee Self-Service
- Finance Home Page
- Yo-Mart Shopping
- Access to Test Systems and Auxiliary Production Systems

System Access Permissions Links

- Request Banner Account Options form (Note: Supervisors use this link to request Banner access for employees)
- Statement of Confidentiality Form [PDF]
- Computer Use Policy
- Family Educational Rights and Privacy Act (FERPA) information

The computer and/or computer network which you are attempting/about to use is owned by Appalachian State University. It is

Online Fund Reconciliation Process

System Access | AppLEAP | Appal | User Login

bannerweb.appstate.edu/pls/PROD/twbkwbis.P_WWWLogin

Apps | Bookmarks | Appalachian State... | Banner Workflow 8.... | Works - Login | NC DPI Allotment S... | IBIS – Single Sign-o... | Banner9 Prod | NC OSC: 73XXXX -... | Other bookmarks

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SITE MAP HELP

User Login

Please enter your username and password. When finished, select Login.

Please Note: Entries are Case Sensitive

To protect your privacy, please Exit and close your browser when you are finished.

User Name:

Password:

Login

Need Help?

RELEASE: 8.9

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Online Fund Reconciliation Process

System Access | AppLEAP | Appal | SCT WWW Information System

bannerweb.appstate.edu/pls/PROD/twbkwbis.P_GenMenu?name=bmenu.P_FinanceMnu

Apps | Bookmarks | Appalachian State... | Banner Workflow 8.... | Works - Login | NC DPI Allotment S... | IBIS – Single Sign-o... | Banner9 Prod | NC OSC: 73XXXX -... | Other bookmarks

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Personal Information | Student | Financial Aid | Employee | WebTailor Administration | Finance

MENU SITE MAP EXIT

- Budget Queries
- Encumbrance Query
- Approve Documents
- View Document
- Budget Transfer
- Multiple Line Budget Transfer
- Delete Finance Template
- Departmental Fund Activity Reconciliation
- Fund Authority (Testing Only)

[Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template | Departmental Fund Activity Reconciliation | Fund Authority (Testing Only)]

RELEASE: 8.9

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Online Fund Reconciliation Process

System Access | AppLEAP | Appal × https://bannerweb.appstate.edu/ ×

bannerweb.appstate.edu/pls/PROD/bzprecon.P_Budget_Reconciliation?#/create

Apps | Bookmarks | Appalachian State... | Banner Workflow 8.... | Works - Login | NC DPI Allotment S... | IBIS – Single Sign-o... | Banner9 Prod | NC OSC: 73XXXX -... | Other bookmarks

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Personal Information | Student | Financial Aid | Employee | WebTailor Administration | Finance

SITE MAP HELP EXIT

Welcome Jennifer M. Geouque!

