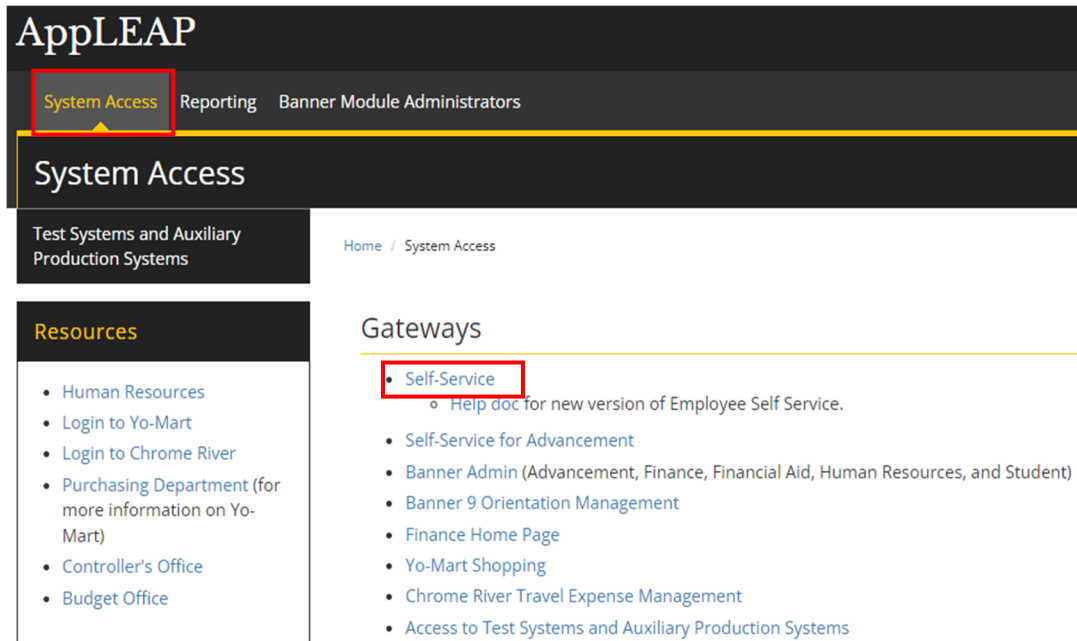


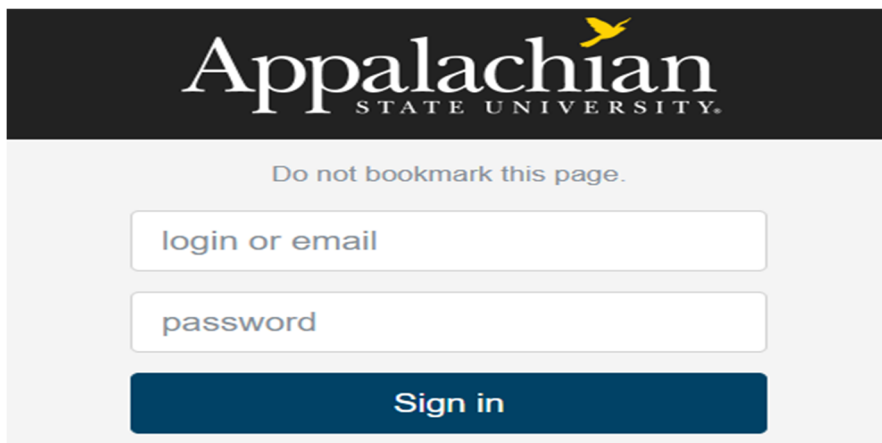
Fund Reconciliation Banner 9 Self-Service

