Financial Statement Reconciliations

Business Process Guide for Training at

the university of OKLAHOMA

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Document Contents

This document contains the following lessons:

General Ledger Reports

General Ledger Reports

PeopleSoft General Ledger stores posted information from all of the financial applications. As you order items, receive deposits, receive goods and pay invoices, the information is collected in the General Ledger. To track your funds, you will need to use this application.

This course details the following information:

- Terminology and background for the PeopleSoft General Ledger application.
- How to run reports from the PeopleSoft menu.

PeopleSoft Terminology

Your PeopleSoft Financial Management System is made up of many tables that contain related data.

When you enter a transaction in the PeopleSoft system, some of these values will default for you and you will not need to enter them for each transaction.

Business Units

Business units are established to identify each individual company or business entity. The only business unit used for financial transactions is **NORMN**.

SetID

SetIDs are set up to group sets of values for specific applications. The only SetID currently in use is **NORMN**.

Budget Period

Your financial transactions will also be posted to a specific budget period. This allows you to track and report on fiscal activity for any time period at the university.

OU uses a Budget Period that dates from July 1 – June 30. The Budget Period value will be derived from the date on which the Fiscal Year ends. For example, the fiscal year that ends on June 30, 2018 will be posted to a Budget Period of **2018**.

Accounting Periods

Each transaction you record in PeopleSoft will be posted to a specific Accounting Period. These are the consecutive months within a Fiscal Year.

You will frequently need to specify an accounting period when running inquiries or reports. The Accounting Periods are:

Period	Description	Period	Description
1	July	7	January
2	August	8	February
3	September	9	March
4	October	10	April
5	November	11	May
6	December	12	June

ChartFields

These are the pieces of accounting information that ensure that the items you request are charged to the correct budget.

<table>
<tr><th>ChartField</th><th>Definition/Example</th></tr>
<tr><td>Department Number

9 digits</td><td>The code used to identify the campus organizational structure. The department number identifies the bases for the budgets to track expenditures and revenues.

The first digit of the department number designates the college:
<table><tr><td>1</td><td>Norman Campus</td></tr><tr><td>2</td><td>Law Center</td></tr><tr><td>3</td><td>Geological Survey</td></tr><tr><td>4</td><td>Tulsa</td></tr></table></td></tr>
</table>

<table>
<tr><th>ChartField</th><th>Definition/Example</th></tr>
<tr><td>Fund

5 digits</td><td>Provides for the segregation of moneys in accordance with specific restrictions or limitations.

Most Educational and General department numbers have the following funds :
<table><tr><td>01000</td><td>Norman Campus</td></tr><tr><td>02000</td><td>Law Center</td></tr><tr><td>03000</td><td>Geological Survey</td></tr><tr><td>10000</td><td>Tulsa</td></tr></table></td></tr>
<tr><td>Project

9 digits</td><td>This code identifies the project or grant to which the transaction should be charged.</td></tr>
<tr><td>Account Codes

6 digits</td><td>Identifies activities as Revenue, Expense, Asset, or Liability.

Accounts are 6 digits in length and the last digit identifies the activity. Accounts ending in:
<table><tr><td>1</td><td>Asset</td></tr><tr><td>2</td><td>Liability</td></tr><tr><td>4</td><td>Revenue</td></tr><tr><td>5</td><td>Expense</td></tr></table>
The most commonly used expense accounts are:
740005 Supplies and Materials
800005 Equipment
820005 Travel
830005 Communications
840005 Utilities
850005 Computing and Related Expenses
860005 Maintenance and Repair of Facilities
870005 Professional and Technical Fees
880005 Contractual and Related Expense
930005 Scholarships</td></tr>
</table>

Accounting Structure

DeptNbr Format	Fund	Type	Description	Required Accounting Statements
XX2	01000 02000 03000 10000	Educational & General	*Funded by State Appropriations *Operates Against a Budget Balance *Deposits as Revenues Cannot be Made	-Commitment vs Budget
XX1, Some XX2's	Not one of the above funds	Educational & General *Endowments *Special Course Fees	*Funded by Outside Funding Sources *Operates on a Cash Basis *Budget Used as a Management Tool only *Deposits Can be Made	-Commitment vs Budget -Revenue vs Budget -Soft Money Balance Sheet
XX4, XX7	Varies	Auxiliaries, Service Units, Student Organizations	*Funded from Sales, Outside Funding Sources, Special Fees, etc. *Operates on a Cash Basis *Budget Used as a Management Tool only *Deposits Can be Made	-Commitment vs Budget -Revenue vs Budget -Soft Money Balance Sheet
XX5	Varies	Grants and Contracts	*Funded by Outside Funding Sources *Operates on a Cash Basis *Deposits Can be Made	-Commitment vs Budget -Revenue vs Budget -Soft Money Balance Sheet

***Note**: A Service Unit is an internal OU department with the intent to break even. An Auxiliary does business outside of the University with a purpose of making money.

Budgets

PeopleSoft sets up budgets for your financial activity using Commitment Control.

- Budgets are set up according to statutory or business rules and regulations.
- Financial transactions are entered into PeopleSoft. These include purchase orders, vouchers, journal entries, etc.

- Budget checking errors are reviewed. Transactions are corrected or budget adjustments made and posted to the budgets.

Types of Budget Transactions

There are two types of budget transactions. These are defined in the paragraphs that follow.

Actuals and Recognized

Actual and Recognized transactions are Bursar transactions, journal entries, payables vouchers, and payroll transactions. These transactions are posted against the budgets and the Actuals ledger. These transactions are reported as expenditures or revenue based on the ChartFields used in the transaction line.

Encumbrance

An encumbrance is an amount that you can legally spend based on a contract or purchase order. An encumbrance transaction does not update the Actuals ledger, it does however, update the Commitment Control Budget Detail ledger based on the ChartFields used.

Commitment Control Example

The following table follows a life cycle of a requisition through CrimsonCorner (CC) and PeopleSoft (PS) and how it will affect your statements.

Action in CC	Processes Affecting Financial System (PS)	Accounting Entry on Commitment vs Budget Statement
Create Requisition in CC	Requisitions will stay in CC – does not come over to PS	None
Approval of a Requisiton will create a PO in CC	PO will come over to PS – entry appears in the Encumbrance column	Debit to Encumbrance column for amount of PO
Receipts – Only for Muti Purpose Non-Catalog Item Form, Standing Order and some Enabled Supplier Orders - Department must create a receipt of goods in CC before invoice can be paid*	None	None

Action in CC	Processes Affecting Financial System (PS)	Accounting Entry on Commitment vs Budget Statement
Invoice received and invoice created in CC by FS	Funds are expended and removed from encumbrance	Credit to Encumbrance column Debit to Expense column Credit to AP Liability (208002) on balance sheet
	Payments of invoices	None – Entries created to balance sheet only Debit to AP Liability (208002) Credit to Cash

*Receipts are not necessary for any type of Payment Request Forms or Enabled Suppliers – Staples, VWR or Dell

Deposits Requirements

Deposits of funds should be reported in the University financial records as revenue or a reduction of accounts receivable. Department sponsors are responsible for ensuring that deposits are properly reported in accordance with this policy.

- When preparing a deposit slip, departmens may not use an account code that ends in 5 (expense). The Office of the Bursar will return the deposit back to the department with a request for a correct account number.
- In limited circumstances, it may be appropriate to record a deposit as a reduction of expense:
    - Refunds/rebates from a vendor for goods or services purchased from the vendor
    - Reimbursements from an employee for personal expenses or from employees or students for lost of university property
    - Cost-sharing agreements with external entities
- If the deposit is an exception and should be recorded as a reduction of an expense, the department should make the deposit to a revenue code and then contact Financials Services, fss@ou.edu, to request a transfer. The request should include a description of the transaction and the rationale for recording the deposit as a reduction of exepnses. A copy of the deposit slip should be attached.

Deposits to hard money departments only –

- The deposit is intended for a Norman campus hard money department – fund 01000:
    - o Deposit into department 191818700, account code 411704
- The deposit is intended for a Tulsa campus hard money department – fund 10000:
    - o Deposit into department 191818900, account code 411704

- A paper budget revision should ten be submitted to the Budget Office to increase the appropriate expense budger for the hard money department. If should be noted on the budget revision form that funds were deposited into 191818700 or 191819900. A copy of the budget revision along with the deposit receipt should be email to Financial Services, fss@ou.edu.

Academic Department Revenue Codes – A list of authorized revenue account codes for Academic Departments can be found at:

- http://www.ou.edu/financialservices/forms Navigate to:

  Deposits>Deposit Account Numbers for Academic Departments (xls)

Logging On to PeopleSoft Financials

The PeopleSoft Financials web address: **fin.ou.edu**

Click on Link to PeopleSoft Financials **Production** Database

PeopleSoft requires a User ID and password for sign-in. Your User ID and password is the same as your network User ID (4+4) and password.