Reconciliation Month *

August

Reconciliation Year *

2019

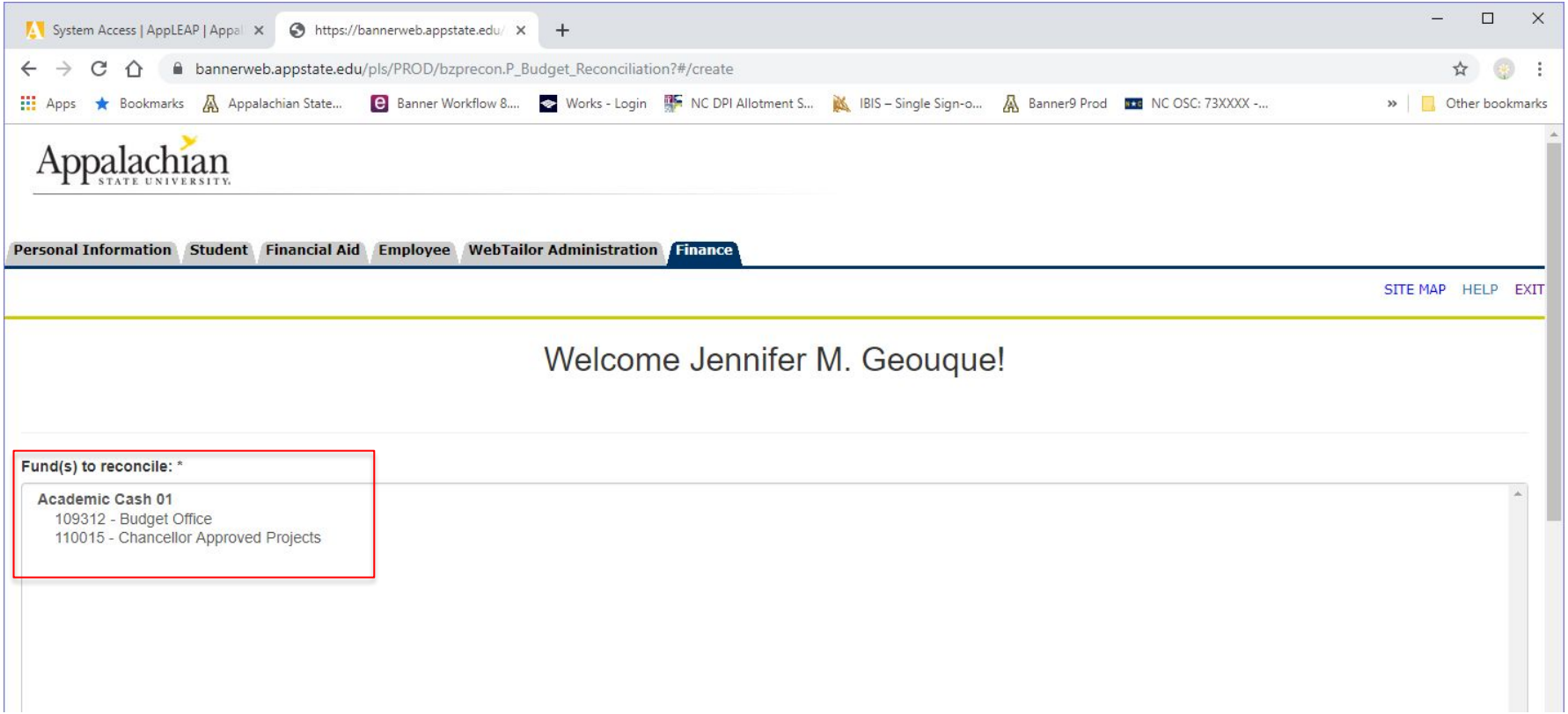
Next

MONTH | FUNDS | PART A | PART B | PART C | PART D | PART E | PART F | PART G | PART H | CONFIRM

[Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template | Departmental Fund Activity Reconciliation | Fund Authority (Testing Only)]

RELEASE: 8.7

Online Fund Reconciliation Process



Online Fund Reconciliation Process

System Access | AppLEAP | Appa | https://bannerweb.appstate.edu/

bannerweb.appstate.edu/pls/PROD/bzprecon.P_Budget_Reconciliation?#/create

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Appalachian STATE UNIVERSITY

Personal Information | Student | Financial Aid | Employee | WebTailor Administration | Finance

SITE MAP HELP EXIT

Welcome Jennifer M. Geouque!

Appalachian State University
Controller's Office
Departmental Fund Activity Reconciliation
Month: August 2019

ALL

HELP

Obtain Reports

- [ ] **A1. Run the departmental activity report as of the end of the month for fund ids:**
  109312
- [ ] **A2. Print out the budget to actual comparison:**
  Optional comments
- [ ] **A3. Obtain a list of all detail transactions for the month, agree to monthly activity report, and either print out the report or if available download to Excel. As you review the individual items on this report, check each item when you have determined if they are supported, authorized, and classified correctly:**

Online Fund Reconciliation Process

System Access | AppLEAP | Appal × https://bannerweb.appstate.edu/ ×

bannerweb.appstate.edu/pls/PROD/bzprecon.P_Budget_Reconciliation?#/create

Apps Bookmarks Appalachian State... Banner Workflow 8.... Works - Login NC DPI Allotment S... IBIS – Single Sign-o... Banner9 Prod NC OSC: 73XXXX -... Other bookmarks

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Personal Information Student Financial Aid Employee

SITE MAP HELP EXIT

How do I obtain the reports I need?

A1
FZRAORGHIER (in E-Print or on Dashboard) will provide an up-to-date, exhaustive list of funds by Org. Find all funds in your Org that you will complete this reconciliation for.

A2
For State funds, this information can be found on the 0010 Dashboard report or on FZRBDSC in E-Print. For Special funds, this information can be found on the 0010 Dashboard report or on FZRAPTD in E-Print. For Grant funds, this information can be found on the 0095 Dashboard report. If no budget is required or budgets are not yet posted make a note as such.

A3
This information can be found on the 0070 Dashboard report or on FZRODTA in E-Print.

Month: August 2019

✔ ALL HELP

Obtain Reports

☐ **A1. Run the departmental activity report as of the end of the month for fund ids:**
109312

Online Fund Reconciliation Process

System Access | AppLEAP | Appal | https://bannerweb.appstate.edu/

bannerweb.appstate.edu/pls/PROD/bzprecon.P_Budget_Reconciliation?#/create

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Welcome Jennifer M. Geouque!

Appalachian State University
Controller's Office
Departmental Fund Activity Reconciliation
Month: August 2019

ALL

HELP

Obtain Reports

JMG

A1. Run the departmental activity report as of the end of the month for fund ids:

109312

JMG

A2. Print out the budget to actual comparison:

Optional comments

JMG

A3. Obtain a list of all detail transactions for the month, agree to monthly activity report, and either print out the report or if available download to Excel. As you review the individual items on this report, check each item when you have determined if they are supported, authorized, and classified correctly:

Optional comments

Next

Online Fund Reconciliation Process

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Welcome Jennifer M. Geouque!

Appalachian State University
Controller's Office
Departmental Fund Activity Reconciliation
Month: August 2019

ALL | HELP

Revenues

JMG **B1. Agree total revenues reported to deposit registers for the period:**

Optional comments

JMG **B2. Investigate any discrepancies:**

Optional comments

JMG **B3. If errors are determined, need to work with supervisor or appropriate Controller's Office staff to make correction:**

Optional comments

Next

Online Fund Reconciliation Process

System Access | AppLEAP | Appal | https://bannerweb.appstate.edu/

bannerweb.appstate.edu/pls/PROD/bzprecon.P_Budget_Reconciliation?#/create

Apps | Bookmarks | Appalachian State... | Banner Workflow 8... | Works - Login | NC DPI Allotment S... | IBIS – Single Sign-o... | Banner9 Prod | NC OSC: 73XXXX -... | Other bookmarks

Welcome Jennifer M. Geouque!

