

Electronic Ledger Reconciliation



Nikki Bonnington – Assistant Director of Accounting Services (Ext. 1768)

Policy:

Please review the policy for Reconciling and Reviewing Departmental Ledgers.

<https://universitytennessee.policytech.com/dotNet/documents/?docid=34>

Reconciling Ledgers

Formal Reconciliation of the accounting records must be performed monthly. The reconciliation should be performed timely, normally no more than 45 calendar days after the month closes.

A reconciliation of the ledger consists of the following process:

- Validate the accuracy of the ledger by comparing supporting documentation to transactions posted on the department ledger.
- Ensure that any transactions appearing on the ledgers which are not supported by the department's records are accurate and authorized.
- Verify the sponsor award amount and budget for sponsored projects. Also, note the end date and ensure that charges occurred within the project period. Additional information on sponsored projects is included at FI0205 - Sponsored Projects.
- Ensure that appropriate measures are taken to correct errors from prior months' postings.

The reconciler must initial and date the ledger to indicate the reconciliation was performed and the ledger is ready for review and approval.

Reviewing and Approving Ledgers

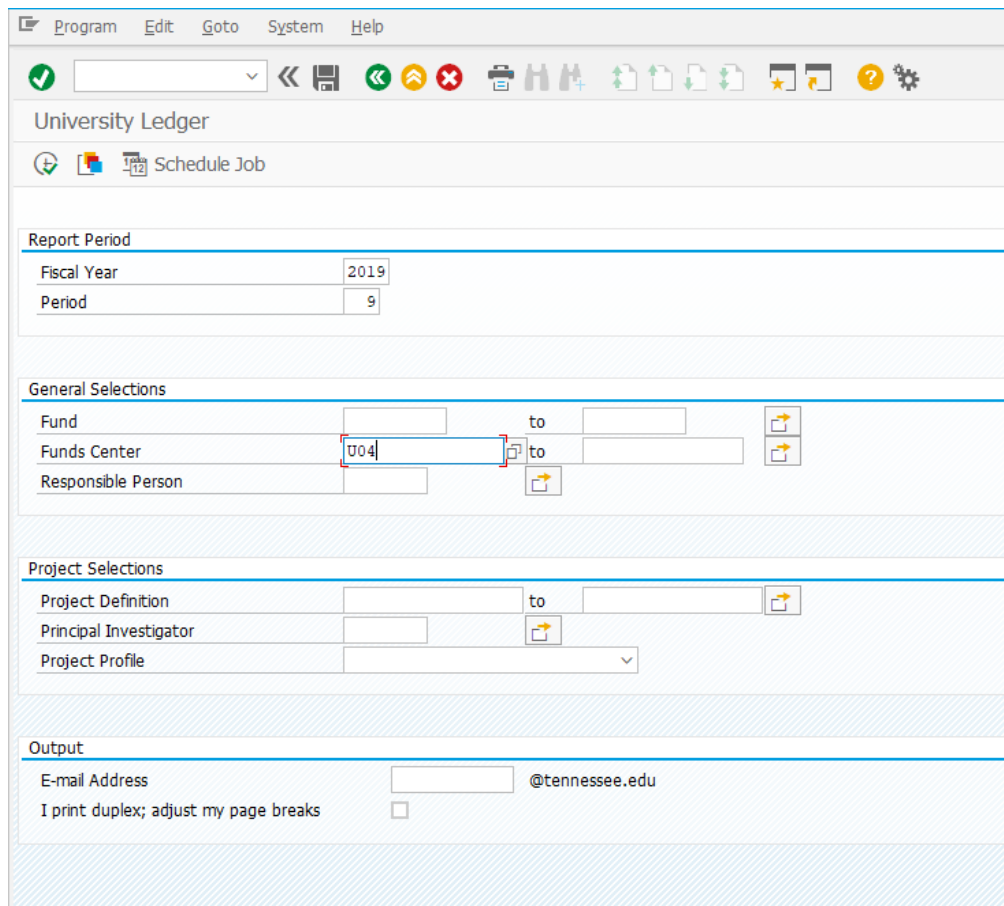
- The approver should carefully review departmental cost centers/WBS elements or receivables to ensure all financial transactions are appropriate, accurately described, and properly recorded.
- The university's accounting system (IRIS) produces monthly ledger reports for every departmental fund. Approvers should consider:
 - According to the department's budget, has a cost center or WBS element been overspent? If so, why?
 - Do the transactions appear appropriate for departmental or university business?
 - Are there any suspicious-looking transactions?
 - Does it appear the ledgers have been reconciled?
 - Has the reconciler explained any unrecognized transactions?
- Approval of the ledger acknowledges that a proper reconciliation and review of funds has been performed and that there were no unauthorized transactions. Approvals are to be documented using one of the following methods:
 - An initialed and dated hard copy of the ledgers.
 - A sign-off form, including date and title, attached to the ledgers.
 - An electronic log for ledgers with no activity

Separation of Duties

- Although a monthly reconciliation of the department's ledgers is an excellent control, the oversight and control value of the reconciliation is greatly diminished when performed by the same employee who has responsibility for handling money received and/or processing invoices. Examples of properly separating these duties are provided below.
 - An employee who has no responsibility for handling money received should, whenever possible, reconcile the department's receipt book or receipting system to the deposit document printed from IRIS (or completed Form T-33) and ultimately to the departmental ledgers each month. The reconciliation should include verification that transactions written from receipt books or the receipting system were credited correctly to the ledgers.
 - An employee who has no responsibility for requisitioning, receiving, or entering invoices to IRIS should, whenever possible, reconcile the department's accounts payable documentation (such as invoices, internal transfers) to the departmental ledgers each month.

To Print Ledgers and to Electronically Reconcile Ledgers

Use IRIS Transaction ZFM_UT_LEDGER – University Ledger



The screenshot shows the 'University Ledger' application window. The 'Report Period' section has 'Fiscal Year' set to 2019 and 'Period' set to 9. The 'General Selections' section has 'Funds Center' set to U04. The 'Project Selections' section is mostly empty. The 'Output' section has an 'E-mail Address' field with a placeholder '@tennessee.edu' and a checkbox for 'I print duplex; adjust my page breaks' which is unchecked.

Make sure to use correct fiscal year.
It will default to the current one.

Enter the correct period:

- | | |
|----------|----------|
| 1 - July | 7 - Jan |
| 2 - Aug | 8 - Feb |
| 3 - Sept | 9 - Mar |
| 4 - Oct | 10 - Apr |
| 5 - Nov | 11 - May |
| 6 - Dec | 12 - Jun |

Enter Fund Center U04 number

To Print Click printer

To Reconcile
Click on
"Reconcile
Ledger Report"

University Ledger

University Ledger

Reconcile Ledger Report

U04 The University of Tennessee Reporting Period: 03-01-2019 to 03-31-2019
E04 LEDGER Reporting Status: Final