Running Departmental Queries

NAVAGATION: OU Folder>Departmental Query

- OU_GL_ACCT_VW – List of active PS account numbers.
- OU_GL_DEPT_VW – List of active PS department numbers.

Click on the above link, enter in the criteria if requested, a new window open displaying the related data. You can download this information to Excel by clicking on the Excel SpreadSheet link. Once in Excel you can sort the columns as needed.

Running Financial Reports

The following reports have been created for your use.

NAVIGATION: General Ledger>OU GL Reports

Report Name	Required Criteria's	Description
Current Plan Amounts	Department Nbr Fiscal Year	Total Revenue and Expense by Account, Period and FY for a single Dept Nbr
Grant Inception-To-Date	Fiscal Year Period Project Nbr Budget Type	Total Budget, Current Month Expenses, YTD Expenses, Inception to Date Expenses, Pre-Encumbrances (not used), Encumbrances for a single or multiple Grant Dept Nbrs by FY and Period
Commitments vs Budget Report	Fiscal Year Period Department Nbr	Summary or Detail of Expenses for a single or multiple Dept Nbrs by FY and Period
Revenue vs Budget Report	Fiscal Year Period Department Nbr	Summary or Detail of Revenues for a single or multiple Dept Nbrs by FY and Period
Soft Money Balance Sheet	Fiscal Year Period Fund	Summary or Detail of Balance Sheet accounts for a single or multiple Funds by FY and Period
Outstanding PO's Current Year	Department Nbr Current Fiscal Year End of Prior FY	Balance of Outstanding PO's by Vendor and Account for a single Dept Nbr by FY
Outstanding PO's Grant ITD	Department Nbr	Balance of Outstanding PO's by Vendor and Account for a single Grant Dept Nbr by FY

There are four basic steps for running reports:

Step	Description
1	Select or add a Run Control. The Run Control is used to uniquely identify a set of processing criteria(s) and save them for repeated use.
2	Specify criteria(s) on the Parameters Page to indicate the data to process.
3	Process the request by using the Process Scheduler. The Process Scheduler is used to designate when and where the request is processed.
4	Check the status of the request and view the report.

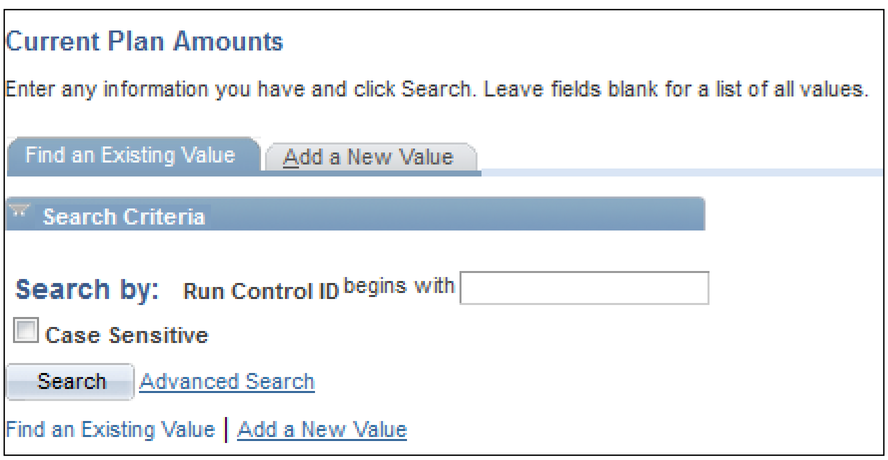
Running a Standard Report

Follow these steps to run a standard report.

Create a Run Control and run a report:

1. Navigate to the report.

The Find an Existing Value page appears for the selected report.



2. Click Search to locate and select an existing Run Control.

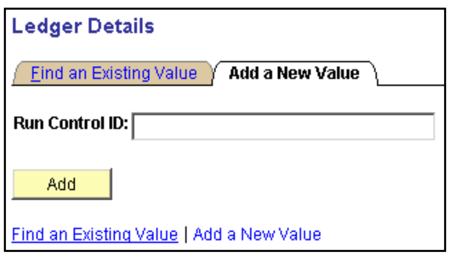
3. If no Run Control is found, enter a new Run Control. Click the **Add a New Value** tab.

What is a Run Control? To run a report, you must tell the system what criteria's to use. Criteria's would include Fiscal Year, Period, Department ID or Fund. Once a run control is created and saved, you will be able to use this same run control each month to run your montly statements by just changing the period and/or fiscal year.

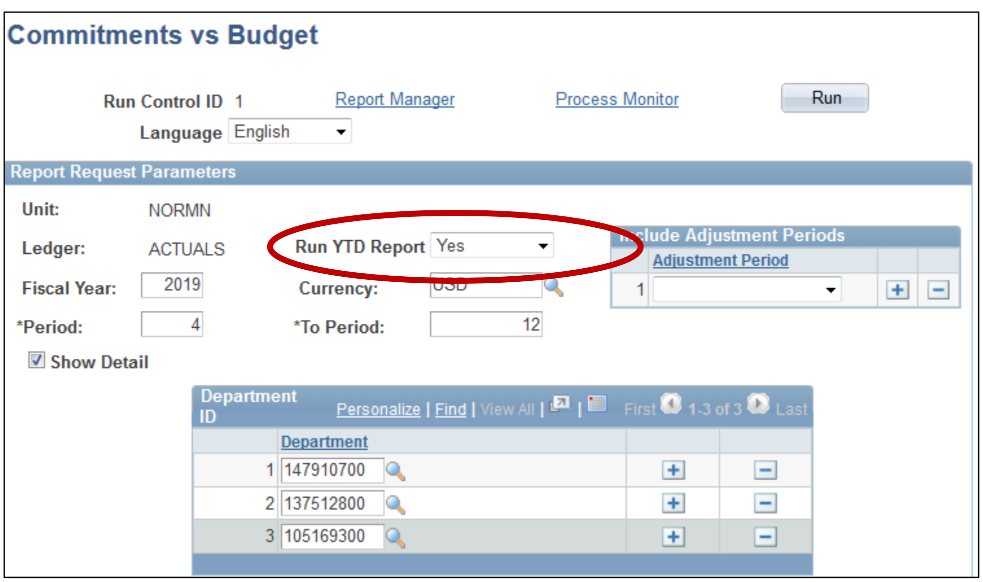
Examples of Run Controls you might use:

- EXPENSES – Use for running the Commitment vs Budget report. Include all department numbers that you reconcile monthly.
- REVENUES – Use for running the Revenue vs Budget report. Include all department numbers that have revenues. This run control would not include departments that have a fund of 01000, 02000, 03000 or 10000 (these are E&G and will not have revenue transactions).
- BALSHEET – Use for running the Soft Money Balance Sheet report. This run control would not include departments that have a fund of 01000, 02000, 03000 or 10000 (these are E&G and the cash accounts are reconciled by FS).
- ADHOC – Can be used for running all of the above reports. Use this run control when you need to randomly run a report on a department number or fund.

The Add a New Value page appears for the selected report.



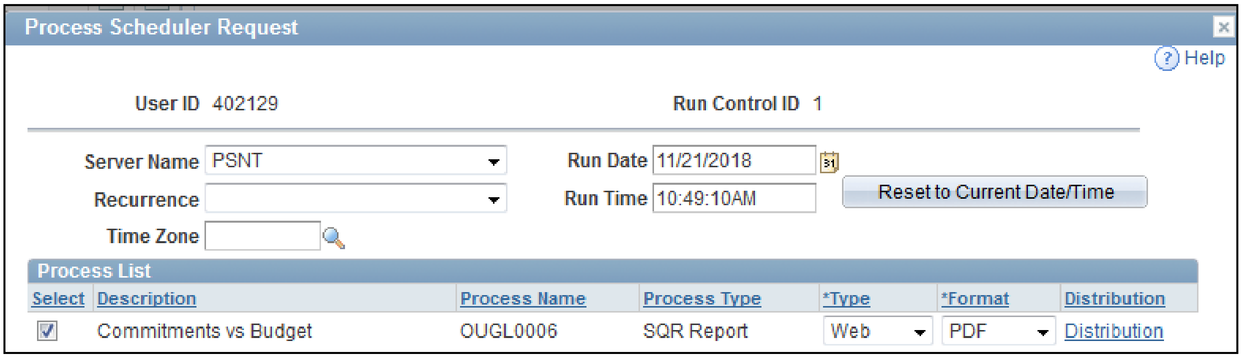
4. Type a unique identifier as the Run Control in the **Run Control ID** field (cannot contain spaces, nor can run controls be deleted or renamed).
5. Click Add.