Appalachian State University
Controller's Office
Departmental Fund Activity Reconciliation
Month: August 2019

✔ ALL

Salary Expense

- [x] JMG **C1. Agree entries made to salary accounts on the activity report to the payroll registers. Scan for any unusual items.**
  Optional comments
- [x] JMG **C2. For temp salaries, agree amounts paid to the properly authorized and signed time sheets and determine that the amount paid is properly calculated.**
  Optional comments
- [x] JMG **C3. For items not on the payroll register investigate and determine support for the entry.**
  Optional comments
- [x] JMG **C4. If errors are determined, need to work with supervisor or appropriate Controller's Office staff to make correction.**
  Optional comments

Next

Online Fund Reconciliation Process

System Access | AppLEAP | Appal | https://bannerweb.appstate.edu/

bannerweb.appstate.edu/pls/PROD/bzprecon.P_Budget_Reconciliation?#/create

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Appalachian State University
Controller's Office
Departmental Fund Activity Reconciliation
Month: August 2019

ALL

HELP

Contract Service Expense

JMG **D1. For contract service items posted as an expense, make sure amount paid agree to approved invoices.**

Optional comments

JMG **D2. If errors are determined, need to work with supervisor or appropriate Controller's Office staff to make correction.**

Optional comments

Next

MONTH | FUNDS | PART A | PART B | PART C | PART D | PART E | PART F | PART G | PART H | CONFIRM

[Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template | Departmental Fund Activity Reconciliation | Fund Authority (Testing Only)]

Online Fund Reconciliation Process

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Appalachian State University
Controller's Office
Departmental Fund Activity Reconciliation
Month: August 2019

ALL | HELP

Non-Personnel Expense

- [x] JMG **E1. For transactions posted to non-payroll accounts, reconcile amounts to supporting documentation. This review should include Pcard and Travel transactions.**

  Optional comments

- [x] JMG **E2. Verify that vendor invoices document the date goods/services are received and the initial of the person receiving the merchandise. If Central Receiving is used, use appropriate procedures to reconcile goods received with billing invoices.**

  Optional comments

- [x] JMG **E3. For internal billings such as telecommunications, copy and postage, agree postings to mailed notification.**

  Optional comments

- [x] JMG **E4. For JVs/JEs, obtain supporting documentation and review. Make sure that the JV/JE was properly approved and was appropriate for this account.**

  Optional comments

- [x] JMG **E5. Make sure that the account codes recorded for all items are proper especially for IT Expenditure transfer items. Bring attention to the supervisor or Controller's Office staff any items that appear misclassified.**

  Optional comments

Online Fund Reconciliation Process

System Access | AppLEAP | Appal × https://bannerweb.appstate.edu/ ×

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Controller's Office
Departmental Fund Activity Reconciliation
Month: August 2019

ALL HELP

Budget to Actual Review

JMG **F1. Review budget to actual expenditure report.**

Optional comments

JMG **F2. Determine whether any over budget condition exist. Determine the cause of the over budget condition and whether it will require a budget revision. Process any required online budget transfers.**

Optional comments

JMG **F3. If necessary prepare budget revision for supervisor's or appropriate Budget or Controller's Office(s) Staff review and approval.**

Optional comments

Next

MONTH | FUNDS | PART A | PART B | PART C | PART D | PART E | PART F | PART G | PART H | CONFIRM

Online Fund Reconciliation Process

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SITE MAP HELP EXIT

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Appalachian State University
Controller's Office
Departmental Fund Activity Reconciliation
Month: August 2019

ALL

HELP

Encumbrances

JMG

G1. Review open encumbrances on all funds.

Optional comments

Next

MONTH | FUNDS | PART A | PART B | PART C | PART D | PART E | PART F | PART G | PART H | CONFIRM

[Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template | Departmental Fund Activity Reconciliation | Fund Authority (Testing Only)]

RELEASE: 8.7

Fund Reconciliation Overview

- **Presented by:**
  - Jennifer Grouque
- **Contact:**
  - University Budget Office Staff
  - https://businessaffairs.appstate.edu/departments/budget-office/about-us

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Fund Reconciliation

- Required to be completed online monthly
- Must be reconciled and approved within 45 days to be considered timely
- Reconcilers have 30 days to reconcile
- Approvers have 15 days to approve
- Departments must keep documentation of fund reconciliation (paper or electronic)

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Fund Reconciliation

- **Example**
  - March fund reconciliations need to be completed by April 30th
  - March approvals need to be completed by May 15th

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Fund Reconciliation

- Internal Audits reviews a sample of University funds to determine if the Departmental Fund Activity Reconciliation process has been submitted online and approved in compliance with University policies and procedures, and to identify instances of noncompliance, if any, with ASU Policy 501.7 “Departmental Bookkeeping”.
  - Link: https://policy.appstate.edu/Departmental_Bookkeeping

