Finance and Administration Updates

Friday, September 27th, 2019
10:30 AM Meeting
IG Greer 224
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](https://controller.appstate.edu/news-and-updates)
• Contacts: Yifan Zhou, McKenzie Harris (topic requests) and Cynthia Lowrance (Zoom and Google Drive)
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
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](https://businessaffairs.appstate.edu/memorandums)
  - Link: [https://controller.appstate.edu/travel-expenses](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
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.
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
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 Management
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.
Employee Self Service

Appalachian State University

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, Plan Spending Accounts, and Miscellaneous Deductions.
Pay Information
View Direct Deposit Information, Earnings and Deductions History, and Pay Stubs.
Tax Forms
View W-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.
Salary Planner
This link takes you to the Salary Planner portion of Banner.
EPAF Main Menu
Link to access the main menu for EPAF.
Billing and Payment Center by TouchNet
View account balance statements, make electronic payments, enroll in Payment Plan, enter Direct Deposit Information.
ASU Foundation Payroll Deduction
Monthly Payroll Deduction Form for Appalachian State University Foundation, Inc.
W2 Electronic Consort
W2 Electronic Opt in/Out
Veteran's Reporting
To self report as a veteran, please click here.
Appstate Careers (PeopleAdmin)
Review your current job description in the AppState Careers Portal (People Admin). Click on Internal User to Login.
Adverse Weather - Mandatory Non-Mandatory Status
Adverse Weather - Mandatory Non-Mandatory Status
Online Health and Safety Training Courses
Access your training requirements and completion records here. Contact an ERESM representative for assistance.
Disability Survey

Employee Dashboard

Leave Balances as of 09/20/2019
Vacation in hours 0.0
Sick in hours 0.0
Community Service Leave in hours 0.0
Vacation Bonus
Leaves in hours 0.0
Misc. Adverse Weather in hours 0.0
10 Hours Flex Fun (Time in hours 0.0

Pay Information

Latest Pay Stub: 09/03/2019
All Pay Stubs
Direct Deposit Information
Deductions History
Earnings
Benefits
Taxes

My Profile
My Team
My Activities

Enter Leave Report
Request Time Off
Approve Time
Approve Leave Report
Approve Leave Request
Email 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](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](https://appleap.appstate.edu/system-access) (Advancement, Employee, Faculty, Finance, Financial Aid, and Student)
- [Banner 9](https://appleap.appstate.edu/system-access) (Advancement, Finance, Financial Aid, Human Resources, and Student) - Training and more info [here](https://appleap.appstate.edu/system-access).
- [Banner 9 Employee Self-Service](https://appleap.appstate.edu/system-access)
- Finance Home Page
- Yo-Mart Shopping
- Access to Test Systems and Auxiliary Production Systems
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.
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.
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
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)
Fund Reconciliation

- **Example**
  - March fund reconciliations need to be completed by April 30th
  - March approvals need to be completed by May 15th
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
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
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](https://businessaffairs.appstate.edu/departments/budget-office/resources)
<table>
<thead>
<tr>
<th>Step</th>
<th>Details</th>
<th>Process/Action</th>
<th>Comments/Action Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td>A.3</td>
<td>Approve Request (Apples to the Right Report for the Job)</td>
<td>6. Dashboard Report to be filed and additional data</td>
<td>8. Time/Date/Name/Date of file PEERS/SCRATCH</td>
</tr>
<tr>
<td>A.3</td>
<td>Determine the department's appropriate activity at the end of the month for funds</td>
<td>6. Dashboard Report to be filed and additional data</td>
<td>8. Time/Date/Name/Date of file PEERS/SCRATCH</td>
</tr>
<tr>
<td>B.3</td>
<td>Determine the appropriate activity at the end of the month</td>
<td>6. Dashboard Report to be filed and additional data</td>
<td>8. Time/Date/Name/Date of file PEERS/SCRATCH</td>
</tr>
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</table>
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 Appendix: The Right Report for the Job.