6. Enter the required parameter values. You may run the report by Fiscal Year and Period or you may choose to run the report as a YTD Report based on a Period range.

7. Click Run.

8. Process Scheduler Request Page Appears:



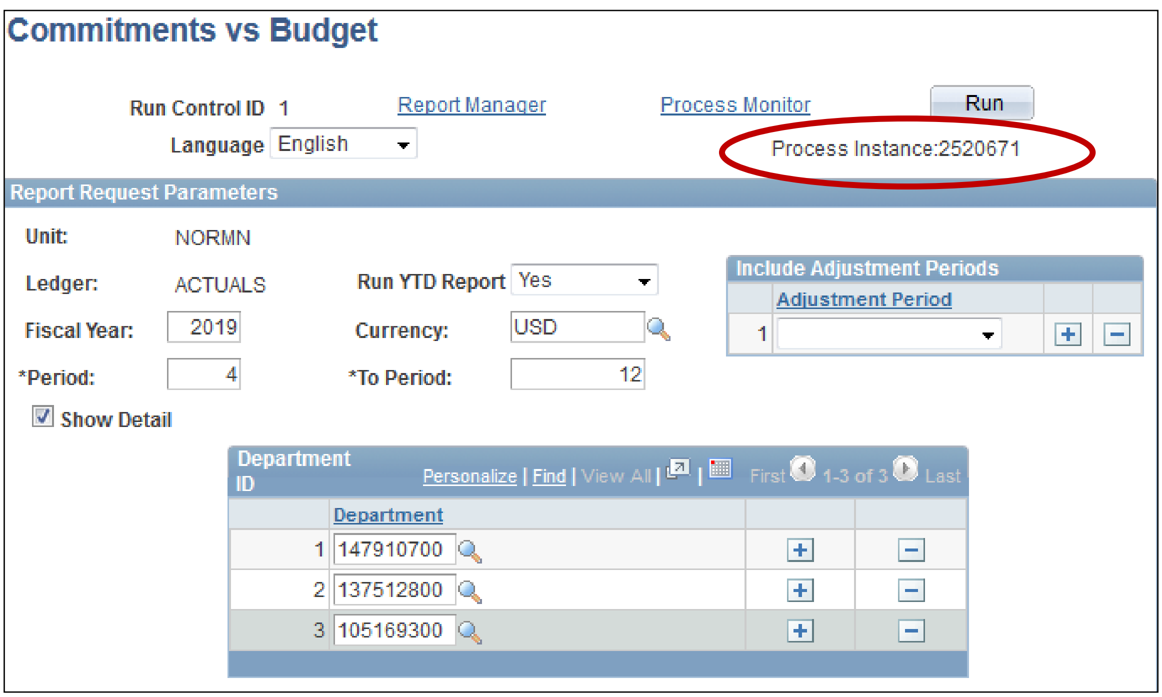
9. Leave the Server Name blank. The system will automatically choose an available server.

10. The Type field is **Web**.

11. The Format field is **PDF**.

12. Click OK.

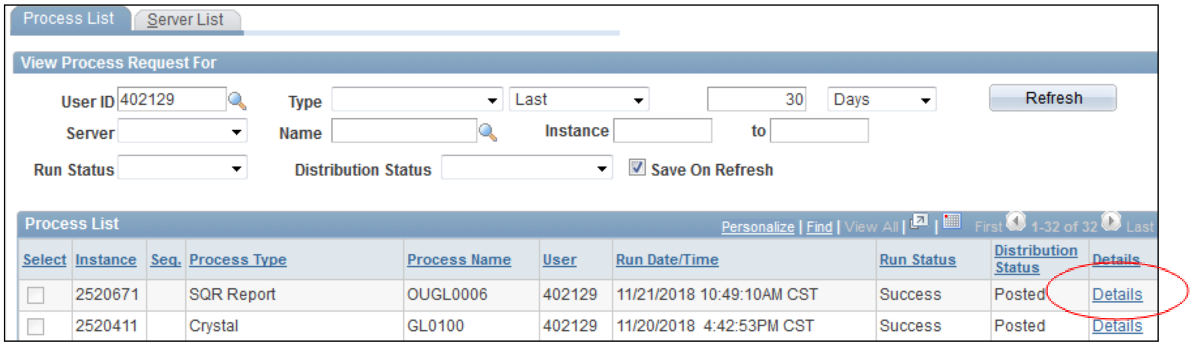
13. You will be brought back to the parameters page. You request has been assigned a Process Instance which will be displayed in the upper right corner.



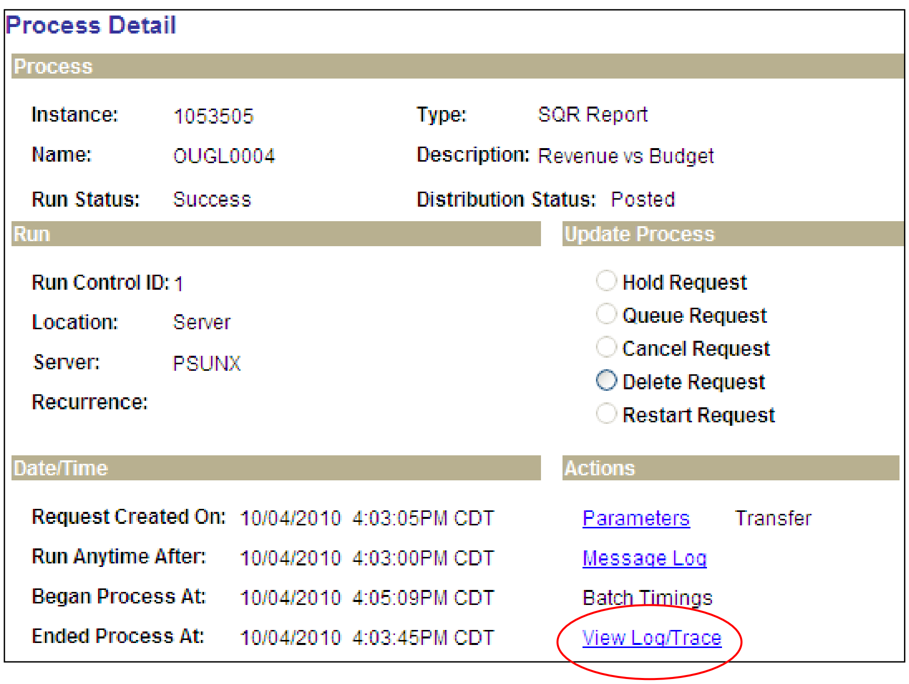
14. Click on the Process Monitor hyperlink. This will take you to the Process Monitor page.

15. As needed, click Refresh to update the status of the report.

16. When the Run Status is ***Success*** and the Distribution Status is ***Posted***, click the Details hyperlink for that report.



17. Click on the View Log/Trace hyperlink.



18. Click on the PDF file from the View Log/Trace screen.

View Log/Trace

Report

Report ID: 2860903 **Process Instance:** 2520671 Message Log

Name: OUGL0006 **Process Type:** SQR Report

Run Status: Success

Commitments vs Budget

Distribution Details

Distribution Node: nodedef **Expiration Date:** 02/24/2019

File List

Name	File Size (bytes)	Datetime Created
OUGL0006_2520671.PDF	65,020	11/21/2018 10:52:52.910961AM CST
OUGL0006_2520671.out	97,267	11/21/2018 10:52:52.910961AM CST
SQR_OUGL0006_2520671.log	1,710	11/21/2018 10:52:52.910961AM CST

Distribute To

Distribution ID Type	*Distribution ID
User	402129

Return

Adobe Acrobat window will open and display the report.

PeopleSoft GL
UNIVERSITY OF OKLAHOMA
DETAILED LISTING OF REVENUE VS. BUDGET

Report ID: OUGL0004
Bus. Unit: NORMN--
Fiscal Year 2011 Period 1
Currency USD

Page No. 3
Run Date 10/04/2010
Run Time 16:05:09

11110 FINANCIAL SUPPORT SERVICES
137512800 FINANCIAL SUPPORT SERVICES

ACCOUNT - DESCRIPTION	DATE	SRC	JRNL ID	REF	SUBID	LINE	BUDGET	REVENUE	Unrecognized Budget Balance
440704 INC DISTRIBUTION-UNEXPENDED			Beginning Balance				0.00	0.00	0.00
CIF OPER EXP 07-2010	07-31	FS	FS80113					-6,371.74	
440704 - Current Month							0.00	-6,371.74	-6,371.74
440704 - YTD Balance							0.00	-6,371.74	-6,371.74
443404 INCOME DISTRIBUTION			Beginning Balance				0.00	0.00	0.00
INVESTMENT ADMIN FEES JUL	07-31	FS	FS80095					-12,331.45	
STIF OPER EXP 07-2010	07-31	FS	FS80114					-2,950.46	
443404 - Current Month							0.00	-15,281.91	-15,281.91
443404 - YTD Balance							0.00	-15,281.91	-15,281.91
443504 RIF INCOME DISTRIBUTION			Beginning Balance				0.00	0.00	0.00
RIF AMIN FEES JUL	07-31	FS	FS80096					-4,037.24	
443504 - Current Month							0.00	-4,037.24	-4,037.24
443504 - YTD Balance							0.00	-4,037.24	-4,037.24

PeopleSoft Navigation

Do not use the browser's Back button. Only use the menu and navigation elements found on the PeopleSoft pages to navigate within the program.