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Fund Reconciliation

- Audit is for the prior quarter
- Internal Audits sends memos to reconcilers and approvers of all funds tested
- Funds that are found to be noncompliant will be reviewed again in six months
- The Budget Office will be contacted about funds that have never been reconciled
- The Budget Office will contact divisional Business Officers for assistance in getting funds reconciled

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Resources to assist with Fund Reconciliation

- Departmental Fund Activity Reconciliation Instructions
- Fund Reconciliation Video
- The Right Report for the Job
- https://businessaffairs.appstate.edu/departments/budget-office/resources

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Appalachian State University
Controller's Office
Departmental Fund Activity Reconciliation
Month: MM/YYYY

This blank form can be found on Banner Homepage at link: http://www.appleap.appstate.edu/finance_over.html
A shadow system is recommended to monitor and maintain control of all funds and for easier reconciliation.

Step		Procedures:	Initial	Comments & Actions Taken
		A - Obtain Reports (AppLeap: The Right Report for the Job)		**E-print/Dashboard Report to be used and additional tips**
A	1	Run the departmental activity report as of the end of the month for fund ids:		FZRAORGHIER (Available in E-print or Dashboard) (Attach print of your org only. This will display all types of funds. If six (6) funds or less you may type them in the spaces provided in step A:1).
	2	Print out the budget to actual comparison.		State Funds = FZRBDSC or Dashboard Report #0010; Special Funds = FZRBDSC or Dashboard Report #0010 and FZRAPTD; Grant Funds Only = Dashboard Report #0095. If your fund/accounts have budgets posted. Note under comments if no budget is required or in State Funds make note budget not posted yet for current fiscal year until budgets are posted.
	3	Obtain a list of all detail transactions for the month, agree to monthly activity report, and either print out the report or if available download to excel. As you review the individual items on this report, check each item when you have determined they are supported, authorized, and classified correctly.		All Funds = FZROD TA (E-print) or Dashboard Report #0070 and verification to internal shadow system.
		B - Revenues		
B	1	Agree total revenues reported to deposit registers for the period.		Match receipts from receipt books or cashier's individual receipts to FZROD TA or Dashboard Report #0070
	2	Investigate any discrepancies.		Determine where errors have occurred.
	3	If errors are determined, need to work with supervisor or appropriate Controller's Office staff to make correction.		Work with your supervisor, Controller's, Special Funds or Budget Office(s) staff to process correction.
		C - Salary Expense (As Access Permits)		
C	1	Agree entries made to salary accounts on the activity report to the payroll registers. Scan for any unusual items.		Reasonableness test. If salary postings appear out-of-line, investigate discrepancies, i.e., you do not have a temporary employee, but items are posted to your student temporary fund/account.
	2	For temp salaries, agree amounts paid to the properly authorized and signed time sheets and determine that the amount paid is properly calculated.		When temporary salary documents are prepared, calculate payroll totals and maintain to verify to the monthly posted totals.
	3	For items not on the payroll register investigate and determine support for the entry.		Determine that all payroll items are recorded in Banner Finance.
	4	If errors are determined, need to work with supervisor or appropriate Controller's Office staff to make correction.		Work with your supervisor, Controller's, Special Funds, or Budget Office(s) staff to process correction.
		D - Contract Service Expense		
D	1	For contract service items posted as an expense, make sure amounts paid agree to approved invoices.		Verify that the 719XCCC expense items for contractual services are paid correctly.
	2	If errors are determined, need to work with supervisor or appropriate Controller's Office staff to make correction.		Work with your supervisor, Controller's, Special Funds, or Budget Office(s) staff to process correction.
		E - Non-Personnel Expense		
E	1	For transactions posted to non-payroll accounts, reconcile amounts to supporting documentation. This review should include Pcard, and Travel transactions.		Verify postings to supporting documentation including P-Card recon and travel and any other charges. Verify travel is accurately posted to each fund.
	2	Verify that vendor invoices document the date goods/services are received and the initial of the person receiving the merchandise. If Central Receiving is used, use appropriate procedures to reconcile goods received with billing invoices.		Verify packing slips are signed or initialed and dated for materials received by person ordering goods. Reconcile appropriately with Central Receiving (Warehouse); release the blue receiver when the order is complete.
	3	For internal billings such as telecommunications, copy and postage, agree postings to mailed notification.		Match internal billing(s) mailed notification or e-print listing with monthly postings, i.e., telephone, postage.
	4	For JVs / JEs, obtain supporting documentation and review. Make sure that the JV/JE was properly approved and was appropriate for this account.		If a JV/JE was posted to your fund/account, verify that it is accurate with supporting documentation. Example: another department is sharing in bringing a speaker to campus. The JV/JE charges part of the expense to your 719XCCC account.
	5	Make sure that the accounts codes recorded for all items are proper especially for IT Expenditure transfers items. Bring attention to the supervisor or Controller's Office staff any items that appear misclassified.		Verify that items are coded properly.