F - Budget to Actual Review

Review budget to actual expenditure report (see Appendix: The Right Report for the Job).

Determine whether any over budget condition exist. Determine the cause of the over budget condition and whether it will require a budget revision. Proceed any required follow-up budget transfers.

If necessary prepare budget revisions for supervisors or appropriate Budget or Controller's Office. Staff review and approval.

G - Fund balances

1. Review open encumbrances on all funds (See Appendix: The Right Report for the Job).

H - Completion of Review

Complete certification statement when reconciliation procedures are completed. After this form has been completed and signed, it should be filled within the Department.

Certification

I certify that the activity was done on the department monthly to timely report any costs charged properly and/or supported by appropriate documentation. All unexplained variance considered above were in the interest of the company and in the need of an accurate methodology.

SIGNATURE

DATE

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

SUPERVISOR'S REVIEW AND FOLLOW UP:

SUPERVISOR'S SIGNATURE (INDICATE REVIEW OF RECONCILIATION)

DATE

FOLLOW UP REVIEW AND ADJUSTMENTS FOR UNUSUAL OR UNRESOLVED ITEMS:

Appalachian STATE UNIVERSITY
### The Right Report for the Job

**Trust Funds — (Non-Grant: 220XX-339XXX & 660XXX-990XXX)**

<table>
<thead>
<tr>
<th>Dashboard</th>
<th>E-Print</th>
</tr>
</thead>
<tbody>
<tr>
<td>0010/0028</td>
<td>FZRBDSC</td>
</tr>
<tr>
<td>0070</td>
<td>FZRODTA</td>
</tr>
<tr>
<td>0070</td>
<td>FZRQADCTV</td>
</tr>
<tr>
<td>0070</td>
<td>FZRQAMACTV</td>
</tr>
<tr>
<td>0070</td>
<td>FZRQACTY-YTD</td>
</tr>
<tr>
<td>0080/0085</td>
<td>FZRABAL</td>
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</tbody>
</table>

**Grants — (55XXX)**

<table>
<thead>
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<th>E-Print</th>
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</thead>
<tbody>
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<td>0070/0106</td>
<td>FZRRODA</td>
</tr>
<tr>
<td>0070/0106</td>
<td>FZRQADCTV</td>
</tr>
<tr>
<td>0070/0106</td>
<td>FZRQAMACTV</td>
</tr>
<tr>
<td>0070/0106</td>
<td>FZRQACTY</td>
</tr>
<tr>
<td>0095/0096</td>
<td>FZRQPRIO</td>
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<tr>
<td>Not Available</td>
<td>FZRQGRANTS</td>
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</table>

**State Funds — (1XXX)**

<table>
<thead>
<tr>
<th>Dashboard</th>
<th>E-Print</th>
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</thead>
<tbody>
<tr>
<td>0010/0026/0050</td>
<td>FZRBDSC</td>
</tr>
<tr>
<td>0040</td>
<td>FZRQBudget-notice</td>
</tr>
<tr>
<td>0070/0106</td>
<td>FZRQDACTA</td>
</tr>
<tr>
<td>0070/0106</td>
<td>FZRQADCTV</td>
</tr>
<tr>
<td>0070/0106</td>
<td>FZRQAMACTV</td>
</tr>
<tr>
<td>0070/0106</td>
<td>FZRQACTY-YTO</td>
</tr>
</tbody>
</table>

**Miscellaneous**

<table>
<thead>
<tr>
<th>Dashboard</th>
<th>E-Print</th>
</tr>
</thead>
<tbody>
<tr>
<td>0019</td>
<td>FZRQGHIER</td>
</tr>
<tr>
<td>0030</td>
<td>FZRQBDPOOLS</td>
</tr>
<tr>
<td>0060</td>
<td>FZRQENC</td>
</tr>
<tr>
<td>0061</td>
<td>FZRQONV</td>
</tr>
<tr>
<td>Not Available</td>
<td>FZRVALP</td>
</tr>
<tr>
<td>0110</td>
<td>FZRQUR</td>
</tr>
<tr>
<td>0120</td>
<td>FZRQFUND-ALPHA</td>
</tr>
<tr>
<td>0120</td>
<td>FZRQFUND-NUMERIC</td>
</tr>
<tr>
<td>Not Available</td>
<td>FZRQDPLS</td>
</tr>
</tbody>
</table>