Opening a Second PeopleSoft Window

More than one PeopleSoft window may be open at a time. Follow these steps to open a page in a second window.

Open a second PeopleSoft window:

1. On the current window, click the New Window link found at the upper right corner of the page.
2. *A new window opens and displays the menu item currently in use.*
3. Navigate to the new component.
4. To close the window, select **File, Close** from the menu of the new window.

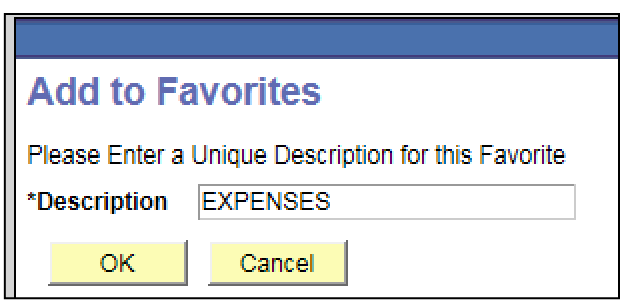
Adding an Item to My Favorites

Use the following steps to add a frequently used component to a personal list of favorites within PeopleSoft.

Add a component to the PeopleSoft My Favorites menu:

1. Navigate to the page or search dialog to add.
2. Click Add to Favorites on the menu navigation bar.

   The Add to Favorites page appears.



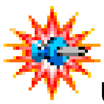
3. You may accept the default **Description** or you may enter in your own.
4. Click 

.

   The Item is added to the My Favorites menu.
5. Click Home to close the page and collapse the menu.
6. Open the **My Favorites** menu group.

   The added component appears on the list.
7. Click the component link.

   The search dialog for the selected component appears.


Use the Edit Favorites link under My **Favorites** to delete or re-order the selected favorites.

Frequently Used Forms

Forms have been developed to allow you to request information to be added to the PeopleSoft. The following pages contain these forms:

- Application for New Department Number or Change to Existing Department Number
  - http://www.ou.edu/financialservices/forms Navigate to:
    - Department Information>Application for Department Number Form (OU-230-C) (xls)
  - All completed departmental applications are stored in Laserfiche under Department Applications

- Transfer Form

  The Transfer Form is used to request a transfer of funds from one department number and account to another.

  - http://www.ou.edu/financialservices/forms Navigate to:
    - Transfers>Transfer Form (xls)

THE UNIVERSITY OF OKLAHOMA
NORMAN CAMPUS
APPLICATION FOR NEW DEPARTMENT NUMBER OR CHANGE TO EXISTING DEPARTMENT NUMBER

PAGE 1 OF 2

Prepared By ____________________

Phone Number ____________________

FOR USE BY FINANCIAL SUPPORT SERVICES

Department Number Assigned ________________

Date Entered ________________

Initials

Check One:

(1)	Application for a New Department Number	☐	If checked, complete items (2) through (7)
	Inactivate an Existing Department Number	☐	If checked, sponsor signature required in (6). Please indicate department number assigned above.
	Change in Existing Department Name	☐	If checked, complete items (2) and (6). Please indicate department number assigned above.
	Change in Existing Department Purpose	☐	If checked, complete items (3), (5), (6), and (7). Please indicate department number assigned above.
	Change in Reporting Levels for Existing Department	☐	If checked, complete items (4), (6), and (7). Please indicate department number assigned above.
	Change in Sponsor or Co-Sponsor of Existing Department	☐	If checked, complete Page 2 only.

(2) Proposed Name of Department ____

(3) Purpose of Department (be specific): ____

____

____

(4) Reporting Levels for this Department:

Vice President ____________________ Sponsor Name ____________________

Dean/Director ____________________ Parent Department ____________________

(5) Will deposits be made? ____________________

If yes, what is the source? ____

For use by Financial Support Services

Fund ____________________ State Agency ____________________

Project ____________________ State Bank Account ____________________

SpeedType ____________________ Base Function ____________________

THE UNIVERSITY OF OKLAHOMA
NORMAN CAMPUS
APPLICATION FOR NEW DEPARTMENT NUMBER OR CHANGE TO EXISTING DEPARTMENT NUMBER

PAGE 2 OF 2

Dept number assigned by Financial Support Services:

Check Here if Change in Sponsorship Only ☐

Proposed Name of Department (same as page 1) ____________________

(6) **Sponsor and Co-Sponsor Signatures**

As Sponsor of this department, I will be responsible for authorization of expenditures and regular review and reconciliation of account records prepared by Financial Support Services, and for reimbursement of all unauthorized overdrafts. I also understand that I am responsible for providing information for tax reporting and/or reporting information directly to tax authorities for sales tax, unrelated business income tax, and other taxes as required by State and Federal law. Questions regarding tax reporting should be directed to Financial Support Services.

Signature of Sponsor (must be a full-time faculty or staff member)	Title of Sponsor
EMPLID of Sponsor	Date
Signature of Co-Sponsor	Title of Co-Sponsor
EMPLID of Co-Sponsor	Date
Signature of Co-Sponsor	Title of Co-Sponsor
EMPLID of Co-Sponsor	Date
Signature of Co-Sponsor	Title of Co-Sponsor
EMPLID of Co-Sponsor	Date
Signature of Co-Sponsor	Title of Co-Sponsor
EMPLID of Co-Sponsor	Date

If additional co-sponsors are needed, attach another form.

(7) Recommendation for approval by appropriate Vice President, Director, or Dean

Signature	Title	Date

Notes:

For new department numbers, items (1) through (7) must be completed fully before submission to Financial Support Services. Incomplete data on any line will result in the return of the form for more information.

The purpose listed in item 3 must be detailed and specific. Details should include the purpose of the organization, what types of expenditures will be made from the department, and general categories. Additional information should be provided as necessary to fully explain the purpose of the department number request.

It is recommended that at least one co-sponsor be designated so that approvals may be made during the absence of the sponsor.

UNIVERSITY OF OKLAHOMA

TRANSFER FORM

Prepared by: ______________________ **Date:** ______________________
Department: ______________________ **Phone** ______________________
University Address: ______________________

Reversing Entry? ☐ Yes or ☐ No
Reversal Date: ______________
Accounting Period: ______________
Create Due To/From? ☐ Yes or ☐ No

DOCUMENT NUMBER:
(Fss Use Only) ______________________

LINE NO.	SPEEDTYPE (DEPT NO.)	ACCOUNT	FSS USE ONLY	LINE DESCRIPTION (Limit 30 Characters)	DEBIT	CREDIT
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
				TOTAL	0.00	0.00

JUSTIFICATION/PURPOSE

I CERTIFY THAT DOCUMENTATION IN SUPPORT OF THE ABOVE TRANSACTION IS ON FILE AND AVAILABLE FOR REVIEW UPON REQUEST. I UNDERSTAND THAT SAID DOCUMENTATION IS TO BE MAINTAINED FOR A PERIOD OF NOT LESS THAN FIVE YEARS FROM THE DATE OF THE TRANSACTION.

____
SIGNATURE (REQUIRED ON ALL DOCUMENTS)

Responsibilities and Procedures for Reconciling Financial Statements

Responsibilites of an Account Sponsor

The sponsor of a university account assumes responsibility for the account's expenditures, deposits, and resolution of deficits should it be necessary.

Specific major responsibilities are:

1. The sponsor's approval as shown on the Application for Department Number form is required for all expenditures to vendors external to the University.

2. **A method of monthly review and verification of the transactions appearing on the monthly reports must be established and performed on a regular basis**.

3. Unauthorized deficits are not permitted. If a temporary deficit has been forecast, written approval must be obtained from the appropriate Dean/Provost, Vice President or President.

4. Cash, checks, etc., must be deposited at the Bursar's Office within twenty-four (24) hours of receipt of funds. Contact the Bursar's Office for assistance in complying with this requirement. Review the new deposit policy, found on page 9.

5. Purchases which exceed $5,000 must be processed according to procedures established by the Purchasing Department.

6. During a sponsor's absence, it is advisable to temporarily appoint a co-sponsor.

7. Any changes in the account should be processed by memorandum to Financial Services, along with any new Application for Department Number form, if needed.