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	6	Review the report on detail transactions and determine that all items have been checked off. If not, determine what the unchecked item(s) are for and bring to the attention of the supervisor or appropriate Controller's Office staff. Request adjustment if necessary. See AppLeap: The Right Report for the Job		All funds = FZRODTA or Dashboard Report #0070 Work with your supervisor, Controller's or Special Funds Office(s) staff to process correction.
		F - Budget to Actual Review		
F	1	Review budget to actual expenditure report. (see AppLeap: The Right Report for the Job)		State Funds = FZRBDSC or Dashboard Report #0010; Special Funds = FZRBDSC or Dashboard Report #0010; Grant Funds Only = Dashboard Report #0095 if your fund/accounts have budgets posted. Note under comments if no budget is required or in State Funds make note budget not posted yet for current fiscal year until budgets are posted.
	2	Determine whether any over budget condition exist. Determine the cause of the over budget condition and whether it will require a budget revision. Process any required online budget transfers.		All funds = FZRODTA or Dashboard Report #0070 (Fund Activity for Date Range) See Banner Finance Training Manual for instructions for processing on-line budget entries for applicable funds.
	3	If necessary prepare budget revision for supervisor's or appropriate Budget or Controller's Office(s) Staff review and approval.		Request for Budget Revision for State Funds found on Electronic Forms under VC for Business Affairs. Special Fund budget adjustments (if allowed) must be requested through Special Funds accounting personnel.
		G - Encumbrances		
G	1	Review open encumbrances on all funds (See AppLEAP The Right Report for the Job)		All funds = FZRAENC or Dashboard Report #0060 Verify that all outstanding balances of encumbrances are correct. If items have been direct paid, or encumbrance should be otherwise cancelled, contact Purchasing for PO closing assistance.
		H - Completion of Review		
H	1	Complete certification statement when reconciliation procedures are completed. After this form has been completed and signed, it should be filed within the Department.		Make sure that all items are completed and initialed, print form, date, and obtain supervisor's signature.

Certification

I certify that the activity recorded on the department monthly activity report was classified properly and is supported by appropriate documentation. All unusual and unresolved items were brought to the attention of the supervisor and those needing follow up review are noted below.

SIGNATURE	**DATE**

UNUSUAL ITEMS NOTED DURING THE RECONCILIATION PROCEDURES NEEDING FOLLOW UP REVIEW:

SUPERVISOR'S REVIEW AND FOLLOW UP:

SUPERVISOR'S SIGNATURE (INDICATES REVIEW OF RECONCILIATION)	**DATE**

FOLLOW UP REVIEW AND ADJUSTMENTS FOR UNUSUAL OR UNRESOLVED ITEMS:

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The Right Report for the Job

Trust Funds – (Non-Grant: 220XXX-339XXX & 660XXX-990XXX)

Dashboard	E-Print	
0010/0020	FZRBDSC	Budget Balances Available (Summary & By Acct)
0070	FZRODTA	Current Fiscal Year Detail of Activity
0070	FZRADACTV	Current Month Activity – updated daily
0070	FZRAMACTV	One Month's Activity – new one created at month end
0070	FZRAACTV-YTD	Year to Date Activity
0080/0085	FZRABAL	Cash Balance Reconciliation (227XXX funds do not have cash on hand)

Grants – (55XXXX)

Dashboard	E-Print	
0070/0100	FZRODTA	Current Fiscal Year Detail of Activity
0070/0100	FZRADACTV	Current Month Activity – updated daily
0070/0100	FZRAMACTV	One Month's Activity – new one created at month end
0070/0100	FZRAACTV	YTD Year to Date Activity
0095/0096	FZRAPTD	Project to Date Summary / Budget Balance Available
Not Available	FZRAGRANTS	Grants assigned to your Department

State Funds – (1XXXXX)

Dashboard	E-Print	
0010/0020/0050	FZRBDSC	Budget Balances Available
0040	FZRAbudget-notice	Over Budget Notices to Departments
0070/0100	FZRODTA Current Fiscal	Current Fiscal Year Detail of Activity
0070/0100	FZRADACTV	Current Month Activity – updated daily
0070/0100	FZRAMACTV	One Month's Activity – new one created at month end
0070/0100	FZRAACTV-YTD	Year to Date Activity

Miscellaneous

Dashboard	E-Print	
0019	FZRAORGHIER	Monthly Fund Recon By Org
0030	FZRABUDPOOLS	Banner Budget Pools
0060	FZRAENC	Outstanding Encumbrances-List of Open Encumbrances by Fund
0061	FAROINV	Open Invoices
Not Available	FARVALP	Vendor Alpha Listing
0110	FZRAOLRI	Checks Issued by Fund
0120	FZRFUND-ALPHA	Banner Fund Lists
0120	FZRFUND-NUMERIC	Banner Fund Lists
Not Available	PZRDPLS	Departmental Employee List

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Online Fund Reconciliation Process

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This site | appstate.edu | Advanced

System Access | Reporting | Banner Module Administrators

Home

RESOURCES

- Human Resources
- Login to Yo-Mart
- Purchasing Department (for more information on Yo-Mart)

QEP Global Learning

Welcome to AppLeap

Appalachian State University participated with 14 other campuses in the UNC system with the LEAP to new technology products for campus adminstrative systems. The software is based on current technology database tools accessible through the web and provides solutions for all major components on the campus, including: Finance, University Advancement, Human Resources, Student Services and Financial Aid.