**Appalachian State University**

7/19/17
Online Fund Reconciliation Process

Welcome to AppLeap

Appalachian State University participated with 14 other campuses in the UNC system with the LEAP to new technology products for campus administrative 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.
Online Fund Reconciliation Process

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-Serving (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/trying to use is owned by Appalachian State University. It is
Online Fund Reconciliation Process

Appalachian State University

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: B.9
Online Fund Reconciliation Process

- 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)
Welcome Jennifer M. Geouque!

<table>
<thead>
<tr>
<th>Reconciliation Month *</th>
<th>August</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reconciliation Year *</td>
<td>2019</td>
</tr>
</tbody>
</table>

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

Welcome Jennifer M. Geouque!

Fund(s) to reconcile:

- Academic Cash 01
- 109312 - Budget Office
- 110015 - Chancellor Approved Projects
Welcome Jennifer M. Geouque!

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

Obtain Reports

- A1. Run the departmental activity report as of the end of the month for fund IDs:
  105312
- 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

How do I obtain the reports I need?

A1
FZRAO/RGHIER (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 FZRBDSJC 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 0055 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.
Online Fund Reconciliation Process

Welcome Jennifer M. Geouque!

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

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:

Optional comments
Welcome Jennifer M. Geouque!

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

**Revenues**

- **B1.** Agree total revenues reported to deposit registers for the period:
  - Optional comments:

- **B2.** Investigate any discrepancies:
  - Optional comments:

- **B3.** If errors are determined, need to work with supervisor or appropriate Controller’s Office staff to make correction:
  - Optional comments:

Next
### Salary Expense

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>C1.</strong> Agree entries made to salary accounts on the activity report to the payroll registers. Scan for any unusual items.</td>
<td></td>
</tr>
<tr>
<td>JMG</td>
<td>Optional comments</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>C2.</strong> For temp salaries, agree amounts paid to the properly authorized and signed time sheets and determine that the amount paid is properly calculated.</td>
<td></td>
</tr>
<tr>
<td>JMG</td>
<td>Optional comments</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>C3.</strong> For items not on the payroll register investigate and determine support for the entry.</td>
<td></td>
</tr>
<tr>
<td>JMG</td>
<td>Optional comments</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>C4.</strong> If errors are determined, need to work with supervisor or appropriate Controller’s Office staff to make correction.</td>
<td></td>
</tr>
<tr>
<td>JMG</td>
<td>Optional comments</td>
</tr>
</tbody>
</table>

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Welcome Jennifer M. Geouque!

Appalachian State University  
Controller’s Office  
Departmental Fund Activity Reconciliation  
Month: August 2019
Welcome Jennifer M. Geouque!

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

<table>
<thead>
<tr>
<th>Contract Service Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>JMG</td>
</tr>
<tr>
<td>D1. For contract service items posted as an expense, make sure amount paid agree to approved invoices.</td>
</tr>
<tr>
<td>Optional comments</td>
</tr>
<tr>
<td>JMG</td>
</tr>
<tr>
<td>D2. If errors are determined, need to work with supervisor or appropriate Controller’s Office staff to make correction.</td>
</tr>
<tr>
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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

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

<table>
<thead>
<tr>
<th>Non-Personnel Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>E1.</strong> For transactions posted to non-payroll accounts, reconcile amounts to supporting documentation. This review should include Pcard and Travel transactions.</td>
</tr>
<tr>
<td>Optional comments</td>
</tr>
<tr>
<td><strong>E2.</strong> 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.</td>
</tr>
<tr>
<td>Optional comments</td>
</tr>
<tr>
<td><strong>E3.</strong> For internal billings such as telecommunications, copy and postage, agree postings to mailed notification.</td>
</tr>
<tr>
<td>Optional comments</td>
</tr>
<tr>
<td><strong>E4.</strong> For JVS/JEs, obtain supporting documentation and review. Make sure that the JV/JE was properly approved and was appropriate for this account.</td>
</tr>
<tr>
<td>Optional comments</td>
</tr>
<tr>
<td><strong>E5.</strong> 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.</td>
</tr>
<tr>
<td>Optional comments</td>
</tr>
</tbody>
</table>
Welcome Jennifer M. Geouque!