1. Connect to <https://appleap.appstate.edu/> and select the **System Access** tab.
2. Select **Banner Self-Service**.



The screenshot shows the AppLEAP interface. At the top, the 'System Access' tab is selected and highlighted with a red box. Below the navigation bar, the 'System Access' page is displayed. On the left, there is a 'Resources' sidebar with a list of links: Human Resources, Login to Yo-Mart, Login to Chrome River, Purchasing Department (for more information on Yo-Mart), Controller's Office, and Budget Office. The main content area is titled 'Gateways' and contains a list of links. The 'Self-Service' link is highlighted with a red box. Below it, there is a sub-link: 'Help doc for new version of Employee Self Service.' Other links in the 'Gateways' section include: Self-Service for Advancement, Banner Admin (Advancement, Finance, Financial Aid, Human Resources, and Student), Banner 9 Orientation Management, Finance Home Page, Yo-Mart Shopping, Chrome River Travel Expense Management, and Access to Test Systems and Auxiliary Production Systems.

3. Log in using your **Username and Password**.



The screenshot shows the Appalachian State University login page. At the top, the university's logo is displayed. Below the logo, there is a warning: 'Do not bookmark this page.' The login form consists of two input fields: 'login or email' and 'password'. Below the input fields is a blue 'Sign in' button.

4. Select **Finance**.

The screenshot shows the 'Welcome to Self-Service' page. At the top, there are four tabs: 'General', 'Student', 'Employee', and 'Finance'. The 'Finance' tab is highlighted with a red border. Below the tabs is a dark header bar with the word 'General' in yellow. Underneath, there are two main sections. The left section is titled 'General Self-Service (Banner 8)' and includes the text 'For Student, Faculty, and General Person tabs'. The right section is titled 'Personal Information (Banner 9)' and includes the text 'View and update your biographical and demographic information.'

5. Select **Fund Reconciliation**.

The screenshot shows the 'Welcome to Self-Service' page with the 'Finance' tab selected. The 'Finance' tab is highlighted with a grey background. Below the tabs is a dark header bar with the word 'Finance' in yellow. Underneath, there are several sections. The first row contains four sections: 'Finance Queries' (Create, view and share budget availability, encumbrance and payroll queries), 'Budget Transfers' (Create and view draft, pending and completed journals and supporting documentation), 'View details of a document' (View list of documents pending approval), and 'Banner 8 Finance Self-Service' (Banner 8 Finance Main Menu). The second row contains two sections: 'YoMart' (eProcurement for purchasing) and 'Fund Reconciliation' (Fund Reconciliation). The 'Fund Reconciliation' section is highlighted with a red border.

- A list of fund reconciliations is displayed. Select the **arrow** next to any row to view reconciliation details.

APPSTATE
Fund Reconciliation

Welcome Dale D. Carter!

[+ Create](#)

	Status ↑↓	Recon Period ↑↓	Number of Funds ↑↓	Reconciler ↑↓	Approver ↑↓	Submission Date ↑↓	Approval Date ↑↓	Last Change Date ↑↓
>	Approved	August 2023	1	Dale Carter	Chrissie Faupel	9/30/2023	10/1/2023	10/1/2023
>	Approved	August 2023	1	Dale Carter	Chrissie Faupel	9/30/2023	10/1/2023	10/1/2023

Fund(s): 228522

Print out the budget to actual comparison:
OK

Obtain a list of all detail transactions for the month, agree to monthly activity report, and either print out the report or if available download to Excel. As you review the individual items on this report, check each item when you have determined if they are supported, authorized, and classified correctly:
None

Agree total revenues reported to deposit registers for the period:
None

Investigate any discrepancies:
None

If errors are determined, need to work with supervisor or appropriate Controllers Office staff to make correction:
None

For contract service items posted as an expense, make sure amount paid agree to approved invoices.
None

If errors are determined, need to work with supervisor or appropriate Controller's Office staff to make correction.
None

For transactions posted to non-payroll accounts, reconcile amounts to supporting documentation. This review should include Pcard and Travel transactions.
None

Verify that vendor invoices document the date goods/services are received and the initial of the person receiving the merchandise. If Central Receiving is used, use appropriate procedures to reconcile goods received with billing invoices.
None

For internal billings such as telecommunications, copy and postage, agree postings to mailed notification.
None

For JVs/JEs, obtain supporting documentation and review. Make sure that the JV/JE was properly approved and was appropriate for this account.
None

- Select **Create** to begin a new Fund Reconciliation.