This is the gateway to Banner, Self-Service, Imaging and Reporting Services.

Home | MyASU | Support | Webmaster | Emergency Info | Policy | Disclaimer | EO Policy | Login | Text Only

Appalachian State University

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Online Fund Reconciliation Process

System Access | AppLEAP | Appa

appleap.appstate.edu/system-access

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System Access | Reporting | Banner Module Administrators

Home > System Access

Test Systems & Auxiliary Production Systems

RESOURCES
- Human Resources
- Login to Yo-Mart
- Purchasing Department (for more information on Yo-Mart)

QEP Global Learning

System Access

Gateways

Banner 8 INB has been decommissioned on January 9, 2019. Please use the Banner 9 link below to access Banner.

- Banner Self-Service (Advancement, Employee, Faculty, Finance, Financial Aid, and Student)
- Banner 9 (Advancement, Finance, Financial Aid, Human Resources, and Student) - Training and more info here.
- Banner 9 Employee Self-Service
- Finance Home Page
- Yo-Mart Shopping
- Access to Test Systems and Auxiliary Production Systems

System Access Permissions Links

- Request Banner Account Options form (Note: Supervisors use this link to request Banner access for employees)
- Statement of Confidentiality Form [PDF]
- Computer Use Policy
- Family Educational Rights and Privacy Act (FERPA) information

The computer and/or computer network which you are attempting/about to use is owned by Appalachian State University. It is

Online Fund Reconciliation Process

System Access | AppLEAP | Appal | User Login

bannerweb.appstate.edu/pls/PROD/twbkwbis.P_WWWLogin

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Appalachian STATE UNIVERSITY

SITE MAP HELP

User Login

Please enter your username and password. When finished, select Login.

Please Note: Entries are Case Sensitive

To protect your privacy, please Exit and close your browser when you are finished.

User Name:

Password:

Login

Need Help?

RELEASE: 8.9

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Online Fund Reconciliation Process

System Access | AppLEAP | Appal | SCT WWW Information System

bannerweb.appstate.edu/pls/PROD/twbkwbis.P_GenMenu?name=bmenu.P_FinanceMnu

Apps | Bookmarks | Appalachian State... | Banner Workflow 8.... | Works - Login | NC DPI Allotment S... | IBIS – Single Sign-o... | Banner9 Prod | NC OSC: 73XXXX -... | Other bookmarks

Appalachian STATE UNIVERSITY

Personal Information | Student | Financial Aid | Employee | WebTailor Administration | Finance

MENU SITE MAP EXIT

- Budget Queries
- Encumbrance Query
- Approve Documents
- View Document
- Budget Transfer
- Multiple Line Budget Transfer
- Delete Finance Template
- Departmental Fund Activity Reconciliation
- Fund Authority (Testing Only)

[Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template | Departmental Fund Activity Reconciliation | Fund Authority (Testing Only)]

RELEASE: 8.9

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Online Fund Reconciliation Process

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Personal Information | Student | Financial Aid | Employee | WebTailor Administration | Finance