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

Budget to Actual Review

- **F1.** Review budget to actual expenditure report.
  - Optional comments

- **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

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

Next
Online Fund Reconciliation Process

Welcome Jennifer M. Geouque!

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

Encumbrances

G1. Review open encumbrances on all funds.

Optional comments

[ 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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<th>Description</th>
<th>Comments or Action Taken</th>
<th>Company &amp; Other Fees, Taxes</th>
<th>Reports submissions &amp; Financials</th>
</tr>
</thead>
<tbody>
<tr>
<td>A 1</td>
<td>Obtain Reports (Apples to The Right Report for the Job)</td>
<td>Dashboard Report to be filed and additional info</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The department's time report is at the end of the month for fiscal data.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B 1</td>
<td>Revenues</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A1: Payroll (PERIOD IC or Dashboard Report 80000)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A2: Sales (PERIOD IC or Dashboard Report 80001 and PERIOD IC or Dashboard Report Special 80002)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>B1: Materials (PERIOD IC or Dashboard Report 80002)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>B2: Services (PERIOD IC or Dashboard Report 80003)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C 1</td>
<td>Expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A1: Salary, Wage, Benefit, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A2: Supplies, Rent, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>B1: Depreciation, Amortization, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>B2: Interest, Dividend, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D 1</td>
<td>Contract Services are posted as an expense.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>If errors are determined, post to Payroll/Controller's</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>B1 and B2.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E 1</td>
<td>Non-Personnel Expenses</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A1: Payroll (PERIOD IC or Dashboard Report 80000)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>A2: Sales (PERIOD IC or Dashboard Report 80001 and PERIOD IC or Dashboard Report Special 80002)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>B1: Materials (PERIOD IC or Dashboard Report 80002)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>B2: Services (PERIOD IC or Dashboard Report 80003)</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Review the report on detailed transactions and determine that all items have been checked off. If not, determine what the uncheck(s) are and bring to the attention of the supervisor or appropriate Controller's Office staff. Request adjustment if necessary. See Appendix: The Right Report for the Job.

All funds = FEREDTA or Dashboard Report #0070
Work with your supervisor, Controller or Special Funds Office(s) staff to process corrections.

F - Budget to Actual Review

Review budget to actual expenditure report (see Appendix: The Right Report for the Job).

Debit Funds = FEREDSDC or Dashboard Report #0010; Special Funds = FEREDSDC or Dashboard Report #0015. Credit Funds Only = Dashboard Report #0015 if your fund consists only of funds posted. Note under comments if no budget is required or if this is a fund that has a budget that posted yet for current fiscal year but budget not posted.

All funds = FEREDTA or Dashboard Report #0070
(Payroll Activity for Date Range) See Banner Finance Training Manual for instructions for processing on-line budget transfers for applicable funds.

If necessary prepare budget revisions for supervisor's or appropriate Budget or Special Funds Office(s) approval.

All funds = FEREDTA or Dashboard Report #0070
Request for Budget Revisions for State Funds found on Electronic Forms under VC for Business Affairs, Special Fund budget departments (if allowed) must be requested through Special Funds Accounting, procurement.

G - For balances

Review open balances on all funds (See Appendix: The Right Report for the Job).

All funds = FEREDTC or Dashboard Report #0000
Verify that all outstanding balances are correct. If there have been direct paid, or uncertainties should be otherwise cancelled, contact Purchasing for PO closing assistance.

Complete certification statement when reconciliation procedures are completed. After form is 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.