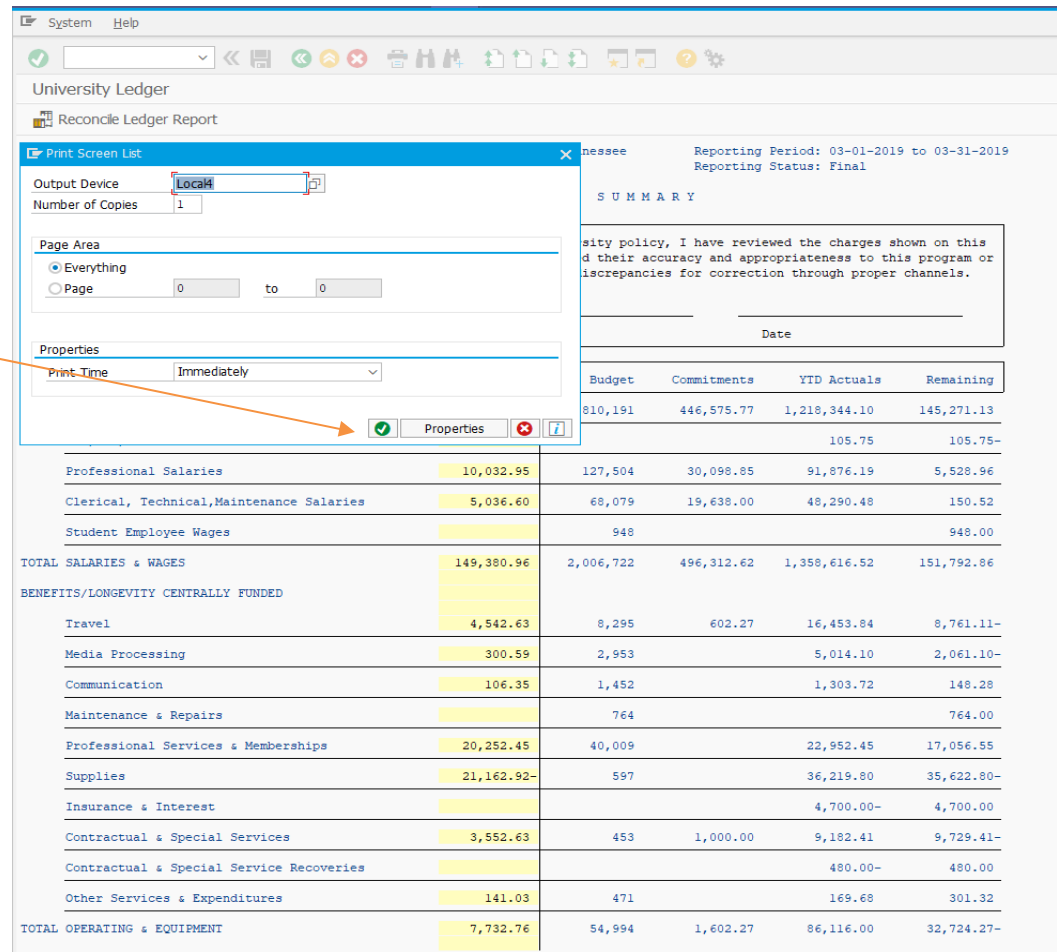
BUDGET vs ACTUALS SUMMARY

In accordance with university policy, I have reviewed the charges shown on this ledger and either verified their accuracy and appropriateness to this program or identified and reported discrepancies for correction through proper channels.

Responsible Person Date

	Current Month	Budget	Commitments	YTD Actuals	Remaining
Faculty Salaries	134,205.66	1,810,191	446,575.77	1,218,344.10	145,271.13
GTA, GA, GRA Salaries	105.75			105.75	105.75-
Professional Salaries	10,032.95	127,504	30,098.85	91,876.19	5,528.96
Clerical, Technical, Maintenance Salaries	5,036.60	68,079	19,638.00	48,290.48	150.52
Student Employee Wages		948			948.00
TOTAL SALARIES & WAGES	149,380.96	2,006,722	496,312.62	1,358,616.52	151,792.86
BENEFITS/LONGEVITY CENTRALLY FUNDED					
Travel	4,542.63	8,295	602.27	16,453.84	8,761.11-
Media Processing	300.59	2,953		5,014.10	2,061.10-
Communication	106.35	1,452		1,303.72	148.28
Maintenance & Repairs		764			764.00
Professional Services & Memberships	20,252.45	40,009		22,952.45	17,056.55
Supplies	21,162.92-	597		36,219.80	35,622.80-
Insurance & Interest				4,700.00-	4,700.00
Contractual & Special Services	3,552.63	453	1,000.00	9,182.41	9,729.41-
Contractual & Special Service Recoveries				480.00-	480.00
Other Services & Expenditures	141.03	471		169.68	301.32
TOTAL OPERATING & EQUIPMENT	7,732.76	54,994	1,602.27	86,116.00	32,724.27-

To Complete Printing paper copies of the ledger click the green check mark.



University Ledger
Reconcile Ledger Report

Printing Period: 03-01-2019 to 03-31-2019
Reporting Status: Final

S U M M A R Y

University policy, I have reviewed the charges shown on this and their accuracy and appropriateness to this program or discrepancies for correction through proper channels.

Date

Budget	Commitments	YTD Actuals	Remaining
810,191	446,575.77	1,218,344.10	145,271.13
		105.75	105.75-

Professional Salaries	10,032.95	127,504	30,098.85	91,876.19	5,528.96
Clerical, Technical, Maintenance Salaries	5,036.60	68,079	19,638.00	48,290.48	150.52
Student Employee Wages		948			948.00
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Supplies	21,162.92-	597		36,219.80	35,622.80-
Insurance & Interest				4,700.00-	4,700.00
Contractual & Special Services	3,552.63	453	1,000.00	9,182.41	9,729.41-
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TOTAL OPERATING & EQUIPMENT	7,732.76	54,994	1,602.27	86,116.00	32,724.27-

When you click on "Reconcile Ledger Report" a screen like this will appear.

Electronic Ledger Reconciliation

Dept Status Payroll Reconciliation No Activity Funds Outstanding Items Previous Periods Submit

Fund	Fund name	Year	Prd	FM	pstg d.	Type	Description	FI doc.no.	Itm	Σ	Payment budget	RefDocNo	Cmnt item	Commitment item text	Text	Assignment	Order Add	Att	Att	Exist
E04	Nu	2019	10	04/09/2019	ZH	HR Payroll	600012273	599	69.64	PAYRL00001	416100	416100	Cler/Tech/Maint Sal	B120190303		20190409				
	Nu	2019	10		ZH	HR Payroll	600012273	660	2,618.40	PAYRL00001	431100	431100	Cler/Tech/Maint Sal	B120190331		20190409				
											2,548.76		416100							
	Nu	2019	10	04/03/2019	ZT	Travel Expenses	700729793	2	543.34	4000040342	431100	431100	Travel In State	*Trip: P		03/27/19	4000040342			
											543.34		431100							
	Nu	2019	10	04/08/2019	ZT	Travel Expenses	700730374	2	1,396.47	4000041309	431200	431200	Travel Out Of State	*Trip: F		02/26/19	4000041309			
											1,396.47		431200							
	Nu	2019	10	04/11/2019	ZD	Inter dept transfers	900820405	56	95.75		435300	435300	Telephone	TELECOMM MONTHLY BILLING - MARCH 2019		20190411				
											95.75		435300							
	Nu	2019	10	04/11/2019	KN	Net vendors	2404597284	2	94.00	2018-MAY G	446200	446200	GroupArranged Events	GRADUATION COMPOSITE PHOTO		20190411				
											94.00		446200							
	Nu	2019	10	04/12/2019	ZD	Inter dept transfers	900820513	39	24.00		446600	446600	Oth Univ Departments	DEPT VISITOR PARKING PASSES - MARCH 2019		20190412				
											24.00		446600							
	Nu	2019	10	04/02/2019	KN	Net vendors	2404592991	3	3.65	739071	446700	446700	Other Personal Svcs	GIFT CARDS :		20190402				
											3.65		446700							
											4,705.97									
E04	Nu	2019	10	04/02/2019	AB	Accounting document	2503328233	2	81.54	1090727-1	439100	439100	Operating Supplies	SUPPLIES		POCKET NURSE				
											81.54		439100							
E04	SR	2019	10	04/02/2019	KN	Net vendors	2404592991	2	1,000.00	739071	446700	446700	Other Personal Svcs	GIFT CARDS		20190402				
											1,000.00		446700							
E04	DF	2019	10	04/09/2019	ZH	HR Payroll	600012273	655	69.64	PAYRL00001	416100	416100	Cler/Tech/Maint Sal	B120190303		20190409				
R04	DF	2019	10	04/09/2019	ZH	HR Payroll	600012273	603	13.39	PAYRL00001	421200	421200	Ret Contrib-State	B120190303		20190409				
											13.39		421200							
											5.33		421400							
											5.33		421400							
											0.21		421500							
											0.21		421500							
											0.17		421600							
											0.17		421600							
											0.21		422100							
											0.21		422100							
											4.11		422150							
											4.11		422150							

Account Numbers and Names will list here. You will see all accounts that have charges at the same time.

System Help

Electronic Ledger Reconciliation

Bookmark

Dept Status Payroll Reconciliation No Activity Funds Outstanding Items Previous Periods Submit