SITE MAP HELP EXIT

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Reconciliation Month *

August

Reconciliation Year *

2019

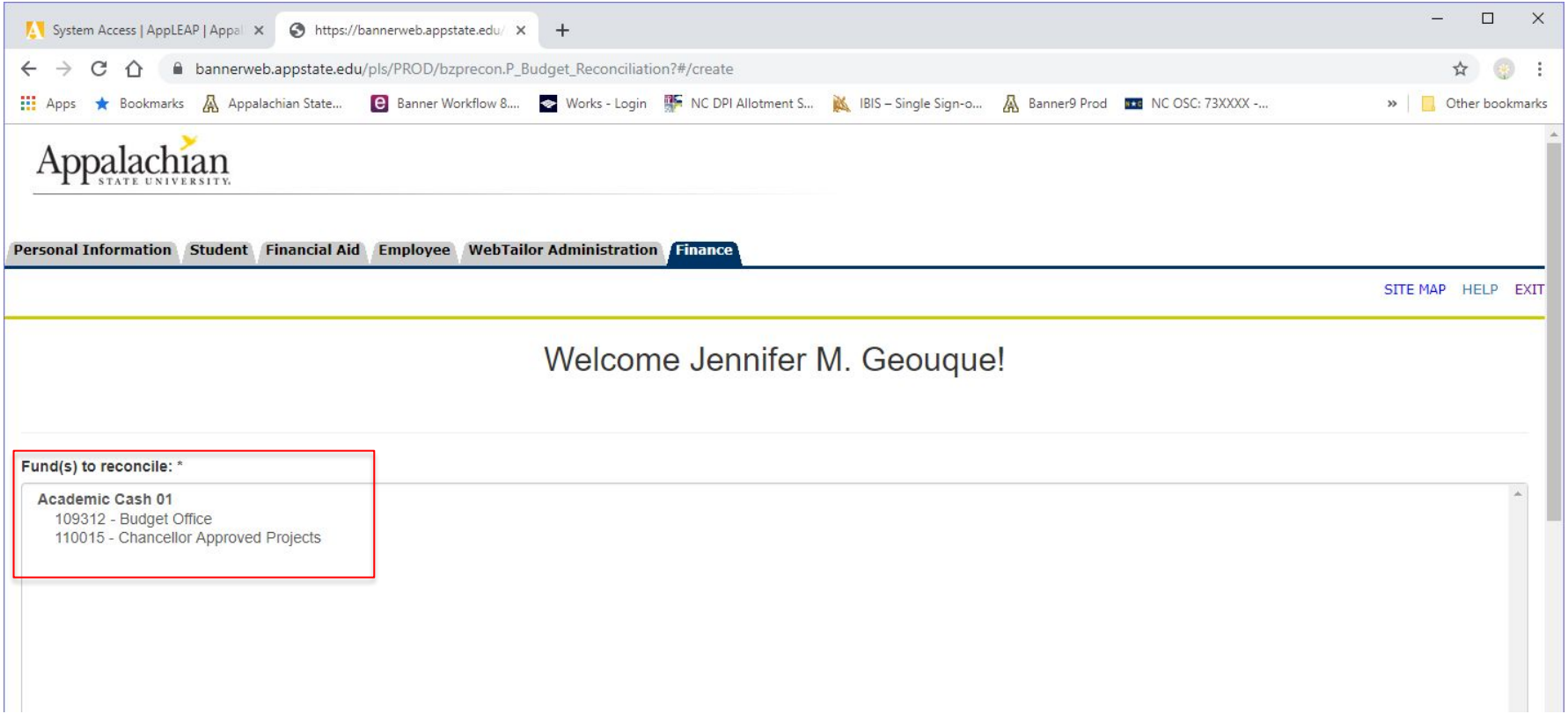
Next

MONTH | FUNDS | PART A | PART B | PART C | PART D | PART E | PART F | PART G | PART H | CONFIRM

[Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template | Departmental Fund Activity Reconciliation | Fund Authority (Testing Only)]

RELEASE: 8.7

Online Fund Reconciliation Process



Online Fund Reconciliation Process

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Personal Information | Student | Financial Aid | Employee | WebTailor Administration | Finance

SITE MAP HELP EXIT

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Appalachian State University
Controller's Office
Departmental Fund Activity Reconciliation
Month: August 2019

ALL

HELP

Obtain Reports

- [ ] **A1. Run the departmental activity report as of the end of the month for fund ids:**
  109312
- [ ] **A2. Print out the budget to actual comparison:**
  Optional comments
- [ ] **A3. Obtain a list of all detail transactions for the month, agree to monthly activity report, and either print out the report or if available download to Excel. As you review the individual items on this report, check each item when you have determined if they are supported, authorized, and classified correctly:**

Online Fund Reconciliation Process

System Access | AppLEAP | Appal × https://bannerweb.appstate.edu/ ×

bannerweb.appstate.edu/pls/PROD/bzprecon.P_Budget_Reconciliation?#/create

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Personal Information Student Financial Aid Employee

SITE MAP HELP EXIT

How do I obtain the reports I need?

A1
FZRAORGHIER (in E-Print or on Dashboard) will provide an up-to-date, exhaustive list of funds by Org. Find all funds in your Org that you will complete this reconciliation for.

A2
For State funds, this information can be found on the 0010 Dashboard report or on FZRBDSC in E-Print. For Special funds, this information can be found on the 0010 Dashboard report or on FZRAPTD in E-Print. For Grant funds, this information can be found on the 0095 Dashboard report. If no budget is required or budgets are not yet posted make a note as such.

A3
This information can be found on the 0070 Dashboard report or on FZRODTA in E-Print.

Month: August 2019

✔ ALL HELP

Obtain Reports

☐ **A1. Run the departmental activity report as of the end of the month for fund ids:**
109312

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Appalachian State University
Controller's Office
Departmental Fund Activity Reconciliation
Month: August 2019

ALL

HELP

Obtain Reports

JMG

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109312

JMG

A2. Print out the budget to actual comparison:

Optional comments

JMG

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Optional comments

Next

Online Fund Reconciliation Process

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Appalachian State University
Controller's Office
Departmental Fund Activity Reconciliation
Month: August 2019

ALL | HELP

Revenues

JMG **B1. Agree total revenues reported to deposit registers for the period:**

Optional comments

JMG **B2. Investigate any discrepancies:**

Optional comments

JMG **B3. If errors are determined, need to work with supervisor or appropriate Controller's Office staff to make correction:**

Optional comments

Next

Online Fund Reconciliation Process

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bannerweb.appstate.edu/pls/PROD/bzprecon.P_Budget_Reconciliation?#/create

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Controller's Office
Departmental Fund Activity Reconciliation
Month: August 2019

✔ ALL

Salary Expense

- [x] JMG **C1. Agree entries made to salary accounts on the activity report to the payroll registers. Scan for any unusual items.**
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Welcome Jennifer M. Geouque!