8. Controls and separation of duties must be in place to the extent staffing levels permit to assure that a single individual is not responsible for deposit processing, accounts receivable processing and record maintenance, and inventory control and record maintenance. For assistance in establishing procedures and controls, contact Financial Services at 325-3021.

9. The Account Sponsor is liable for the financial management of the account.

10. Approval of Personal Financial Transactions

    Employees, whether faculty, staff or students, shall not approve any transaction that impacts themselves financially, whether directly or indirectly. This includes, but is not limited to, salary increases, special payments, travel, reimbursements, or other supplemental payments or non-cash fringe benefits. Such transactions shall only be approved in writing by a University employee who is in a greater level of institutional authority and who is completely independent from the individual receiving the benefit or reimbursement.

When personal financial transactions need approval through CrimsonCorner, you must add an ad hoc approver with higher institutional authority.

Note: It is the responsibility of an account sponsor to be familiar with the **University Guide to Services.**

http://www.ou.edu/web/resources_offices/content/administrative_offices

Reconciling Statements

According to the Guide to Services, a method of monthly review and verification of the transactions appearing on the monthly reports must be established and performed on a regular basis. How this review is completed depends on the type of department you have:

❖ Hard money department (budget controlled):

- These departments can be easily identified by the associated fund. If the fund is 01000, 02000, 03000, or 10000, it is a E & G (Education and General) hard money department.
- A budget is determined for each of these departments annually. The budget is the controlling factor in the amount available for expenditure. It is the department sponsor's responsibility to ensure that the expenditures do not exceed the budget.
- The only monthly report applicable to these departments is the Commitments vs. Budget Report.

❖ All other departments (cash controlled):

- These departments can be easily identified by the associated fund. If the fund is **NOT** 01000, 02000, 03000, or 10000, it falls into this category.
- These departments are limited to the amount of cash available. The department sponsor is responsible for ensuring that cash is not over-spent. Budgets are loaded for these departments, but they are not the controlling factor. Grant and contract departments are subject to both budget and cash controls, in addition to special controls depending on the award.
- These departments may include Self-Supported E&G, Agency Special (including auxiliaries and student organizations) and Grant & Contracts. Note: There are additional controls applicable to grant and contract departments.
- Three reports are necessary to fully reconcile these statements monthly. They are the Soft Money Balance Sheet, the Commitments vs. Budget,

and the Revenue vs. Budget Reports. Additional reports are available for grant and contract department. Contact your grant specialist for further information.

The mechanics of reconciliation of these two types of departments varies slightly. However, there some procedures that is common to both:

- Statements should be reconciled on a monthly basis. Reconciliation involves the review of the individual transactions appearing on the statement to determine that all transactions are valid and appropriate.

- Identified discrepancies between the departmental information and the information shown on reports should be resolved. Resolution involves contacting the originating department regarding needed corrections, as well as following up to ensure that corrections are completed. The following list provides the originating department information for most transactions:

SRC (Source):	JRNL ID begins with:	Responsible Department and Description:	Imaging Application - Laserfiche
AE	AE	Architecture & Engineering Services	Transfers
ALO	DUE, IDC, OH, REV, ESC, FEE	FS – Due To/From, IDC Charges, University Overhead, Revenue Recognition, Escheatment, Tuition Fees, Flat Rate Tuition	None
AM	ADD, ADJ, DEPR, PDP, RET	FS – Asset Management	None
AP	APA, APC, APP	FS – Accounts Payable	✓ Invoices ✓ Travel ✓ Pcard CrimsonCorner (PO Info) ✓ Pcard Travel (Traveler Info) ✓ Pcard CVC File (Transaction List) ✓ Pcard Regular File (Transaction List) ✓ Pcard Travel File (Transaction List)

AP	APA, APP	External Billings: Printing Services Financial Services University Press Printing Services Printing Services Financial Services	 ✓ ImageNet/BMI Billing ✓ GP Coca Cola Billing ✓ Royalty Billing ✓ Sooner Copy Billing ✓ Standley Copier Billing ✓ VPL Billing (Vantage Point Logistics)
ARC, ARR	ARC,ARR	Bursar's Office – A/R Checks & A/R Retuned Checks	None
ATH	ATH	Athletic Department	Transfers
BB	BB	Bursar's Office	Transfers
BC	BC	Bursar Checks	None
	BUD	Budget Office	Budget Revisions
BU_	BUR	Bursar's Office	✓ AR Transaction Listing Summary-Detail ✓ AR Transaction Listing Summary-Monthly ✓ AR Transaction Report Including Misc ✓ Aged by Account Number
CBA	CCE	CCE Business & Accounting Operations	Transfers
CML	CML	Central Mail Billing	Central Mail Postage Billing
CR	CR	Bursar's Office – Cash Receipts	None
CRT	CRT	Concur Travel	None
EB	EB	Expense Budgets	None
FB	FB	Fringe Benefit Billing	None
FBC	FSS	Bursar Corrections Made by FS Manually	Transfers
FM	FM	Facilities Management	None

FS	FS, FSS, T	FS – Transfers (Including Book Exchange Billings)	Transfers
GCC	CSP, RSP	CCE Sponsored Programs, Research Sponsored Programs	Transfers
GCC	GCC	Grants & Contracts AR File	None
HFS	CARD, HFS	One Card, Housing & Food Service	Transfers
IT	IT	Information Technology Billing	IT/Telecom Billing
OMU	OMU	Oklahoma Memorial Union	Transfers
PAY	PET, PYENC, PYHRY, PYMTH, PYOF	Payroll – Payroll Expense Transfers, Payroll Encumbrances, Hourly Payroll, Monthly Payroll, Offcycle Payroll	None – For hourly, monthly, offcycle processes use HR's Position Control Report or Payroll Extract Report
PHY	PHY	Facilities Management – Physical Plant Billing	None – Contact Facilities Management for Support
PO		Purchasing Department	None – CrimsonCorner has Support
RB	RB	Revenue Budgets	None
SM	SP	Student Media	Transfers
TC	TC	Information Technology – Telecom Billing	IT/Telecom Billing
UFS	UFS	University Fleet Services Billing	None – Contact Fleet Services for support
UMP	UMP	University Motor Pool	None – Contact Fleet Services for support
UPS	UPS	University Printing Services Billing	Printing Services Billing
UT	UT	Facilities Management - Utility System Billing	None – Contact Facilities Management for support
YRE	YE	Year End Entries	None

- PaymentNet Transactions – Each Department is responsible for retaining itemized records/invoices/receipts and copies of written exemptions for seven years. Your office will be the office of record for these transactions.

Calculating Overhead – All Agency Special activities and Service Centers shall be assessed an overhead charge on their gross revenue. The current overhead rate is 5%.

- To calculate the overhead charge, take the total revenues posted to the Revenue vs Budget report for the prior period and multiply this amount by 5%.
- Gifts and Transfer revenue account codes are exempt from overhead.

Reconciling Hard Money Departments

1) Use the Commitments vs. Budget Report. Run the report with "show detail" checked for the fiscal year and period you are reconciling.

2) Confirm that the opening balances on the report match the prior month's report.

3) Each transaction on the report should be validated, including:

    a) Budgets

    b) Encumbrances: These transactions are generated in one of two ways:

        i) For payroll accounts, these transactions are created from the same process that creates the Position Control Report.

        ii) For non-payroll accounts, these transactions are generated when a purchase order is budget-checked. They should be liquidated as payments are made against the purchase order.

    c) Expense: These transactions are generated when a journal entry or accounts payable payment is posted to the department.

    d) Balance: This is a calculated field: Budget Less Encumbrance Less Expense. <u>If all commitments are shown on the report</u>, this balance is the amount available for expenditure.

4) Review the activity posted to each account for the department to ensure that the detail items are:

    a) Properly classified to the department/account combination,

    b) Authorized in accordance with University policies, State and Federal laws and regulations, and specific sponsor or donor requirements or restrictions, and

    c) Within the guidelines of the stated purpose of the department.

5) Ensure that all submitted activity appears on the statement.

6) Take appropriate action to resolve errors or discrepancies, and follow up as necessary.

7) Confirm the ending balance per the reconciliation agrees to the statement.

8) Formalize the statement reconciliation with the signature of the preparer and the reviewer, with the corresponding dates. A sample reconciliation form is attached.