APPSTATE
Fund Reconciliation

Welcome Dale D. Carter!

[+ Create](#)

	Status ↑↓	Recon Period ↑↓	Number of Funds ↑↓	Reconciler ↑↓	Approver ↑↓	Submission Date ↑↓	Approval Date ↑↓	Last Change Date ↑↓
>	Approved	August 2023	1	Dale Carter	Chrissie Faupel	9/30/2023	10/1/2023	10/1/2023
>	Approved	August 2023	1	Dale Carter	Chrissie Faupel	9/30/2023	10/1/2023	10/1/2023

8. Select the **month** and **year** and click on **Search**.

Fund Reconciliation

Welcome Dale D. Carter!

[Return to Recons](#)

— Fund Reconciliation

Reconciliation Month*

September ▼

Reconciliation Year*

2023

[Search](#) 🔍

9. A list of the funds you have access to is displayed. Select the fund(s) to be reconciled. Individual or multiple funds may be selected. **Note: The [Already Reconciled?](#) column shows whether a fund has already been reconciled.**

[Search](#) 🔍

<input type="checkbox"/>	Bank ↑↓	Title ↑↓	Already Reconciled?
<input type="checkbox"/>	Academic Cash 01	109312 - Budget Office	Y
<input type="checkbox"/>	STIF Bank 05	227553 - The Loft	Y
<input type="checkbox"/>	STIF Bank 05	332193 - App State Hickory - Aux Adm Support	Y
<input type="checkbox"/>	STIF Bank 05	333102 - IT Capital Reserve	Y
<input type="checkbox"/>	STIF Bank 05	333103 - Hickory Capital Reserve	Y
<input type="checkbox"/>	STIF Bank 05	336537 - New York Loft	Y
<input type="checkbox"/>	STIF Bank 05	552159 - Similarities of Struggle Collab	N
<input type="checkbox"/>	STIF Bank 05	552185 - Mountain to Mountain Collaboration	N
<input type="checkbox"/>	STIF Bank 05	559456 - FY23-2 Fulbright TEA Program	N
<input type="checkbox"/>	STIF Bank 05	559498 - FY23 Mandella Washington Fellowship	N

10. The selected funds will be displayed.

<input checked="" type="checkbox"/>	STIF Bank 05	552159 - Similarities of Struggle Collab	N
<input checked="" type="checkbox"/>	STIF Bank 05	552185 - Mountain to Mountain Collaboration	N
<input checked="" type="checkbox"/>	STIF Bank 05	559456 - FY23-2 Fulbright TEA Program	N
<input checked="" type="checkbox"/>	STIF Bank 05	559498 - FY23 Mandella Washington Fellowship	N

— Reports & Revenues

Check All (Each statement must be acknowledged to submit reconciliation.)

Obtain Reports*

Run the departmental activity report as of the end of the month for fund ids.
DDC 552159, 552185, 559456, 559498

11. Select the **information button** to see reports and report locations that will assist you in completing the fund reconciliation.

Obtain Reports*

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

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

12. Check each box, making optional comments, if necessary, to verify that you have reviewed each item. Every item must be initialed before you can complete and submit the reconciliation.

— Reports & Revenues

Check All (Each statement must be acknowledged to submit reconciliation.)