Appalachian State University
Controller's Office
Departmental Fund Activity Reconciliation
Month: August 2019

ALL

HELP

Contract Service Expense

JMG **D1. For contract service items posted as an expense, make sure amount paid agree to approved invoices.**

Optional comments

JMG **D2. If errors are determined, need to work with supervisor or appropriate Controller's Office staff to make correction.**

Optional comments

Next

MONTH | FUNDS | PART A | PART B | PART C | PART D | PART E | PART F | PART G | PART H | CONFIRM

[Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Delete Finance Template | Departmental Fund Activity Reconciliation | Fund Authority (Testing Only)]

Online Fund Reconciliation Process

System Access | AppLEAP | Appal | https://bannerweb.appstate.edu/

bannerweb.appstate.edu/pls/PROD/bzprecon.P_Budget_Reconciliation?#/create

Apps | Bookmarks | Appalachian State... | Banner Workflow 8.... | Works - Login | NC DPI Allotment S... | IBIS – Single Sign-o... | Banner9 Prod | NC OSC: 73XXXX -... | Other bookmarks

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Controller's Office
Departmental Fund Activity Reconciliation
Month: August 2019

ALL | HELP

Non-Personnel Expense

- [x] JMG **E1. For transactions posted to non-payroll accounts, reconcile amounts to supporting documentation. This review should include Pcard and Travel transactions.**

  Optional comments

- [x] JMG **E2. Verify that vendor invoices document the date goods/services are received and the initial of the person receiving the merchandise. If Central Receiving is used, use appropriate procedures to reconcile goods received with billing invoices.**

  Optional comments

- [x] JMG **E3. For internal billings such as telecommunications, copy and postage, agree postings to mailed notification.**

  Optional comments

- [x] JMG **E4. For JVs/JEs, obtain supporting documentation and review. Make sure that the JV/JE was properly approved and was appropriate for this account.**

  Optional comments

- [x] JMG **E5. Make sure that the account codes recorded for all items are proper especially for IT Expenditure transfer items. Bring attention to the supervisor or Controller's Office staff any items that appear misclassified.**

  Optional comments

Online Fund Reconciliation Process

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ALL HELP

Budget to Actual Review

JMG **F1. Review budget to actual expenditure report.**

Optional comments

JMG **F2. Determine whether any over budget condition exist. Determine the cause of the over budget condition and whether it will require a budget revision. Process any required online budget transfers.**

Optional comments

JMG **F3. If necessary prepare budget revision for supervisor's or appropriate Budget or Controller's Office(s) Staff review and approval.**

Optional comments

Next

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SITE MAP HELP EXIT

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Appalachian State University
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Month: August 2019

ALL

HELP

Encumbrances

JMG

G1. Review open encumbrances on all funds.

Optional comments

Next

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Appalachian State University
Controller's Office
Departmental Fund Activity Reconciliation
Month: August 2019

Completion of Review

☑ JMG **All unusual and unresolved items were brought to the attention of the supervisor and those needing follow up review are noted in the text field below.**

Optional comments

☑ JMG **Specify location of all supporting documents: ***

Budget Office

☑ JMG **Approver ASU User Name: ***

adamsje2

E-mail address without @appstate.edu. Modify this field if incorrect or empty.

Approver Name:

John E. Adams

Next

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SITE MAP HELP EXIT

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Summary

If any information below is incorrect, use the circles below to navigate to any form page and make corrections before submitting.

Month: August
Year: 2019
Funds: 109312
Approver: John E. Adams

By clicking the 'Submit' button below, I certify that

- **the activity recorded on the department monthly activity report was classified properly**
- **the activity is supported by appropriate documentation**
- **all unusual and unresolved items have been brought to the attention of the supervisor**
- **all items needing follow up review have been noted within this form**

Submit

MONTH | FUNDS | PART A | PART B | PART C | PART D | PART E | PART F | PART G | PART H | CONFIRM

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RELEASE: 8.7

TCM: Independent Contractor v.s. Employee Designations

- **Presented by:**
  - David Jamison
- **Contact:**
  - Yifan Zhou
  - David Jamison

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How do we determine?

IRS has us look at:

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Independent Contractor v.s. Employee Designations

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Independent Contractor v.s. Employee Designations

Case Study 1: The College of Education wants to contract with an individual to lead a two week workshop about recent changes to State end of grade testing requirements. The workshop will be open to public school teachers and Appstate students. Ms. Smith, a retired middle school principal, has been asked to lead the workshop. She is provided with an outline and materials developed by a faculty member. In terms of the agreement she is required to attend regular planning meetings and provide reports of her progress and may be asked to make changes to her presentation materials based on faculty feedback. She is given an appstate.edu email address so that she can communicate with faculty and staff in the College. She has lead workshops for other Universities in the UNC System in the past. She and the College have agreed to a flat $1,000.00 fee.

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Independent Contractor v.s. Employee Designations

Case Study 2: University Recreation is in need of someone to provide on call repair services for treadmills in the Student Recreation Center. The University contracts with Steve Jones to provide services as needed. Mr. Jones operations as d.b.a. Jones Gym Medic under his personal SSN. He does not require the use of any tools provided by the University, but does request a University parking permit for his small cargo van. In the agreement Mr. Jones will invoice the University for the number of repair hours worked plus any supplies and materials used. In the agreement the University and Mr. Jones agree on a service level expectation that he will respond to repair calls within 48 hours.

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Thank You for Attending

We hope to see you at the next meeting in October

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