HARD MONEY DEPARTMENT RECONCILIATION

ENTITY NAME ______________________

FUND ______________________

DEPARTMENT ______________________

____

____

FOR THE MONTH ENDED ______________________

Balance per Commitments vs. Budget Report ______________

Reconciling Items:

Total Adjustments ______________

Adjusted Balance ______________

PREPARED BY: ______________________

DATE: ______________________

REVIEWED BY: ______________________

DATE: ______________________

Reconciling All Other Departments

1. Use the Soft Money Balance Sheet, the Commitments vs. Budget, and the Revenues vs. Budget reports. Run the reports with “show detail” checked for the fiscal year and period you are reconciling.
2. Confirm that the opening balances on the report match the prior month’s reports.
3. The Soft Money Balance Sheet Report is the primary report used for reconciling these departments.
    a. On the report, there are three key account numbers to focus on:
        i. 100001 Cash—This account contains all expenditures and receipts during the month from or to non-University departments. In addition, it will contain a few lines of due to (151001) and due from (251002) closing entries at the end of each month.
        ii. 151001 Due From Fund Account—When transfers are processed within University departments (including billings for University services), the cash movement does not occur immediately. This account collects all of the cash related activity for these items, and the balance in the account is swept to 100001 at the end of each month.
    b. Each transaction on the report should be validated.
4. On the Revenue vs. Budget Report, the transactions should be validated.
5. On the Commitments vs. Budget Report, each transaction on the report should be validated, including:
    a. Budgets
    b. Encumbrances: These transactions are generated in one of two ways:
        i. For payroll accounts, these transactions are created from the same process that creates the Position Control Report.
        ii. For non-payroll accounts, these transactions are generated when a purchase order is budget-checked. They should be liquidated as payments are made against the purchase order.
    c. Expense: These transactions are generated when a journal entry or accounts payable payment is posted to the department.
    d. Balance: This is a calculated field: Budget Less Encumbrance Less Expense. <u>If all commitments are shown on the report</u>, this balance is the amount available for expenditure.

6. Review the activity posted to each account for the department to ensure that the detail items are:

    a. Properly classified to the department/account combination,

    b. Authorized in accordance with University policies, State and Federal laws and regulations, and specific sponsor or donor requirements or restrictions, and

    c. Within the guidelines of the stated purpose of the department.

7. Ensure that all submitted activity appears on the statement.

8. Take appropriate action to resolve errors or discrepancies, and follow up as necessary.

9. Confirm the ending balance per the reconciliation agrees to the statement.

10. Formalize the statement reconciliation with the signature of the preparer and the reviewer, with the corresponding dates. A sample reconciliation form is attached.

CASH RECONCILIATION

ENTITY NAME ____________________

FUND ____________________

DEPARTMENT ____________________

FOR THE MONTH ENDED ____________________

Cash per Soft Money Balance Sheet Report __________

Reconciling Items:

Total Adjustments __________

Adjusted Cash __________

PREPARED BY: ____________________

DATE: ____________________

REVIEWED BY: ____________________

DATE: ____________________

Soft Money Balance Sheet Report

Information Contained on Report:

- Fiscal Year and Period

- Fund Number and Name (Note that department is not included. This report is run at the fund level, for all departments within a fund. One or more departments are included in each fund.)

- For each account number:
  - Name of account
  - Beginning balances
  - Detail of activity
  - Ending balances

- For each fund, ending balances are included. This information will probably not be useful to you in your reconciliation.

- Fund Balance Account (300003): This is the cumulative balance of your department over time. This balance should be ignored for reconciliation purposes.

- Detail information columns:
  - Date
  - Source of Data
  - Journal ID (if applicable)
  - Ref
  - SubID—This will include the reference from a PeopleSoft subsystem, such as:
    - If an AP item, it will include the voucher number
    - If a PO, it will include the purchase order number
  - Line—refers to the line number of the SubID document.
  - The amount for each line item appears in the transaction amount column.

- The net of the ending balance amounts for Cash (100001) and Due From (151001) indicates the amount available for expenditure.
  - This balance does not reflect items ordered but not yet paid.
  - At the end of each month, the Due From and Due To accounts is closed to cash; however, if you run a report at other times these balances must be included. It does not reflect items ordered but not yet paid.

Note: The balance in 151001 will close to cash (100001) at the end of the month, with Journal ID DUE0000001.

Report ID: OUGL0003
Bus. Unit: NORMN--
Ledger: ACTUALS --
Fiscal Year 2015 Period 3
Currency USD

PeopleSoft GL
UNIVERSITY OF OKLAHOMA
SOFT MONEY DETAILED BALANCE SHEET

Page No. 1
Run Date 01/20/2016
Run Time 15:28:37

74020 FOLLETT DEPT BILLING CLEARING

ACCOUNT - DESCRIPTION	DATE	SRC	JRNL ID	REF	SUBID	LI	TRANS AMT	BALANCE
100001 CASH - OPERATING					Beginning Balance			85,813.20
CLOSE DUE TO AND DUE FROM	09/30	ALO	DUE0000001				21,291.69	
FOLLETT SCHOOL SOLUTIONS	09/08	AP	APP0051033		70213334		-16,859.99	
FOLLETT SCHOOL SOLUTIONS	09/18	AP	APP0051237		70216149		-68,953.21	
					Account Activity			-64,521.51
100001 CASH - OPERATING					Ending Balance			21,291.69
151001 DUE FROM FUND ACCOUNT					Beginning Balance			0.00
CLOSE DUE TO AND DUE FROM	09/30	ALO	DUE0000001				-21,291.69	
DUE FROM FUND ACCOUNT	09/29	FS	T1124				-517.74	
DUE FROM FUND ACCOUNT	09/29	FS	T1125				10,824.42	
DUE FROM FUND ACCOUNT	09/30	FS	T1126				10,985.01	
					Account Activity			0.00
151001 DUE FROM FUND ACCOUNT					Ending Balance			0.00
208002 VOUCHERS PAYABLE					Beginning Balance			0.00
FOLLETT SCHOOL SOLUTIONS	09/05	AP	APA0051030		70213334		-16,859.99	
FOLLETT SCHOOL SOLUTIONS	09/08	AP	APP0051033		70213334		16,859.99	
FOLLETT SCHOOL SOLUTIONS	09/17	AP	APA0051236		70216149		-68,953.21	
FOLLETT SCHOOL SOLUTIONS	09/18	AP	APP0051237		70216149		68,953.21	
					Account Activity			0.00
208002 VOUCHERS PAYABLE					Ending Balance			0.00
251002 DUE TO FUND ACCOUNT					Beginning Balance			0.00
					Account Activity			0.00
251002 DUE TO FUND ACCOUNT					Ending Balance			0.00
300003 FUND BALANCE - UNALLOCATED					Beginning Balance			-17,275.82
					Account Activity			0.00
300003 FUND BALANCE - UNALLOCATED					Ending Balance			-17,275.82
					Fund Total			4,015.87

Commitment vs. Budget Report

Information Contained on Report:

- ❖ Fiscal Year and Period (s)
- ❖ Fund Number and Name
- ❖ Department Number and Name
- ❖ For each account number:
  - Name of account
  - Beginning balances for budget, encumbrance (purchase orders), expense, and balance.
  - Detail of activity for budget, encumbrance (purchase orders), and expense items.
  - Subtotals of current month and YTD balances for budget, encumbrance (purchase orders), expense, and balance.
- ❖ For each department, current month and YTD totals for budget, encumbrance, expense, and balance are included.
- ❖ Detail information columns:
  - Date
  - Source of Data
  - Journal ID (if applicable)
  - Ref
  - SubID—This will include the reference from a PeopleSoft subsystem, such as:
    - If an AP item, it will include the voucher number
    - If a PO, it will include the purchase order number
  - Line—refers to the line number of the SubID document.
  - PO Nbr – references the PO number associated with the voucher number
  - The amount for each line item appears in the appropriate column: Budget, encumbrance and expense.
- ❖ The balance column indicates the amount available for expenditure (assuming all commitments are included).

