

SOA Reconciliation Transactions

April 20, 2015

Transactions	Mark as Reconciled		SSC to Reconcile	Random Audit by SSC	Supporting Documentation to SSC	Reconciliation in Other Unit	Definition
	System	Approver Table					
Allocations	X					Financial Operations	Allocations are distributions of funding.
AP Bank Entry	X						AP Bank Entry are banking staff transactions after they close AP (noon on the 3rd workday of the month). They use these journals to book PS checks, wires, manuals, EFTs, and any voids. The APE, APO and APW journals are used by the banking area and hit the General Ledger bank cash and institutional cash.
AP - AP Student Refunds	X					Student Services	AP Student Refunds are used to refund students for overpayment on accounts.
AP - SUB Internal & External	X			Random audit	SSC will look to service provider for support if needed for audit.		Service Unit Billing (SUB) are transfers of funds amongst university departments for services provided by internal vendors.
AP - PO Online Voucher		X	X	Random audit < \$1,500	Confirm receipt of goods and services for PO vouchers between \$1,500 and \$10,000 via online form.		PO Online Vouchers are created to pay a vendor when a PO was created.
AP - PO eSettlement Voucher	X						PO eSettlement Vouchers are purchases with a PO to authorized vendors.
AP - eBilling Upload Voucher	X						eBilling Upload Vouchers are payments to vendors using a shortcode. Procurement is in the process of moving vendors from eBilling to eSettlement.
AP - PeoplePay Voucher	X						PeoplePay Vouchers are refunds/reimbursements typically to individuals, but sometimes to vendors.
AP - Non-PO Online Voucher		X	X		Attached to voucher in imaging.		Non-PO Online Vouchers are invoices for transactions that do not have a PO ID. May be refunds, reimbursements, or payments.
AP - Non-PO Upload Voucher	X						Non-PO Upload Vouchers are invoices for transactions that do not have a PO ID. May be refunds, reimbursements, or payments.
AP - Non-PO eSettlement Voucher Hosting			X		Complete NEW shortcode hosting online form.		Non-PO eSettlement Vouchers are payments to strategic vendors using a shortcode charging the Hosting account.
AP - Non-PO eSettlement Voucher Non-Hosting	X						Non-PO eSettlement Vouchers are payments to strategic vendors using a shortcode but not charging the Hosting account.
AP - Adjustment Voucher		X	X		Attached to voucher in imaging.		Adjustment Vouchers account for credits or additional charges not on the original invoice/voucher.
Appropriations	X					Office of Budget and Planning	Appropriations are funding distribution to units by the government.
Asset Management	X					Financial Operations	Asset Management transactions are used to record financial assets including land, buildings, and equipment valued at \$5,000 and over.
Billing & Accounts Receivable	X					Accounts Receivable	Billing and Accounts Receivable are invoicing external customers for services provided.
Cash Receipt Manual	X					Banking Services	Cash Receipt Manual transactions are used to book ACH, wire payments, and lockbox transactions.
Cash Receipt System	X-U					Banking Services	Cash Receipt System transactions are created when deposits are picked up from cash depository locations and processed by the bank.
Credit Card Manual	X					Banking Services	Credit Card Manual transactions are used to manually distribute the credit card fees across the credit card merchants.
Credit Card System	X					Banking Services	Credit Card System transactions are used to record credit card transactions processed through the terminal and uploaded into our system from the bank. Units will be responsible to monitor refunds.
Concur	X						Concur transactions are refunds/reimbursements to employees using the Concur tool and P-Card transactions. The upfront automated approval process mitigates the need for back-end reconciliation.
DART System	X					Development	DART System transactions are journal entries recording gifts deposited to the University gift tracking database.
Development Manual (over \$10,000)		X	X	Random audit < \$10,000	Provided by the Office of University Development		Development Manual transactions are when DART is not capable of posting to the General Ledger. For example, security gifts are manually written.
Distributions	X					Financial Operations	Distribution transactions record distributions from pooled endowments.

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Endowment Manual (over \$10,000)		X	X	Random audit < \$10,000	Provided by Financial Operations		Endowment Manual transactions are manual journal entries recording an endowed gift.
Endowment Mark-to-Market	X					Financial Operations	Endowment Mark-to-Market transactions are system general journal entries that post monthly to adjust for the market changes that take place between the quarters, which can result from a mid-quarter withdrawal.
Endowment Interface Transactions	X					Financial Operations	Endowment Manual transactions are system journal entries recording an endowed gift.
FLOC Project Grants	X					Sponsored Programs	FLOC Project Grants are federal letter of credit transactions where the university draws on the federal government accounts.
Gift Planning Manual	X					Investment Reconciliation	Gift Planning Manual transactions record distributions from trustees.
HSIP	X					Treasurer's Office - HSIP	HSIP is the Human Subject Incentive Program. These transactions are to pay human subjects for research related projects. The upfront automated approval process mitigates the need for back-end reconciliation.
ISR Monthly Payroll	X					Institute of Social Research	ISR Monthly Payroll are transactions for ISR to accrue monthly Sick Holiday Vacation.
Journal Entries		X	X	Random audit < \$10,000	Attached to journal in imaging.		Journal Entries record transactions or move existing transactions in the university's General Ledger.
North Campus Payments	X					Banking Services	North Campus Payment transactions are used for student travel reimbursements/advances that are approved by Procurement.
Payroll Bank Entries	X					Payroll Office	Payroll Bank Entries are manual journals created by the Payroll Office to move revenue to the units and cash to outside agencies for amounts deducted/withheld from employees' paychecks each payroll.
Sponsored Journal Entries	X					Sponsored Programs	Sponsored Journal Entries record transactions or move existing transactions in the university's General Ledger related to sponsored project grants.
Student Financial Aid	X-U						Student Financial Aid transactions record payments to students.

*X-U: The unit will be responsible to reconcile.

For Cash Receipt System: Monitor refunds and ensure that batch transactions are valid and correct.

For Student Financial Aid: Ensure levels on SOA are consistent with agreed amounts (i.e., recipient, amount, and funding source)