Obtain Reports*

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

Print out the budget to actual comparison.
DDC

Obtain a list of all detail transactions for the month, agree to monthly activity report, and either print out the report or download to Excel. As you review the individual items correctly.
DDC

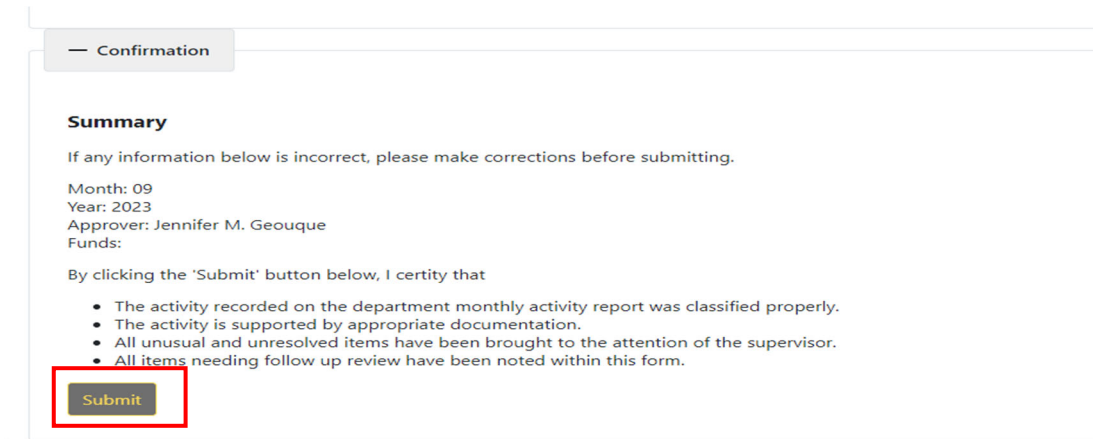
Revenues*

Agree total revenues reported to deposit registers for the period.
DDC

Investigate any discrepancies.
DDC

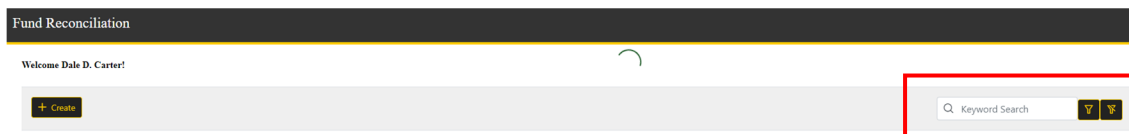
If errors are determined, need to work with supervisor or appropriate Controllers Office staff to make correction.
DDC

13. Once all sections of the fund reconciliation form have been completed, confirm the accuracy of the form and select **Submit**. Once submitted, the reconciliation will be sent to your approver/supervisor. You will receive a system generated email when the reconciliation has been approved. **Note: The approver can be changed prior to submitting if needed.**



The screenshot shows a confirmation page with a grey header bar containing a minus sign and the word "Confirmation". Below the header is a section titled "Summary" with the following text: "If any information below is incorrect, please make corrections before submitting." followed by "Month: 09", "Year: 2023", "Approver: Jennifer M. Geouque", and "Funds:". Below this is a statement: "By clicking the 'Submit' button below, I certify that" followed by a bulleted list: "• The activity recorded on the department monthly activity report was classified properly.", "• The activity is supported by appropriate documentation.", "• All unusual and unresolved items have been brought to the attention of the supervisor.", and "• All items needing follow up review have been noted within this form." At the bottom left of the form area, a yellow "Submit" button is highlighted with a red rectangular box.

14. To search for other reconciliations, select the filter icon next to Keyword Search in the upper right corner of the Fund Reconciliation page.



The screenshot shows the top header of the "Fund Reconciliation" page. It features a dark grey bar with the text "Fund Reconciliation" on the left. Below this is a white bar with "Welcome Dale D. Carter!" on the left and a circular refresh icon on the right. At the bottom of this white bar, there is a yellow "+ Create" button on the left and a search bar on the right. The search bar contains the text "Keyword Search" and has a filter icon (a downward-pointing triangle) to its right. The search bar and filter icon are highlighted with a red rectangular box.