Report ID: OUGL0006
Bus. Unit: NORMN--
Fiscal Year 2015 Period 3
Currency USD

PeopleSoft GL
UNIVERSITY OF OKLAHOMA
DETAILED LISTING OF COMMITMENTS VS. BUDGET

Run Date 01/20/2016
Run Time 15:31:53

01000 NORMAN CAMPUS E & G REVOLVING
132700900 FINANCIAL SUPPORT SERVICES

ACCOUNT - DESCRIPTION	DATE	SRC	JRNL ID	REF	SUBID	LINE	PO NBR	BUDGET	ENCUMBRANCE	EXPENSE	BALANCE
650005 STAFF SALARIES			Beginning Balance					1,242,345.00	1,034,635.44	207,709.56	0.00
	09-25	GL			PYENC51401	0			929,287.11		
	09-25	GL			PYENC50883	0			-1,034,635.44		
PAYROLL HOURLY	09-05	PAY	PYHRY51086							1,005.00	
PAYROLL HOURLY	09-19	PAY	PYHRY51139							1,005.00	
PAYROLL MONTHLY	09-30	PAY	PYMTH51294							103,338.33	
650005 - Current Month								0.00	-105,348.33	105,348.33	0.00
650005 - YTD Balance								1,242,345.00	929,287.11	313,057.89	0.00
700005 STAFF WAGES			Beginning Balance					359,737.00	196,497.23	56,463.31	106,776.46
	09-25	GL			PYENC51401	0			279,776.76		
	09-25	GL			PYENC50883	0			-196,497.23		
PAYROLL HOURLY	09-05	PAY	PYHRY51086							12,083.55	
PAYROLL HOURLY	09-19	PAY	PYHRY51139							12,065.65	
700005 - Current Month								0.00	83,279.53	24,149.20	-107,428.73
700005 - YTD Balance								359,737.00	279,776.76	80,612.51	-652.27
707005 PL STAFF HOURLY			Beginning Balance					10,373.00	0.00	3,106.19	7,266.81
PAYROLL HOURLY	09-05	PAY	PYHRY51086							1,233.87	
PAYROLL HOURLY	09-19	PAY	PYHRY51139							4,171.90	
707005 - Current Month								0.00	0.00	5,405.77	-5,405.77
707005 - YTD Balance								10,373.00	0.00	8,511.96	1,861.04
710005 FB STAFF HOURLY			Beginning Balance					0.00	0.00	226.14	-226.14
PAYROLL HOURLY	09-05	PAY	PYHRY51086							121.46	
PAYROLL HOURLY	09-19	PAY	PYHRY51139							107.62	
710005 - Current Month								0.00	0.00	229.08	-229.08
710005 - YTD Balance								0.00	0.00	455.22	-455.22
740005 SUPPLIES & MATERIALS			Beginning Balance					4,795.00	0.00	548.73	4,246.27
PCV - NACUBO	09-22	AP	APA0051354		61895642					775.00	
PCV - AT&T DATA	09-22	AP	APA0051354		61896509					25.00	
PCV - PAYPAL TAXLAWCOLLE	09-22	AP	APA0051354		61897440					395.00	

Report ID: OUGL0006
Bus. Unit: NORMN--
Fiscal Year 2015 Period 3
Currency USD

PeopleSoft GL
UNIVERSITY OF OKLAHOMA
DETAILED LISTING OF COMMITMENTS VS. BUDGET

Run Date 01/20/2016
Run Time 15:31:53

01000 NORMAN CAMPUS E & G REVOLVING
132700900 FINANCIAL SUPPORT SERVICES

ACCOUNT - DESCRIPTION	DATE	SRC	JRNL ID	REF	SUBID	LINE	PO NBR	BUDGET	ENCUMBRANCE	EXPENSE	BALANCE
PCV - ACT THE ORDINARY SUCCE	09-22	AP	APA0051354		61897536					50.00	
740005 - Current Month								0.00	0.00	1,245.00	-1,245.00
740005 - YTD Balance								4,795.00	0.00	1,793.73	3,001.27
800005 EQUIPMENT			Beginning Balance					0.00	0.00	816.00	-816.00
SOONER COPY MACH INC	09-25	AP	APA0051419		61904750					408.00	
800005 - Current Month								0.00	0.00	408.00	-408.00
800005 - YTD Balance								0.00	0.00	1,224.00	-1,224.00
830005 COMMUNICATIONS			Beginning Balance					0.00	0.00	2,947.35	-2,947.35
INFORMATION TECHNOLOGY	09-24	IT	IT00051379							16.50	
TELECOMMUNICATIONS	09-24	TC	TC00051380							1,382.40	
830005 - Current Month								0.00	0.00	1,398.90	-1,398.90
830005 - YTD Balance								0.00	0.00	4,346.25	-4,346.25
831505 POSTAGE			Beginning Balance					36,030.00	0.00	4,884.10	31,145.90
Postage	09-17	CML	CML0051233							2,317.07	
831505 - Current Month								0.00	0.00	2,317.07	-2,317.07
831505 - YTD Balance								36,030.00	0.00	7,201.17	28,828.83
850005 COMPUTING & RELATED EXPENSES			Beginning Balance					0.00	0.00	528.00	-528.00
INFORMATION TECHNOLOGY	09-24	IT	IT00051379							117.00	
850005 - Current Month								0.00	0.00	117.00	-117.00
850005 - YTD Balance								0.00	0.00	645.00	-645.00
904005 FLEET SVC EXPENSE			Beginning Balance					0.00	0.00	633.80	-633.80
FLEET SVS EXPENSE	09-02	UFS	UFS0050964							124.25	
904005 - Current Month								0.00	0.00	124.25	-124.25
904005 - YTD Balance								0.00	0.00	758.05	-758.05

UNIVERSITY OF OKLAHOMA

DETAILED LISTING OF COMMITMENTS VS. BUDGET

Bus. Unit: NORMN--
Fiscal Year 2015 Period 3
Currency USD

Run Date 01/20/2016
Run Time 15:31:53

01000 NORMAN CAMPUS E & G REVOLVING
132700900 FINANCIAL SUPPORT SERVICES

ACCOUNT - DESCRIPTION	DATE	SRC	JRNL ID	REF	SUBID	LINE	PO NBR	BUDGET	ENCUMBRANCE	EXPENSE	BALANCE
132700900 Department Total - Current Month								0.00	-22,068.80	140,742.60	-118,673.80
132700900 Department Total - YTD								1,653,280.00	1,209,063.87	418,605.78	25,610.35

Revenue vs. Budget Report

Information Contained on Report:

- ❖ Fiscal Year and Period (s)

- ❖ Fund Number and Name

- ❖ Department Number and Name

- ❖ For each account number:
  - Name of account
  - Beginning balances for budget, revenue, and unrecognized budget balance.
  - Detail of activity for budget, revenue, and unrecognized budget balance.
  - Subtotals of current month and YTD balances for budget, revenue, and unrecognized budget balance.

- ❖ For each department, current month and YTD totals for budget, revenue, and unrecognized budget balance are included.

- ❖ Detail information columns:
  - Date
  - Source of Data
  - Journal ID (if applicable)
  - Ref
  - SubID—This will include the reference from a PeopleSoft subsystem, such as:
    - If an AP item, it will include the voucher number
    - If a PO, it will include the purchase order number
  - Line—refers to the line number of the SubID document.
  - The amount for each line item appears in the appropriate column: revenue, and unrecognized budget balanc

PeopleSoft GL
UNIVERSITY OF OKLAHOMA
DETAILED LISTING OF REVENUE VS. BUDGET

Report ID: OUGL0004
Bus. Unit: NORMN--
Fiscal Year 2010 Period 4
Currency USD

Page No. 1
Run Date 01/20/2016
Run Time 15:41:40

74030 FOLLETT SCHOLARSHIP CLEARING
197991800 FOLLETT SCHOLARSHIP CLEARING

ACCOUNT - DESCRIPTION	DATE	SRC	JRNL ID	REF	SUBID	LINE	BUDGET	REVENUE	Unrecognized Budget Balance
462704 RENT REVENUE			Beginning Balance				0.00	-471,357.24	-471,357.24
RCLS FOLLETT REV SEPT	10-27	FS	FS0917					-149,129.75	
RCLS FOLLETT REV OCT	10-27	FS	FS0917					519.48	
RCLS FOLLETT REV OCT	10-31	FS	FS1010					-1,434.65	
462704 - Current Month							0.00	-150,044.92	-150,044.92
462704 - YTD Balance							0.00	-621,402.16	-621,402.16
197991800 Department Total - Current Month							0.00	-150,044.92	-150,044.92
197991800 Department Total - YTD							0.00	-621,402.16	-621,402.16

Optical Imaging - Laserfiche

Document Management System Overview

The University of Oklahoma has had a document management system (imaging) in place since July 1st of 1995. This system is maintained by ImageNet Consulting.

Refer to the table on pages 26 through 28.This chart lets you know which transactions that appear in your financial statement can be found in Laserfiche. As a note, FS isn't always the originating department of the transaction on your statement. If you have questions about a particular charge, please contact the responsible department.

You may request access to the imaging system by submitting an email to imaginghelpdesk@ou.edu.

Laserfiche Procedures and Additional Information –

http://www.ou.edu/financialservices**/laserfiche**

Laserfiche Web Link - http://s2-lf-weblink.net.ou.edu/weblink8/

Financial Account Management System (FAMS)

What is FAMS?

- The Financial Account Management System (FAMS) manages the security for the following systems:
  - PeopleSoft HRMS (https://hrms.ou.edu/)
  - PeopleSoft Budget System
  - PeopleSoft Financials (http://fin.ou.edu/)
  - CrimsonCorner (https://cc.ou.edu/)
  - Concur Travel (travel.ou.edu)

What is the URL for FAMS?

https://webapps.ou.edu/fams/

Who can log on to FAMS?