Year	Prd	FM	pstg d.	Type	Description	FI doc.no.	Item	Payment budget	RefDocNo	Commt item	Commitment item text	Text	Assignment	Order	Add	Att	Exists	Edit	Commen	Status		
2019	10	04/09/2019	ZH	HR Payrol	600012273	599	69.64	PAYRL00001	416100	Cler/Tech/Maint Sal	B120190303		20190409								X	
2019	10		ZH	HR Payrol	600012273	660	2,618.40	PAYRL00001	416100	Cler/Tech/Maint Sal	B120190331		20190409								X	
							2,548.76		416100												X	
2019	10	04/03/2019	ZT	Travel Expenses	700729793	2	543.34	4000040342	431100	Travel In State	*Trip:		03/27/19	4000040342							X	
							543.34		431100													X
2019	10	04/08/2019	ZT	Travel Expenses	700730374	2	1,396.47	4000041309	431200	Travel Out Of State	*Trip:		02/26/19	4000041309							X	
							1,396.47		431200													X
2019	10	04/11/2019	ZD	Inter dept transfers	900820405	56	95.75		435300	Telephone	TELECOMM MONTHLY BILLING - MARCH 2019		20190411								X	
							95.75		435300													X
2019	10	04/11/2019	KN	Net vendors	2404597284	2	94.00	2018-MAY G	446200	GroupArranged Events	GRADUATION COMPOSITE PHOTO		20190411								X	
							94.00		446200													X
2019	10	04/12/2019	ZD	Inter dept transfers	900820513	39	24.00		446600	Oth Univ Departments	DEPT VISITOR PARKING PASSES - MARCH 2019		20190412								X	
							24.00		446600													X
2019	10	04/02/2019	KN	Net vendors	2404592991	3	3.65	739071	446700	Other Personal Svcs	GIFT CARDS		20190402								X	
							3.65		446700													X
							4,705.97															X
2019	10	04/02/2019	AB	Accounting document	2503328233	2	81.54	1090727-1	439100	Operating Supplies	SUPPLIES		POCKET NURSE								X	
							81.54		439100													X
							81.54															X
2019	10	04/02/2019	KN	Net vendors	2404592991	2	1,000.00	739071	446700	Other Personal Svcs	GIFT CARDS		20190402								X	
							1,000.00		446700													X
							1,000.00															X
2019	10	04/09/2019	ZH	HR Payrol	600012273	655	69.64	PAYRL00001	416100	Cler/Tech/Maint Sal	B120190303		20190409								X	
							69.64		416100													X
2019	10	04/09/2019	ZH	HR Payrol	600012273	603	13.39	PAYRL00001	421200	Ret Contrib-State	B120190303		20190409								X	
							13.39		421200													X
2019	10	04/09/2019	ZH	HR Payrol	600012273	604	5.33	PAYRL00001	421400	Soc Sec Contrib	B120190303		20190409								X	
							5.33		421400													X
2019	10	04/09/2019	ZH	HR Payrol	600012273	653	0.21	PAYRL00001	421500	Unemployment Comp	B120190303		20190409								X	
							0.21		421500													X
2019	10	04/09/2019	ZH	HR Payrol	600012273	654	0.17	PAYRL00001	421600	Workers Comp	B120190303		20190409								X	
							0.17		421600													X
2019	10	04/09/2019	ZH	HR Payrol	600012273	601	0.21	PAYRL00001	422100	Group Insurance	B120190303		20190409								X	
							0.21		422100													X
2019	10	04/09/2019	ZH	HR Payrol	600012273	600	4.11	PAYRL00001	422150	OPEB Normal Cost	B120190303		20190409								X	
							4.11		422150													X

Scroll to the far right to see the "Status" Column.

Click on the **red X** to change the status to the **green check** mark and click again for the **yellow/orange Triangle**, if you click again it will go back to the red X.

Electronic Ledger Reconciliation

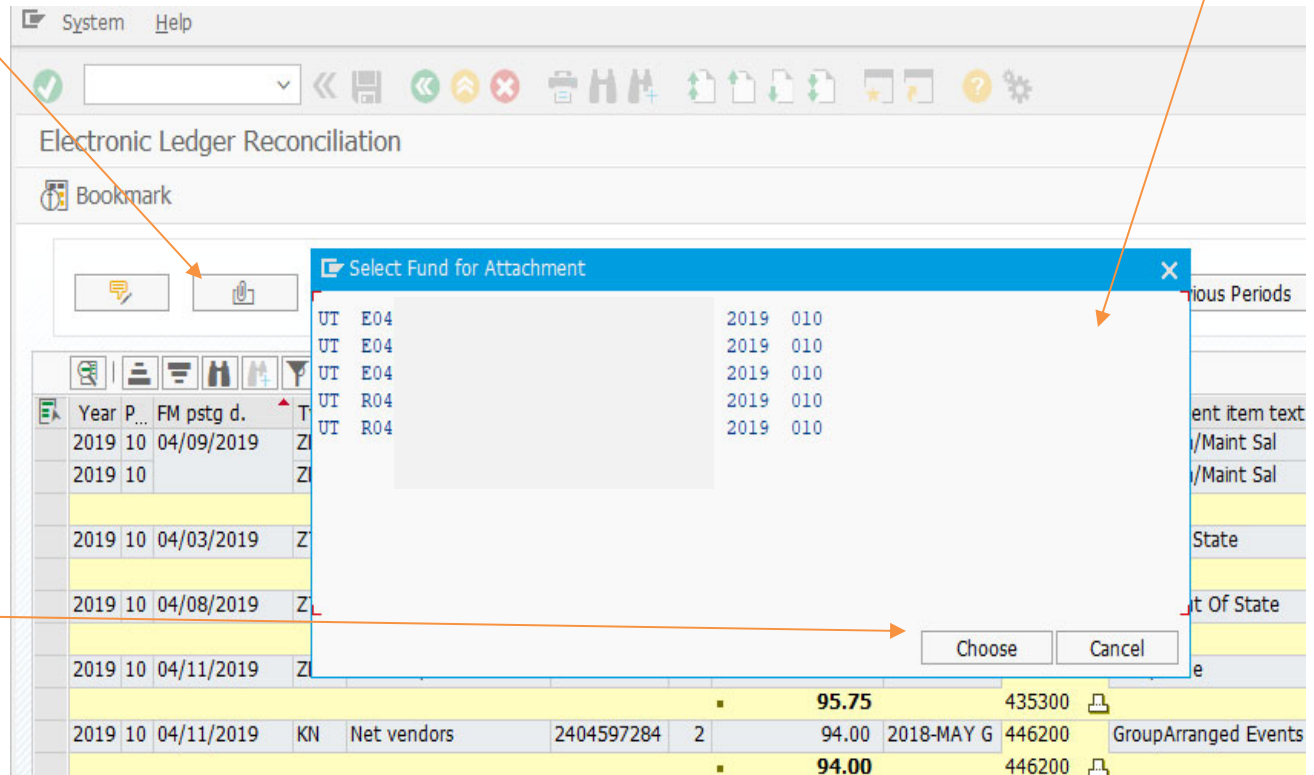
Bookmark

Dept Status Payroll Reconciliation No Activity Funds Outstanding Items Previous Periods Submit

Year	P...	FM	ptsg	d.	Type	Description	FI doc.no.	Item #	Payment budget	RefDocNo	Commt. ite.	Commitment item text	Text	Assignment	Order Add	Att	Exsts	Edic	Comm	Status	
2019	10	04/09/2019	ZH		ZH	HR Payroll	600012273	599	69.64	PAYRL00001	416100	Cler/Tech/Maint Sal	B120190303	20190409							X
2019	10		ZH		ZH	HR Payroll	600012273	660	2,618.40	PAYRL00001	416100	Cler/Tech/Maint Sal	B120190331	20190409							X
									2,548.76												
2019	10	04/03/2019	ZT		ZT	Travel Expenses	700729793	2	543.34	4000040342	431100	Travel In State	*Trip: Peters, Rosebel	H0342							✓
									543.34												
2019	10	04/08/2019	ZT		ZT	Travel Expenses	700730374	2	1,396.47	4000041309	431200	Travel Out Of State	*Trip: Holcombe, Jenn	H1309							✓
									1,396.47												
2019	10	04/11/2019	ZD		ZD	Inter dept transfers	900820405	56	95.75		435300	Telephone	TELECOMM MONTHLY BILLING - MARCH 2019	ZU190411							▲
									95.75												
2019	10	04/11/2019	KN		KN	Net vendors	2404597284	2	94.00	2018-MAY G	446200	GroupArranged Events	GRADUATION COMPOSITE PHOTO	20190411							X under review
									94.00												
2019	10	04/12/2019	ZD		ZD	Inter dept transfers	900820513	39	24.00		446600	Oth Univ Departments	DEPT VISITOR PARKING PASSES - MARCH 2019	20190412							X
									24.00												
2019	10	04/02/2019	KN		KN	Net vendors	2404592991	3	3.65	739071	446700	Other Personal Svcs	GIFT CARDS SON	20190402							X
									3.65												
									4,705.97												
2019	10	04/02/2019	AB		AB	Accounting document	2503328233	2	81.54	1090727-1	439100	Operating Supplies	NURSING SUPPLIES	POCKET NURSE							X
									81.54												
									81.54												
2019	10	04/02/2019	KN		KN	Net vendors	2404592991	2	1,000.00	739071	446700	Other Personal Svcs	GIFT CARDS SON	20190402							X
									1,000.00												
									1,000.00												
2019	10	04/09/2019	ZH		ZH	HR Payroll	600012273	655	69.64	PAYRL00001	416100	Cler/Tech/Maint Sal	B120190303	20190409							X
									69.64												
2019	10	04/09/2019	ZH		ZH	HR Payroll	600012273	603	13.39	PAYRL00001	421200	Ret Contrib-State	B120190303	20190409							X
									13.39												
2019	10	04/09/2019	ZH		ZH	HR Payroll	600012273	604	5.33	PAYRL00001	421400	Sec Sec Contrib	B120190303	20190409							X
									5.33												
2019	10	04/09/2019	ZH		ZH	HR Payroll	600012273	653	0.21	PAYRL00001	421500	Unemployment Comp	B120190303	20190409							X
									0.21												
2019	10	04/09/2019	ZH		ZH	HR Payroll	600012273	654	0.17	PAYRL00001	421600	Workers Comp	B120190303	20190409							X
									0.17												
2019	10	04/09/2019	ZH		ZH	HR Payroll	600012273	601	0.21	PAYRL00001	422100	Group Insurance	B120190303	20190409							X
									0.21												
2019	10	04/09/2019	ZH		ZH	HR Payroll	600012273	600	4.11	PAYRL00001	422150	OPEB Normal Cost	B120190303	20190409							X
									4.11												
									4.11												

To attach documents to an account click on the attachment icon and a box will pop up with a list of accounts for you to choose from. Attach your signed Detailed Check Registers and other documents that may contain sensitive information here.