15. The **Results Filter** gives you the option to search by status, reconciler, approver, fund, etc.

The screenshot shows a 'Results Filter' dialog box with the following fields: Status (dropdown), Year (text input), Month (dropdown), Reconciler (text input with 'Start typing to select...'), Approver (text input with 'Start typing to select...'), and Fund (text input). At the bottom are 'Submit' and 'Clear' buttons. Annotations include a red box listing 'Approved', 'Needs Revision', and 'Pending Approval' with an arrow pointing to the Status dropdown. Two red boxes with arrows point to the Reconciler and Approver text inputs, containing the text 'Begin typing the name of the reconciler.' and 'Begin typing the name of the approver.' respectively. On the right, two dropdown menus are shown: 'Reconciler' with options James Bandy, James Burniston, James Hayes, and Timothy James; and 'Approver' with options Jeni Wyatt, Jennifer Burris, Jennifer Cecile, and Jennifer Coffey. Double-headed red arrows connect the annotation boxes to their respective dropdowns.

When Appalachian State was first tasked with the monthly reconciliation process, each department had to complete a paper form/spreadsheet instead of using the online system. The next couple of pages show that form (which was used to set up the current online system) and helpful hints about which report to use to complete of each section.

Appalachian State University
Departmental Fund Activity Reconciliation Guidelines

Part	Procedures	Reports & Actions to be Taken
A - Obtain Reports (AppLeap: The Right Report for the Job)		
A	1	Run the departmental activity report as of the end of the month for assigned funds.
		Dashboard Report - COA- Org Hierarchy - formatted like E-Print or FZRAORGHIER (E-Print). Review the Hierarchy report to see which funds belong to your area in order to determine which funds need to be reconciled.
	2	Review the budget to actual comparison.
		State Funds and Special Funds = Dashboard report #0010 or FZRBDS (E-Print) Grant funds only = Dashboard Report #0095 if Budgets have been posted. Note under comments if no budget is required or in State Funds make note budget not posted yet for current fiscal year until budgets are posted.
	3	Obtain a list of all detailed transactions for the month, agree to monthly activity report, and either print out the report or download. As you review the individual items on this report, check each item when you have determined they are supported, authorized, and classified correctly.
		All Funds = Dashboard Report #0070 or FZRODTA (E-Print) and verify all activity on fund.
B - Revenues		
B	1	Verify revenues reported to receipts.
		Match receipts to Dashboard Report #0070 or FZRODTA (E-Print).
	2	Investigate any discrepancies.
		Determine where errors may have occurred.
	3	If errors are determined, work with your supervisor or appropriate Controller's Office staff to make correction.
		Work with your Supervisor, Divisional Business Officer (if applicable), Controller's, Special Funds, or Budget Office staff to process correction.
C - Salary Expense (As Access Permits)		
C	1	Verify entries made to salary accounts on the activity report are accurate to the best of your knowledge. Scan for any unusual items.
		Reasonableness test. If salary postings appear out-of-line, investigate discrepancies, i.e., you do not have a temporary employee, but items are posted to your student temporary/fund/account.
	2	For temp salaries, verify amounts and that they are paid to the properly authorized and signed time sheets and determine that the amount paid is properly calculated.
		When temporary salary documents are prepared, calculate payroll totals and maintain to verify to the monthly posted totals.
	3	For items not on the payroll register investigate and determine support for the entry.
		Determine that all payroll items are recorded in Banner Finance.
	4	If errors are determined, please work with your supervisor or appropriate Controller's Office staff to make correction.
		Work with your Supervisor, Divisional Business Officer (if applicable), Controller's, Special Funds, or Budget Office staff to process correction.
D - Contract Service Expense		
D	1	For contract service items posted as an expense, make sure amounts paid match approved invoices.
		Verify that the 719XXX expense items for contractual services are paid correctly.
	2	If errors are determined, please work with your supervisor or appropriate Controller's Office staff to make correction.
		Work with your Supervisor, Divisional Business Officer (if applicable), Controller's, Special Funds, or Budget Office staff to process correction.
E - Non-Personnel Expense		
E	1	For transactions posted to non-payroll accounts, reconcile amounts to supporting documentation. This review should include Pcard and Travel transactions.
		Verify postings to supporting documentation including P-Card recon, travel and any other charges. Verify travel is accurately posted to each fund.
	2	Verify that vendor invoices document the date goods/services are received and the initial of the person receiving the merchandise. If Central Receiving is used, use appropriate procedures to reconcile goods received with billing invoices.
		Verify packing slips are signed or initialed and dated for materials received by person ordering goods. Reconcile appropriately with Central Receiving (Warehouse).
	3	For internal billings such as telecommunications, copy and postage, verify postings match to e-mailed notifications.
		Match expenses on Dashboard Report #0070 or FZRODTA (E-Print) to emailed billing notifications.
	4	For JVs/ JEs, obtain supporting documentation and review. Make sure that the JV/JE was properly approved and was appropriate for this account.
		If a JV/JE was posted to your fund/account, verify that it is accurate with supporting documentation. Example: another department is sharing in bringing a speaker to campus. The JV/JE charges part of the expense to your 719XXX account. To view the document and determine who posted, use the Finance tab in Banner Self-Service and select View Document.
	5	Make sure that the account codes recorded for all items are proper especially for IT Expenditure transfers items. Bring attention to the supervisor or Controller's Office staff any items that appear misclassified.
		Verify that items are coded properly. Expense and Revenue account codes can be found at <i>controller.appstate.edu</i> or in WebFocus Dashboards - Campus Budgets - COA.