- Sponsors of department numbers
- Those employees that have been given the Create Proxies role by the sponsors

If you are unable to log in, then you do not meet one of the above criteria's.

Your Username and Password will be the same as your 4+4 and network password.

What security can the sponsor (or a person with a create proxy role) give me through FAMS?

FAMS Security:

Create Proxies – The person that has this role will have the same capability to delegate approval authority as if they were a department sponsor.

Note: This is a very powerful tool. When the sponsor is changed, those with "create proxies" do not change.

Human Resources Management System:

PAF Approval – PeopleSoft HRMS – The person that has this role will be able to approve all PAFs on behalf of the department sponsor.

HR Reports – PeopleSoft HRMS. This person will that has this role will be able to run HRMS reports (such as Payroll Extracts and Position Control Reports) for this department number.

Note: This person must also have the "Department User" or "Reporting" role in HRMS in order ot run reports. Send questions to hrms@ou.edu.

Budget Preparer – Prepares budget revisions or EDR (Earnings Distribution Request).

Budget Review – Approves budget revisions or EDR's.

Financial System:

Financials Inquiry – This person that has this role will be able to run reports on financial data from the financial system.

CrimsonCorner:

Shopper – This role allows the person to shop for goods/services and create shopping carts. Shoppers will assign their carts to a Requester. They can add accounting information if known, but optional. Shoppers must know to whom they should assign a cart. Shoppers can perform receiving.

Note: A CrimsonCorner user can be a Shopper or Requester, but should not have both roles for segregation of duties.

Department sponsors automatically receive this role in CrimsonCorner.

Document visibility is limited by HR department.

Requester – This role allows the person to shop for goods/services and create shopping carts. Requesters enter accounting information and submit shopping carts as requisitions for approval. Requesters must know accounting information. Requesters can perform receiving.

Note: A CrimsonCorner user can be a Shopper or Requester, but should not have both roles for segregation of duties.

Document visibility is limited by HR department.

Financial Approver – This role allows the person to approve, reject, or return requisitions. Financial Approvers can perform receiving.

Department sponsors automatically receive this role in CrimsonCorner.

Document visibility is not limted by HR department.

Match Exception – This role allows the person to investigate, resolve and then approve invoices with matching errors.

Department sponsors automatically receive this role in CrimsonCorner.

Specialty Approver 1 – This role allows the person to approve, reject or return requsitions. All requsitions, regardless of dollar level, will route to this approver. This is an optional role, to provide an extra level of approval available for departments that need it. It can be used alone, or in conjunction with the Speciality Approver 2 and/or the Specialty Approver 3 roles.

Specialty Approver 2 - This role allows the person to approve, reject or return requsitions. All requsitions over $2,500 will route to this approver. This is an optional role, to provide an extra level of approval available for departments that need it. It can be used alone, or in conjunction with the Speciality Approver 1 and/or the Specialty Approver 3 roles.

Specialty Approver 3 – This role allows the person to approve, reject or return requsitions. All requsitions over $5,000 will route to this approver. This is an optional role, to provide an extra level of approval available for departments that need it. It can be used alone, or in conjunction with the Speciality Approver 1 and/or the Specialty Approver 2 roles.

Things to know:

- A CrimsonCorner user can be a Shopper or Requester, but should not have both roles for segregation of duties.
- If a user is authorized to be a Shopper for one department and a Requester for a second department, the user will be a Requester for both departments.
- A department sponsor will automatically be assigned the Shopper, Financial Approver and match Exception Approver roles.

Concur:

Concur Approver 1 – This is a required role. It allows the person to approve, reject or return travel expense reports. All travel expense reports, regardless of dollar amount, will route to this approver. It can be used alone or in conjuction with the Concur Approver 2 role. If no one is assigned to this role in FAMS, it is automatically assigned to the department sponsor. Only one person should be assigned to this role for a department; if more than one person is assigned to this role for a department, the person with the highest emplid will be assigned to this role in Concur. The user assigned will be the only approver in Concur.

Concur Approver 2 – This is an optional role. Departments may choose to assign a person to approve at this level if it is needed within their organizational structure. It allows the person to approve, reject, or return expense reports, regardless of dollar amounts. Only one person should be assigned to this role for a department; if more than one person is assigned to this role for a department, the person with the highest emplid will be assigned this role in Concur. The person assigned using this methodology will be only approver at this level in Concur.

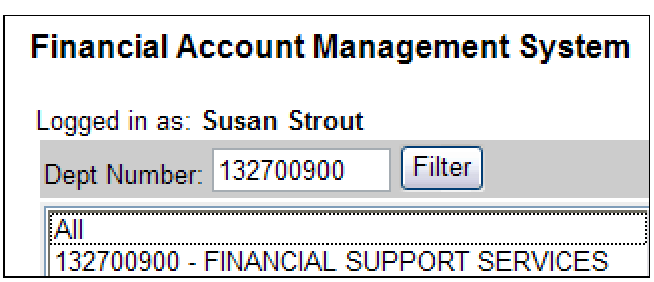
How does the department sponsor give an individual security rights through fams.ou.edu?

Step 1 – Have the department sponsor, or someone with the create proxies role, log on to **fams.ou.edu** using their 4+4 and network password.

Please remember, the department sponsor is the primary sponsor of record at Financial Services. Signature authority (i.e. co-sponsors) does not give a person access to FAMS. If the department sponsor is unable to log on to fams.ou.edu, send an email to https://webapps.ou.edu/fams/.

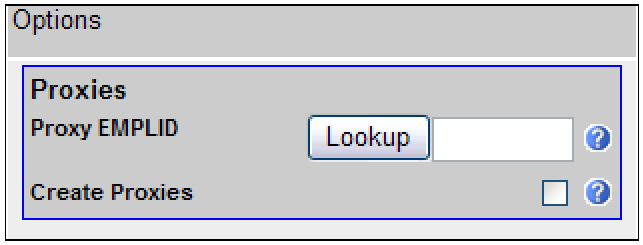
The department numbers that are listed are those departments that this person is a sponsor of or they have been given the Create Proxies role.

Step 2 – elect the department number you wish to update and click on the **Filter** button. You may also type in the department number.



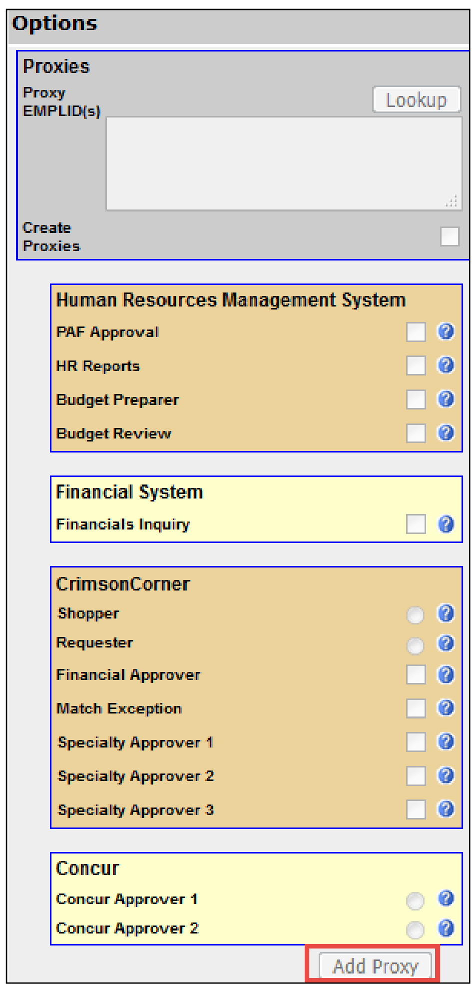
Step 3 – Highlight the department number you wish to make changes. You may also hold down the Ctrl button and select multiple department numbers.

Step 4 – Type in the Emplid you wish to add/update or perform a **Lookup** by clicking on the Lookup button.



Note: You can add multiple employee ID's at one time if you wish to for them to have the same security.

Step 5 – Check all of the appropriate security boxes for this employee. Click the **Add Proxy** button.



Step 6 – The additions/changes will appear at the bottom of the page.

Timing of Updates and Changes

Once a department is added or changed in PeopleSoft Financials, it will update FAMS during the next nightly cycle.

Once an employee has been given security rights in FAMS, the difference systems will be updated during the next nightly cycle.

Updating or Deleting an Employee

To make changes or delete an employees security, search for the department number, scroll to the bottom on the page and note the Edit and Delete actions next to each employee.

Department Number			
137512800			
Action		EMPLID	Name
Edit	Delete	456261	Allen L. Ricketson III
Edit	Delete	407862	Chandra R. Davis
Edit	Delete	407114	Elizabeth A. Korhonen
Edit	Delete	426845	James E. Pickle
Edit	Delete	406141	Julie K. Forthman
Edit	Delete	410532	Linda M. Holt