Click on the account you want and then click the "Choose" button.

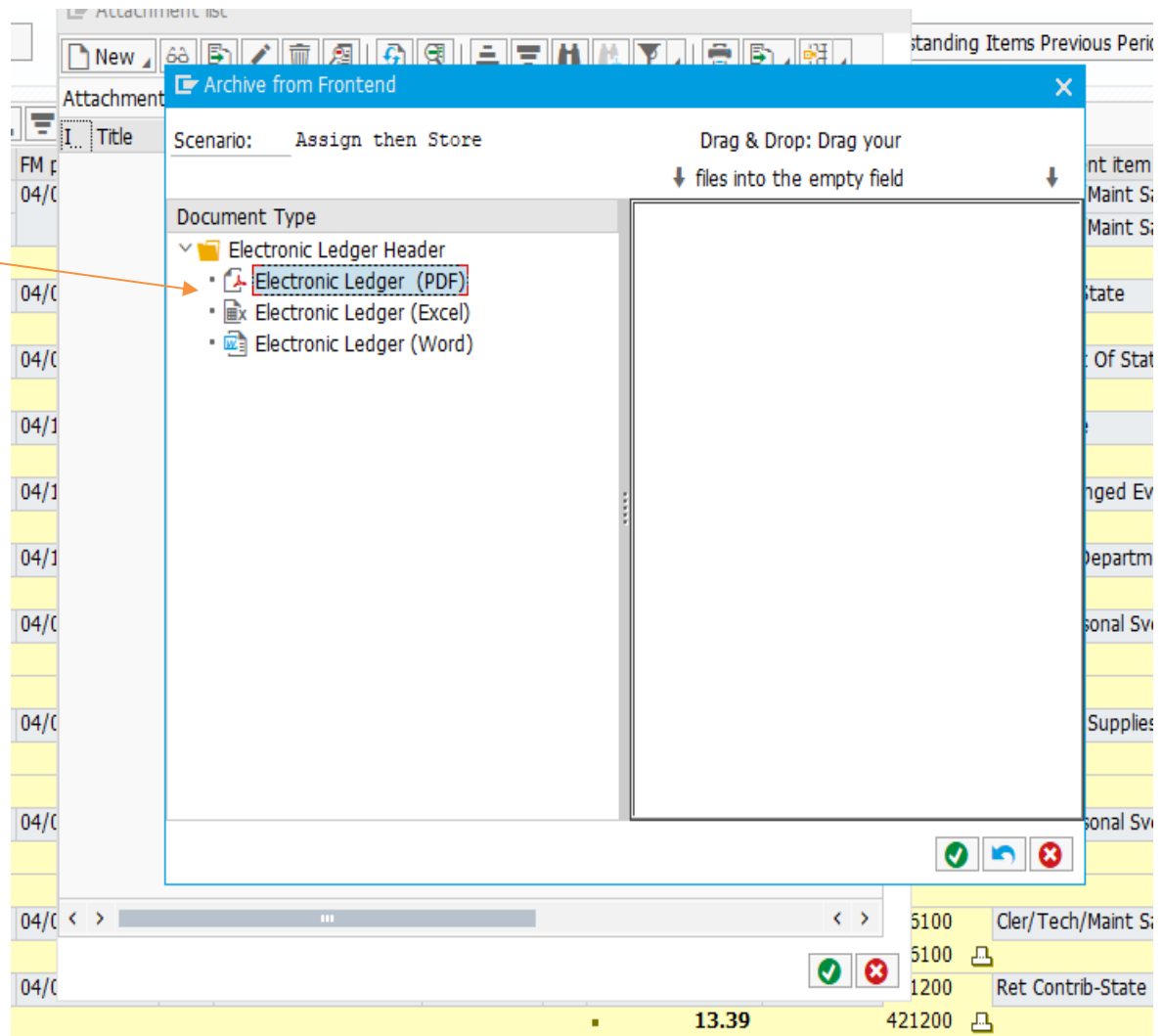


The screenshot shows the 'Electronic Ledger Reconciliation' window. A 'Select Fund for Attachment' dialog box is open, displaying a list of accounts. The dialog box has a title bar with a close button (X) and a list of accounts with columns for fund code, year, and month. The 'Choose' button is highlighted with an orange arrow.

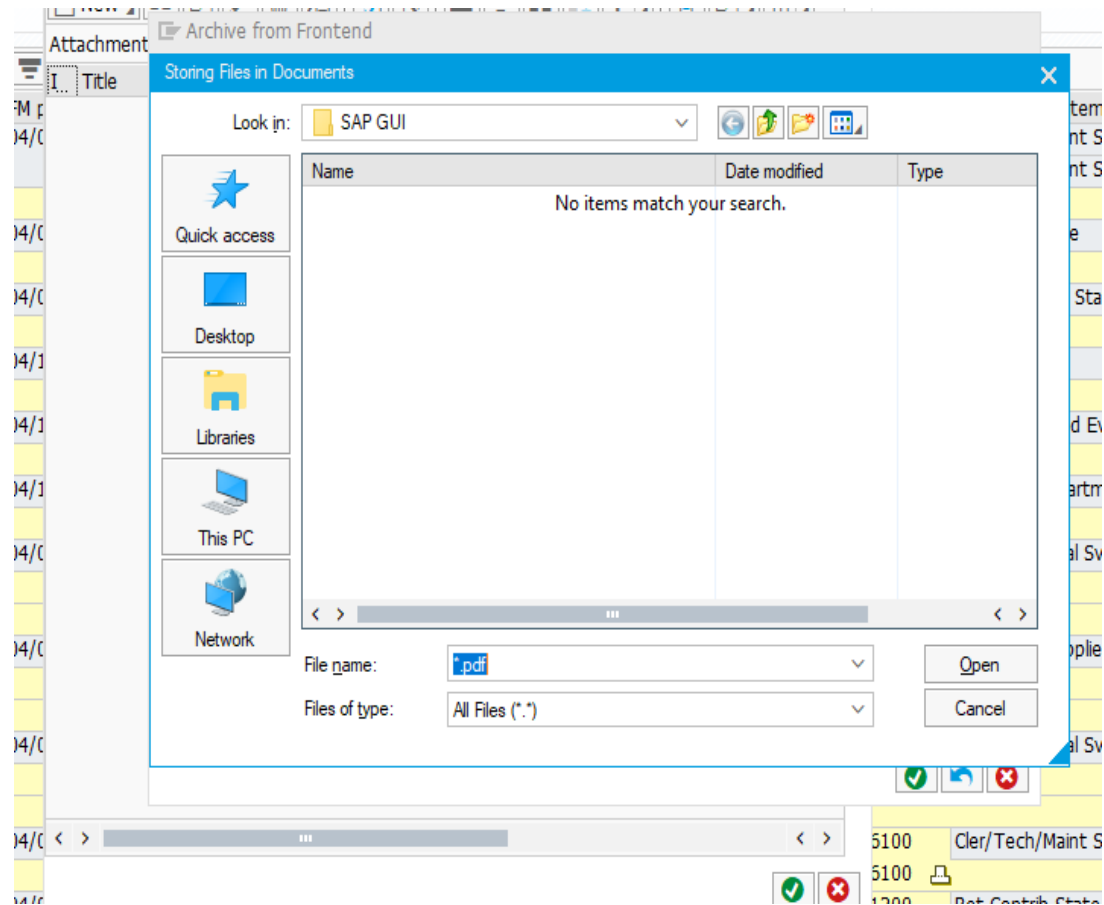
Fund Code	Year	Month
UT E04	2019	010
UT E04	2019	010
UT E04	2019	010
UT R04	2019	010
UT R04	2019	010