	Review the report on detail transactions and determine that all items have been checked off. If not, determine what the unchecked item(s) are for and bring to the attention of the supervisor or appropriate Controller's Office staff. Request adjustment 6 if necessary.	All funds = Dashboard Report #0070 or FZRODTA (E-Print) . Work with your Supervisor, Divisional Business Officer (if applicable), Controller's, Special Funds, or Budget Office staff to process correction.
F - Budget to Actual Review		
F	1 Review budget to actual expenditure report.	State Funds & Special Funds = Dashboard Report #0020 or FZRBDS (E-Print) if your fund/accounts have budgets posted. Grant funds only - Dashboard Report #0095 . Note under comments if no budget is required or in State Funds make note budget not posted yet for current fiscal year until budgets are posted.
	2 Determine whether any over budget conditions exist. Determine the cause of the over budget condition and whether it will require a budget revision. Process any required online budget transfers.	All funds = Dashboard Report #0020 or FZRODTA (E-Print) . See <i>Budget Query and Online Budget Transfer Instructions</i> at budget.appstate.edu under the resources tab for instructions for processing on-line budget entries for applicable funds or the Banner Finance Training Manual for instructions on posting Budget Revisions.
	3 If necessary prepare budget revision for supervisor's or appropriate Budget or Controller's Office(s) Staff review and approval.	Request for Budget Revision form for State Funds is found at budget.appstate.edu under the Forms section. Special Fund budget adjustments (if allowed) must be requested through Special Funds accounting personnel.
G - Encumbrances		
G	1 Review open encumbrances on all funds.	All funds - Dashboard Report #0060 or FZRAENC (E-Print) . Verify that all outstanding balances of encumbrances are correct. If items have been received and paid, or encumbrance should otherwise be cancelled, contact Purchasing for PO closing assistance.
H - Completion of Review		
H	1 Once reconciliation procedures are completed, please save all back up documentations for each fund's reconciliations. Then, complete the Departmental Fund Activity Reconciliation online.	Use Banner Self-Service to complete the Departmental Fund Activity Reconciliation.
UNUSUAL ITEMS NOTED DURING THE RECONCILIATION PROCEDURES NEEDING FOLLOW UP REVIEW:		
Save all back up documentation in a central location that is noted when online reconciliation is completed.		