H - Completion of Review

Certification

State that all items have been completed and initialed, print form, date, and obtain supervisor's signature.

SIGNATURE DATE

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

SUPERVISOR'S REVIEW AND FOLLOW UP:

SUPERVISOR'S SIGNATURE (Indicate Review of Reconciliation) DATE

FOLLOW UP REVIEW AND ADJUSTMENTS FOR UNUSUAL OR UNRESOLVED ITEMS:

Appalachian STATE UNIVERSITY
# The Right Report for the Job

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

<table>
<thead>
<tr>
<th>Dashboard</th>
<th>E-Print</th>
</tr>
</thead>
<tbody>
<tr>
<td>0010/0020</td>
<td>FZRBDS</td>
</tr>
<tr>
<td>0070</td>
<td>FZRQDA</td>
</tr>
<tr>
<td>0070</td>
<td>FZRAMAC</td>
</tr>
<tr>
<td>0070</td>
<td>FZRAMACTV</td>
</tr>
<tr>
<td>0070</td>
<td>FZRAACTV-YTO</td>
</tr>
<tr>
<td>0080/0085</td>
<td>FZRABAL</td>
</tr>
</tbody>
</table>

**Grants** — *(55XXXX)*

<table>
<thead>
<tr>
<th>Dashboard</th>
<th>E-Print</th>
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</thead>
<tbody>
<tr>
<td>0070/0100</td>
<td>FZRQDA</td>
</tr>
<tr>
<td>0070/0100</td>
<td>FZRAMAC</td>
</tr>
<tr>
<td>0070/0100</td>
<td>FZRAMACTV</td>
</tr>
<tr>
<td>0070/0100</td>
<td>FZRAACTV</td>
</tr>
<tr>
<td>0085/0096</td>
<td>FZRAPID</td>
</tr>
<tr>
<td>Not Available</td>
<td>FZRGRANTS</td>
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</tbody>
</table>

**State Funds** — *(1XXXXX)*

<table>
<thead>
<tr>
<th>Dashboard</th>
<th>E-Print</th>
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</thead>
<tbody>
<tr>
<td>0010/0028/0030</td>
<td>FZRBDS</td>
</tr>
<tr>
<td>0040</td>
<td>FZBAbudget-notice</td>
</tr>
<tr>
<td>0070/0100</td>
<td>FZRMQOTA</td>
</tr>
<tr>
<td>0070/0100</td>
<td>FZRAMAC</td>
</tr>
<tr>
<td>0070/0100</td>
<td>FZRAMACTV</td>
</tr>
<tr>
<td>0070/0100</td>
<td>FZRAMACTV</td>
</tr>
<tr>
<td>0070/0100</td>
<td>FZRAACTV-YTO</td>
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</tbody>
</table>

**Miscellaneous**

<table>
<thead>
<tr>
<th>Dashboard</th>
<th>E-Print</th>
</tr>
</thead>
<tbody>
<tr>
<td>0019</td>
<td>FZRAOQHIER</td>
</tr>
<tr>
<td>0038</td>
<td>FZRABUDPOOLS</td>
</tr>
<tr>
<td>0069</td>
<td>FZRAENC</td>
</tr>
<tr>
<td>0061</td>
<td>FZROINNV</td>
</tr>
<tr>
<td>Not Available</td>
<td>FZRAVALP</td>
</tr>
<tr>
<td>0110</td>
<td>FZRAOUQRI</td>
</tr>
<tr>
<td>0120</td>
<td>FZRFUND-ALPHA</td>
</tr>
<tr>
<td>0120</td>
<td>FZRFUND-NUMERIC</td>
</tr>
<tr>
<td>Not Available</td>
<td>FZRDPLS</td>
</tr>
</tbody>
</table>

Appalachian State University

7/19/17
Online Fund Reconciliation Process

Welcome to AppLeap
Appalachian State University participated with 14 other campuses in the UNC system with the LEAP to new technology products for campus administrative 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.
Online Fund Reconciliation Process

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-Serving (Advancement, Employee, Faculty, Finance, Financial Aid, and Student)

System Access Permissions Links

- Request Banner Account Options
- 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
Online Fund Reconciliation Process
Welcome Jennifer M. Geouque!