Buttons: Choose, Cancel

Usually all our documents are Adobe PDF, so I selected PDF



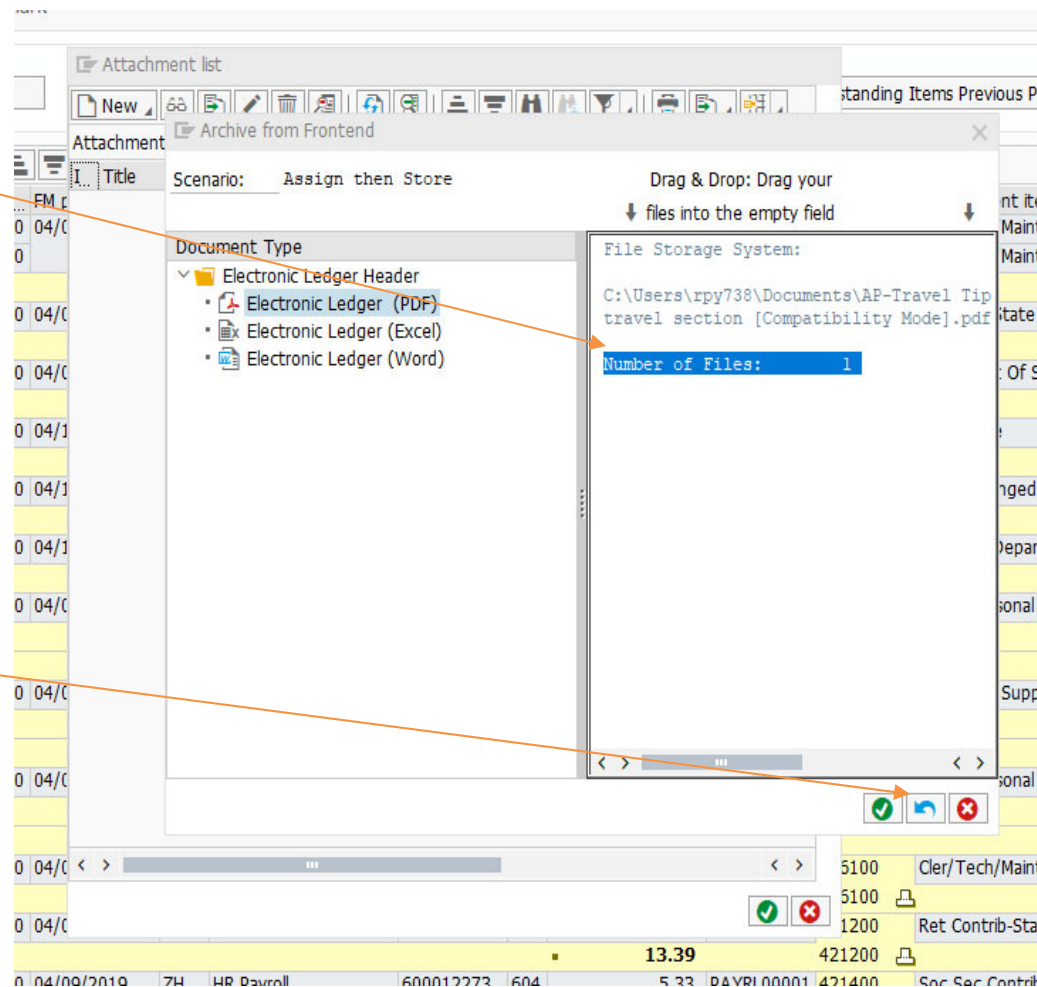
Browse for the document you need to attach from your files.



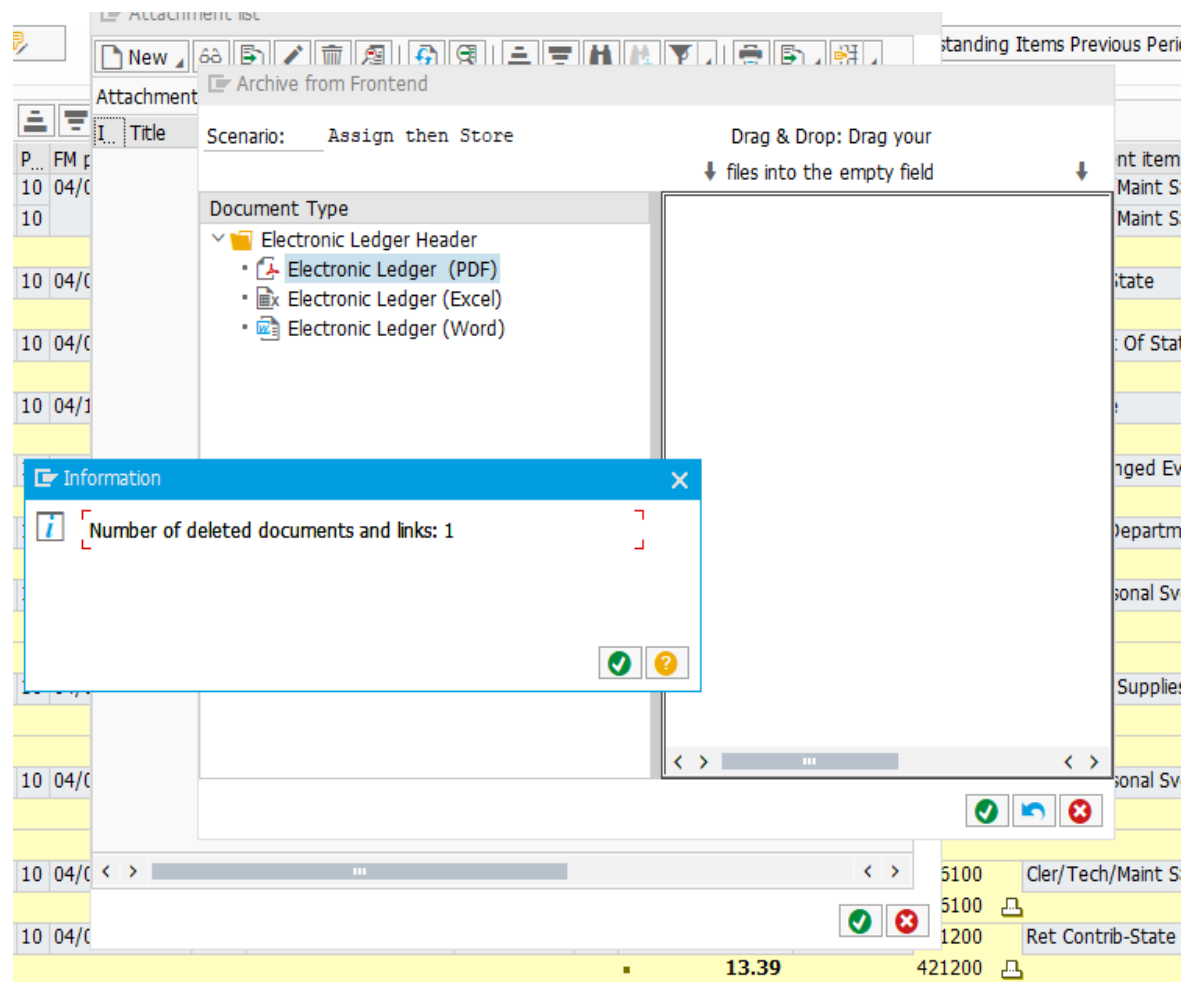
Your attachment will appear in this box.

IF you attached the **WRONG document** this is the last chance to remove it.

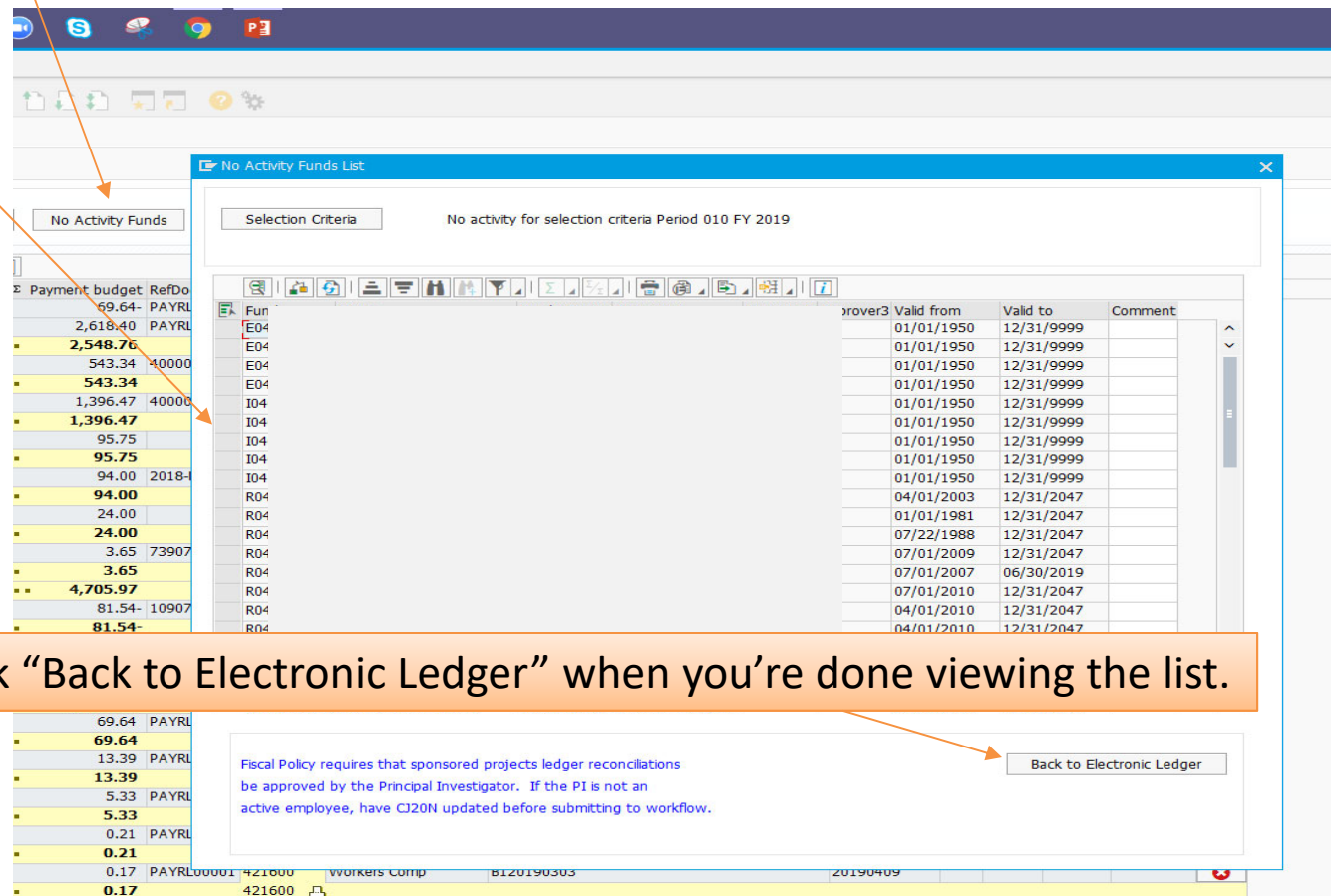
If you need to remove it click on the blue arrow.



This message will appear to let you know that you have successfully removed the attachment.



Click on “No Activity Funds” and if you have accounts that have no activity it will pull up a list.



Selection Criteria: No activity for selection criteria Period 010 FY 2019

Fun	rover3	Valid from	Valid to	Comment
E04		01/01/1950	12/31/9999	
E04		01/01/1950	12/31/9999	
E04		01/01/1950	12/31/9999	
E04		01/01/1950	12/31/9999	
I04		01/01/1950	12/31/9999	
I04		01/01/1950	12/31/9999	
I04		01/01/1950	12/31/9999	
I04		01/01/1950	12/31/9999	
R04		01/01/1950	12/31/9999	
R04		04/01/2003	12/31/2047	
R04		01/01/1981	12/31/2047	
R04		07/22/1988	12/31/2047	
R04		07/01/2009	12/31/2047	
R04		07/01/2007	06/30/2019	
R04		07/01/2010	12/31/2047	
R04		04/01/2010	12/31/2047	
R04		04/01/2010	12/31/2047	

Back to Electronic Ledger

Fiscal Policy requires that sponsored projects ledger reconciliations be approved by the Principal Investigator. If the PI is not an active employee, have CJ20N updated before submitting to workflow.

Click “Back to Electronic Ledger” when you’re done viewing the list.

Electronic Ledger Reconciliation

Electronic Ledger Reconciliation

Bookmark

Year Prd FM 2019 8 02

Year Prd FM 2019 8 02

Year Prd FM 2019 8 02

Year Prd FM 2019 8 02

Year Prd FM 2019 8 02/20/2019 ZH HRK Payroll 000011105 90 52.24 PATRL00001 410200 Cler/Tech/Mantr Ovrdr B120190217 20190220

2019 8 02/01/2019 SA G/L account document 100009555 106 17.00 DRBILL

2019 8 02/01/2019 SA G/L account document 100009555 107 391.21 DRBILL

2019 8 02/19/2019 7T Travel Expenses 700724004 2 2,184.17 40000

2019 8 02/21/2019 ZT Travel Expenses 700724294 2 1,317.06 40000

2019 8 02/27/2019 SA G/L account document 100009993 41 195.36 AUX05

2019 8 02/27/2019 SA G/L account document 100009985 67 289.28 AUX03

2019 8 02/28/2019 SA G/L account document 100010027 47 13.42 AUX06

2019 8 02/19/2019 ZD Inter dept transfers 900816060 61 126.75

2019 8 02/05/2019 KN Net vendors 2404571097 2 500.00 7090-02041 437300 Subscriptions NAST ANNUAL RENEWAL FEE 5/1-4/30/20 TYPHOON GROUP

2019 8 02/25/2019 ZC Procurement Card 800740531 1 119.59 435300

2019 8 ZC Procurement Card 800740531 2 113.24 437300

2019 8 ZC Procurement Card 800740531 3 70.90 439100

2019 8 ZC Procurement Card 800740531 4 251.78

2019 8 ZC Procurement Card 800740531 5 5.92

2019 8 ZC Procurement Card 800740531 6 49.00

2019 8 ZC Procurement Card 800740531 7 200.00

2019 8 ZC Procurement Card 800740531 8 59.60

2019 8 ZC Procurement Card 800740531 9 449.00

2019 8 ZC Procurement Card 800740531 10 22.00

2019 8 ZC Procurement Card 800740531 11 104.04

2019 8 ZC Procurement Card 800740531 12 25.29

Operating Supplies AMAZON.COM*M20ET3D12 AMZN.COM/BILL WA 01/02/19 01/03/19

Operating Supplies STAPLS0171460542000001 877-8267755 GA 01/03/19 01/04/19

Operating Supplies VITALITY MEDICAL INC 8017334449 UT 01/04/19 01/08/19

Operating Supplies STAPLS0171586834000001 877-8267755 GA 01/08/19 01/09/19

Operating Supplies STAPLS0171586834000002 877-8267755 GA 01/09/19 01/10/19

Operating Supplies AMZN MKTP US*MB1086TZ0 AMZN.COM/BILL WA 01/10/19 01/11/19

Operating Supplies INSTIHEATLHCAREIMP 6173014800 MA 01/10/19 01/11/19

Operating Supplies AMZN MKTP US*MB2KC6A60 AMZN.COM/BILL WA 01/11/19 01/14/19

Operating Supplies AACN 202-4636930 DC 01/14/19 01/15/19

Operating Supplies AMZN MKTP US*MB0WY9P10 AMZN.COM/BILL WA 01/14/19 01/15/19

Operating Supplies AMZN MKTP US*MB1KH1492 AMZN.COM/BILL WA 01/14/19 01/15/19

Operating Supplies AMZN MKTP US*MB8IN24T2 AMZN.COM/BILL WA 01/14/19 01/15/19

dd Att Att Exists EditCommen Status

Anywhere there are glasses there is an attachment under the "Att Exists" Column; remember these documents everyone can see. Make sure to review these items for correctness.