Reconciliation Month *
August

Reconciliation Year *
2019
Online Fund Reconciliation Process

Welcome Jennifer M. Geouque!

Fund(s) to reconcile:

- Academic Cash 01
  - 109312 - Budget Office
  - 110015 - Chancellor Approved Projects
Welcome Jennifer M. Geouque!

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

Obtain Reports

- A1. Run the departmental activity report as of the end of the month for fund IDs:
  - 105312
- 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.
How do I obtain the reports I need?

A1
FZROA/GRHIER (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 FZRBDS in E-Print. For Special funds, this information can be found on the 0010 Dashboard report or on FZRPTD in E-Print. For Grant funds, this information can be found on the 0055 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

Obtain Reports

A1. Run the departmental activity report as of the end of the month for fund ids:
109312
Welcome Jennifer M. Geouque!

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

Obtain Reports

- Run the departmental activity report as of the end of the month for fund ids:
  109312
- Print out the budget to actual comparison:
- Obtain a list of all detail transactions for the month, agree to monthly activity report, and either print out the report or it 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

Welcome Jennifer M. Geouque!

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

Revenues

- JMG
  - B1. Agree total revenues reported to deposit registers for the period:
    - Optional comments:
- JMQ
  - 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

Welcome Jennifer M. Geouque!

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

Salary Expense

- C1. Agree entries made to salary accounts on the activity report to the payroll registers. Scan for any unusual items.
  - Optional comments

- 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

- C3. For items not on the payroll register investigate and determine support for the entry.
  - Optional comments

- C4. If errors are determined, need to work with supervisor or appropriate Controller's Office staff to make correction.
  - Optional comments
Online Fund Reconciliation Process

Welcome Jennifer M. Geouque!

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

Contract Service Expense

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

Optional comments

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

Optional comments

[ 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

Welcome Jennifer M. Geouque!

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

Non-Personnel Expense

E1. For transactions posted to non-payroll accounts, reconcile amounts to supporting documentation. This review should include Pcard and Travel transactions.
   Optional comments

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

E3. For internal billings such as telecommunications, copy and postage, agree postings to mailed notification.
   Optional comments

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

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
### Welcome Jennifer M. Geouque!

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

#### Budget to Actual Review

<table>
<thead>
<tr>
<th>Task</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>F1. Review budget to actual expenditure report.</td>
<td>Optional comments</td>
</tr>
<tr>
<td>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.</td>
<td>Optional comments</td>
</tr>
<tr>
<td>F3. If necessary prepare budget revision for supervisor’s or appropriate Budget or Controller’s Office(s) Staff review and approval.</td>
<td>Optional comments</td>
</tr>
</tbody>
</table>
Online Fund Reconciliation Process

Welcome Jennifer M. Geouque!

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

Completion of Review

- 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

Specify location of all supporting documents:

- Budget Office

Approver ASU User Name: *
- adamsje2

Approver Name:
- John E. Adams

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

Welcome Jennifer M. Geouque!

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.
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- JMG
  - Specify location of all supporting documents: *
  - Budget Office

- JMG
  - Approver ASU User Name: *
    - adamsje2

- JMG
  - Approver Name:
    - John E. Adams

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

Welcome Jennifer M. Geouque!

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: 105312
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

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

Submit

[ 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: 9.7
TCM: Independent Contractor v.s. Employee Designations

- Presented by:
  - David Jamison

- Contact:
  - Yifan Zhou
  - David Jamison
Independent Contractor v.s. Employee Designations
Independent Contractor v.s. Employee Designations
Independent Contractor v.s. Employee Designations

How do we determine?
IRS has us look at:
Independent Contractor v.s. Employee Designations
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.
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 operates 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.
Thank You for Attending
We hope to see you at the next meeting in October