Comments are available in the rows where the pencil changed to a pair of glasses under the "Edtt Comment" Column

To see “Outstanding Items Previous Periods” click this button – these are all of the yellow/orange triangle items – when you are ready to clear one of those items you can click this button to return to those items and update their information

Bookmark

Year	P	FM	posting d.	Type	Description	FI doc.no.	Item	Payment budget	RefDocNo	Commt ite.	Commitment item text	Text	Assignment	Order	Add	Att	Exists	EdtComm.	Status		
2019	10	04/09/2019	ZH	HR Payroll		600012273	599	69.64	PAYRL00001	416100	Cler/Tech/Maint Sal	B120190303	20190409								
2019	10		ZH	HR Payroll		600012273	660	2,618.40	PAYRL00001	416100	Cler/Tech/Maint Sal	B120190331	20190409								
								2,548.76													
2019	10	04/03/2019	ZT	Travel Expenses		700729793	2	543.34	4000040342	431100	Travel In State	*Trip: F	3/27/19	4000040342							
								543.34													
2019	10	04/08/2019	ZT	Travel Expenses		700730374	2	1,396.47	4000041309	431200	Travel Out Of State	*Trip: F	12/26/19	4000041309							
								1,396.47													
2019	10	04/11/2019	ZD	Inter dept transfers		900820405	56	95.75		435300	Telephone	TELECOMM MONTHLY BILLING - MARCH 2019	20190411								
								95.75													
2019	10	04/11/2019	KN	Net vendors		2404597284	2	94.00	2018-MAY G	446200	GroupArranged Events	GRADUATION COMPOSITE PHOTO	20190411								under review
								94.00													
2019	10	04/12/2019	ZD	Inter dept transfers		900820513	39	24.00		446600	Oth Univ Departments	DEPT VISITOR PARKING PASSES - MARCH 2019	20190412								
								24.00													
2019	10	04/02/2019	KN	Net vendors		2404592991	3	3.65	739071	446700	Other Personal Svcs	GIFT CARDS	20190402								
								3.65													
								4,705.97													
2019	10	04/02/2019	AB	Accounting document		2503328233	2	81.54	1090727-1	439100	Operating Supplies	SUPPLIES	POCKET NURSE								
								81.54													
								81.54													
2019	10	04/02/2019	KN	Net vendors		2404592991	2	1,000.00	739071	446700	Other Personal Svcs	GIFT CARD	20190402								
								1,000.00													
								1,000.00													
2019	10	04/09/2019	ZH	HR Payroll		600012273	655	69.64	PAYRL00001	416100	Cler/Tech/Maint Sal	B120190303	20190409								
								69.64													
2019	10	04/09/2019	ZH	HR Payroll		600012273	603	13.39	PAYRL00001	421200	Ret Contrib-State	B120190303	20190409								
								13.39													
2019	10	04/09/2019	ZH	HR Payroll		600012273	604	5.33	PAYRL00001	421400	Soc Sec Contrib	B120190303	20190409								
								5.33													
2019	10	04/09/2019	ZH	HR Payroll		600012273	653	0.21	PAYRL00001	421500	Unemployment Comp	B120190303	20190409								
								0.21													
2019	10	04/09/2019	ZH	HR Payroll		600012273	654	0.17	PAYRL00001	421600	Workers Comp	B120190303	20190409								
								0.17													
2019	10	04/09/2019	ZH	HR Payroll		600012273	601	0.21	PAYRL00001	422100	Group Insurance	B120190303	20190409								
								0.21													
2019	10	04/09/2019	ZH	HR Payroll		600012273	600	4.11	PAYRL00001	422150	OPEB Normal Cost	B120190303	20190409								
								4.11													

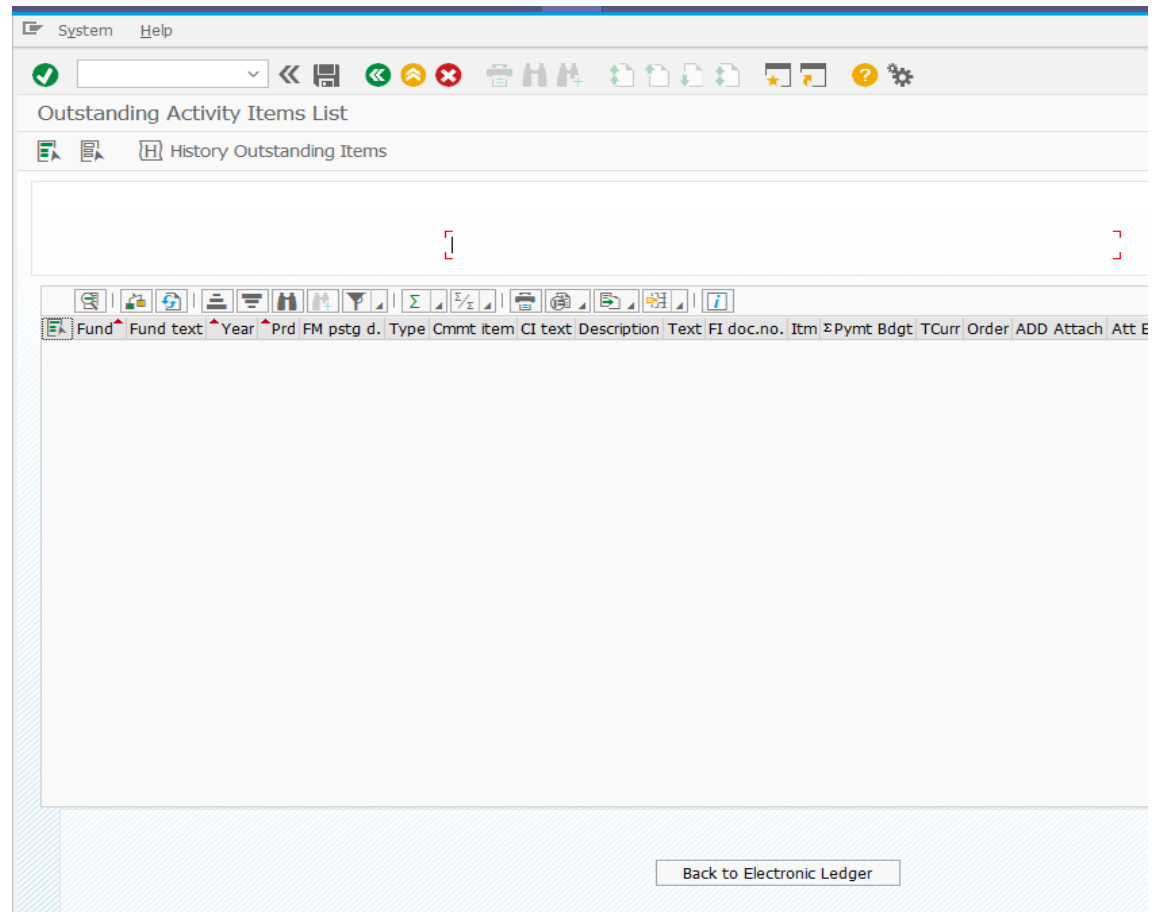
This box will pop up.

It will show you a list of all items that are “Outstanding”.

There are no items in this box.

However, the items you have a marked with a yellow triangle will appear here.

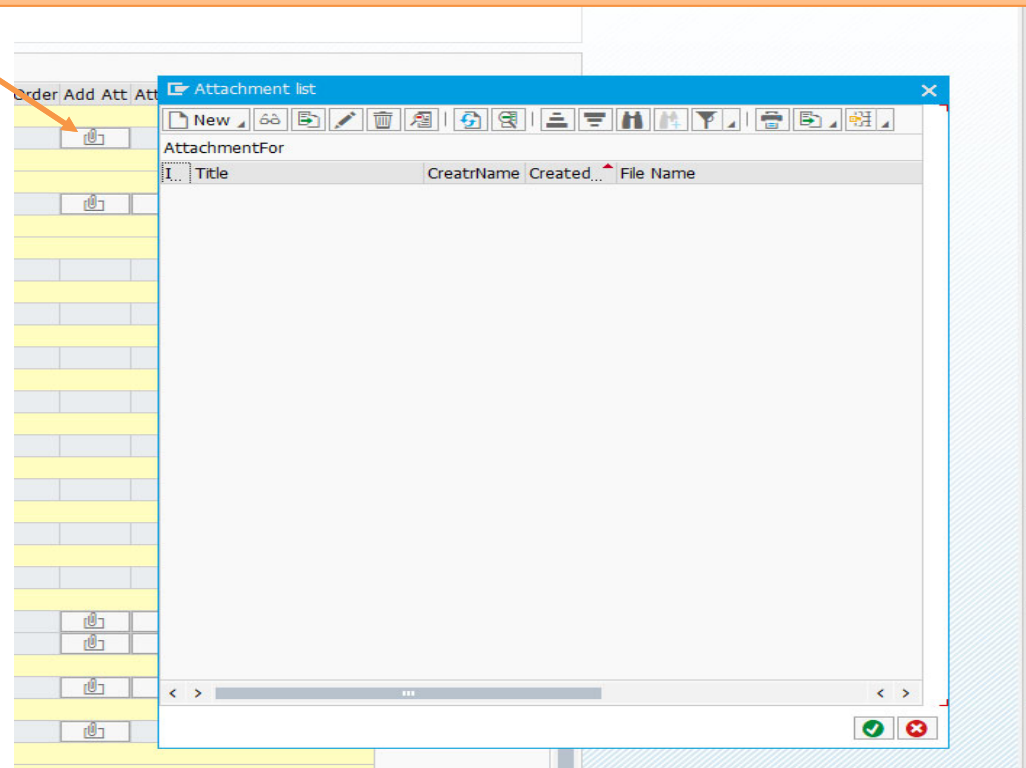
You can update them from this screen.



To the right side you have several columns where you can see existing attachments and comments or add your own by simply clicking the buttons. All items attached to the side can be seen by all. Attach all payroll or sensitive information at the top of your ledger and never to the side.

Remember that items you attach on the side of your ledgers, everyone can see. Be sure not to attach items with sensitive information here, make sure to attach it at the top.

Only your department can see items attached at the top.



Electronic Ledger Reconciliation

Electronic Ledger Reconciliation

Bookmark

Dept Status Payroll Reconciliation No Activity Funds Outstanding Items Previous Periods Submit

Year	Prd	FM	pstg d.	Type	Description	FI doc.no.	Itm	Pymt Bdg	RefDocNo	Commt item	Commitment item text	Text	Assignment	Order Add	Att	Att	Exists	Edit	Commen	Status			
2019	8	02/28/2019	ZH	HR Payroll	600011390	658	134,205.66	PAYRL00001	412100	Faculty Salaries	M120190228		20190228								✓		
								134,205.66		412100													
2019	8	02/28/2019	ZH	HR Payroll	600011391	975	10,032.95	PAYRL00001	414100	Professional Sal	M120190228		20190228								✓		
								10,032.95		414100													
2019	8	02/12/2019	ZH	HR Payroll	600010821	307	2,618.42	PAYRL00001	416100	Cler/Tech/Maint Sal	B120190203		20190212								✓		
2019	8	02/26/2019	ZH	HR Payroll	600011103	116	2,618.40	PAYRL00001	416100	Cler/Tech/Maint Sal	B120190217		20190226								✓		
								5,236.82		416100													
													20190226										✓
													20190201										✓
													20190201										✓
													01/16/19	4000039723									✓
													13/19	4000040289									✓
													AUX05FEB										✓
													AUX03FEB										✓
													AUX06FEB										✓
2019	8	02/19/2019	ZD	Inter dept transfers	900816060	61	126.75		435300	Telephone	TELECOMM MONTHLY BILLING - JAN 2019		20190219								✓		
								126.75		435300													
2019	8	02/05/2019	KN	Net vendors	2404571097	2	500.00	7090-02041	437300	Subscriptions	NAST ANNUAL RENEWAL FEE 5/14/30/20		TYPHOON GROUP								✓		
								500.00		437300													
2019	8	02/25/2019	ZC	Procurement Card		1	119.59	U0	439100	Operating Supplies			01/02/19	01/03/19							✓		
2019	8		ZC	Procurement Card		2	113.24	U0		Operating Supplies			01/03/19	01/04/19							✓		
2019	8		ZC	Procurement Card		3	70.90	U0		Operating Supplies			01/04/19	01/08/19							✓		
													01/08/19	01/09/19							✓		
													01/09/19	01/10/19							✓		
													01/10/19	01/11/19							✓		
													01/10/19	01/11/19							✓		
													01/11/19	01/14/19							✓		
													01/14/19	01/15/19							✓		
													01/14/19	01/15/19							✓		
													01/14/19	01/15/19							✓		
													01/14/19	01/15/19							✓		

Place comments here for department only here.

Everyone can see these comments on the side. Be careful, sometimes this can get really confusing if multiple people are making comments on the same line.

All items must be marked with a green check or a yellow/orange triangle to be able to submit ledgers into workflow.

FI doc.no.	Item	Payment budget	RefDocNo	Crmt. ite	Commitment item text	Text	Assignment	Order Add	Att	Exists	EdtComm	Status
600012273	599	69.64	PAYRL00001	416100	Cler/Tech/Maint Sal	B120190303	20190409					✓
600012273	660	2,618.40	PAYRL00001	416100	Cler/Tech/Maint Sal	B120190331	20190409					✓
		2,548.76										
700729793	2	543.34	4000040342	431100	Travel In State	*Trip: f	03/27/19 4000040342					✓
		543.34										
700730374	2	1,396.47	4000041309	431200	Travel Out Of State	*Trip: f	02/26/19 4000041309					✓
		1,396.47										
900820405	56	95.75		435300	Telephone	TELECOMM MONTHLY BILLING - MARCH 2019	20190411					✓
		95.75										
2404597284	2	94.00	2018-MAY G	446200	GroupArranged Events	GRADUATION COMPOSITE PHOTO	20190411					✓
		94.00										
900820513	39	24.00		446600	Oth Univ Departments	DEPT VISITOR PARKING PASSES - MARCH 2019	20190412					✓
		24.00										
2404592991	3	3.65	739071	446700	Other Personal Svcs	GIFT CARE	20190402					✓
		3.65										
		4,705.97										
t 2503328233	2	81.54	1090727-1	439100	Operating Supplies	SUPPLIES	POCKET NURSE					✓
		81.54										
		81.54										
2404592991	2	1,000.00	739071	446700	Other Personal Svcs	GIFT CARE	20190402					▲
		1,000.00										
		1,000.00										
600012273	655	69.64	PAYRL00001	416100	Cler/Tech/Maint Sal	B120190303	20190409					✓
		69.64										
600012273	603	13.39	PAYRL00001	421200	Ret Contrib-State	B120190303	20190409					✓
		13.39										
600012273	604	5.33	PAYRL00001	421400	Soc Sec Contrib	B120190303	20190409					✓
		5.33										
600012273	653	0.21	PAYRL00001	421500	Unemployment Comp	B120190303	20190409					✓
		0.21										
600012273	654	0.17	PAYRL00001	421600	Workers Comp	B120190303	20190409					✓
		0.17										
600012273	601	0.21	PAYRL00001	422100	Group Insurance	B120190303	20190409					✓
		0.21										
600012273	600	4.11	PAYRL00001	422150	OPEB Normal Cost	B120190303	20190409					✓
		4.11										

Electronic Ledger Reconciliation

Electronic Ledger Reconciliation

Bookmark

Dept Status Payroll Reconciliation No Activity Funds Outstanding Items Previous Periods **Submit**

Year	Prd	FM	pstg d.	Type	Description	FI doc.no.	Itm	Σ	Pymt Bdgt	RefDocNo	Commt item	Commitment item text	Text	Assignment	Order Add	Att	Att	Exists	Edit	Commen	Status
2019	8	02/28/2019	ZH	HR Payroll	600011390	658		134,205.66	PAYRL00001	412100	Faculty Salaries	M120190228		20190228							✓
								134,205.66		412100											✓
2019	8	02/28/2019	ZH	HR Payroll	600011391	975		10,032.95	PAYRL00001	414100	Professional Sal	M120190228		20190228							✓
								10,032.95		414100											✓
2019	8	02/12/2019	ZH	HR Payroll	600010821	307		2,618.42	PAYRL00001	416100	Cler/Tech/Maint Sal	B120190203		20190212							✓
2019	8	02/26/2019	ZH	HR Payroll	600011103	116		2,618.40	PAYRL00001	416100	Cler/Tech/Maint Sal	B120190217		20190226							✓
								5,236.82		416100											✓
20190226																					
20190201																					
20190201																					
01/16/19 4000039723																					
01/13/19 4000040289																					
AUX05FEB																					
AUX03FEB																					
AUX06FEB																					
9 20190219																					
0 TYPHOON GROUP																					
								500.00		437300											✓
2019	8	02/25/2019	ZC	Procurement Card		1		119.59	U0	439100	Operating Supplies		01/02/19 01/03/19								✓
2019	8		ZC	Procurement Card		2		113.24	U0		Operating Supplies		01/03/19 01/04/19								✓
2019	8		ZC	Procurement Card		3		70.90	U0		Operating Supplies		01/04/19 01/08/19								✓
2019	8		ZC	Procurement Card		4		251.78	U0		Operating Supplies		01/08/19 01/09/19								✓
2019	8		ZC	Procurement Card		5		5.92	U0		Operating Supplies		01/09/19 01/10/19								✓
2019	8		ZC	Procurement Card		6		49.00	U0		Operating Supplies		01/10/19 01/11/19								✓
2019	8		ZC	Procurement Card		7		200.00	U0		Operating Supplies		01/10/19 01/11/19								✓
2019	8		ZC	Procurement Card		8		59.60	U0		Operating Supplies		01/11/19 01/14/19								✓
2019	8		ZC	Procurement Card		9		449.00	U0		Operating Supplies		01/14/19 01/15/19								✓
2019	8		ZC	Procurement Card		10		22.00	U0		Operating Supplies		01/14/19 01/15/19								✓
2019	8		ZC	Procurement Card		11		104.04	U0		Operating Supplies		01/14/19 01/15/19								✓
2019	8		ZC	Procurement Card		12		25.29	U0		Operating Supplies		01/14/19 01/15/19								✓

Click "Submit" button to push ledgers into workflow for approvals.

When all items are marked with the green check and/or yellow/orange triangles the "Submit" button will appear.



QUESTIONS?

