



OFFICE OF THE COMPTROLLER

STUDENT ACCOUNTING ASSISTANT – RESTRICTED ACCOUNTS

Procedure Manual

STUDENT ACCOUNTING ASSISTANT - RESTRICTED FUNDS

STUDENT ACCOUNTING ASSISTANT - RESTRICTED FUNDS

PROCEDURE MANUAL

TABLE OF CONTENTS

Savannah State University!	8
Office of the President	8
Mission Statement	8
From The President's Office	8
Division of Business & Financial Affairs	9
Mission	9
Vision	9
Guiding Principles	9
Office of the Comptroller.....	10
Accounts Payable	11
Services	12
Business Compliance	13
Comptroller Staff	14
Restricted & Auxiliary	15
Procurement	16
Office of Financial Aid	17
Internal Audit & Advisory Services	18
What are the Basics of the Accounting Department?	19
Overview.....	19
Accounts Payable.....	19
Agency Fund Accounting	19
Auxiliary Accounting.....	19
Cash Management.....	19
Endowment & Investment Accounting.....	19
Fixed Asset Accounting.....	20
General Accounting	20
Grants & Contracts Compliance	20
Payroll Agency Accounting.....	20
Key Concepts	22
Chart of Accounts	26
Fund Group	28
Function Code	32
Funding Source Code	36
Department	40
Project Indicator	46

Account	48
Budget Period	50
Encumbrance Policies.....	52

Scholarship Procedures 58

Incoming Scholarships:	58
Scholarship Log Audit Procedures	59

Third Party Scholarship Procedures 64

Third Party Reconciliation.....	65
Third Party Reconciliation: Special Instructions	71

Third Party Invoicing Procedures 75

251324 – NROTC.....	75
251334 – AROTC.....	76
251363 – Disabled Veterans.....	76
251390 – Atlanta Next Step/Mayor’s Youth of Atlanta.....	77
251426 – Savannah Education Initiative	78
251427 – Memorial Health.....	79
251428 – Independent Living Program	79
251437 – Tuition Assistance.....	79
251438 – AmeriCorps.....	79
251609 – Coastal Workforce of Savannah	79
251617 – Florida Prepaid College Plan	79
251706 – Savannah Education Initiative Stipend.....	79
251718 – GI Bill	79
Third Party Accounts and Detail Codes.....	Error! Bookmark not defined.

Alternative Loan, Sallie Mae & Student Access Reconciliation 80

Alternative Loan, Sallie Mae & Student Access Detail Codes	Error! Bookmark not defined.
--	-------------------------------------

Financial Aid Reconciliation 83

Georgia Student Finance Commission Reconciliation (Hope, Hero).....	88
Direct Loan Reconciliation.....	94
Pell Reconciliation.....	100
Bookstore Reconciliation	106
Grants	108
Grants: Budget Statements Reports	108
Grants: Setting Up a Physical Folder.....	111
The General Journal	112
Creating a Journal Voucher in Excel	112
Journal Voucher EXAMPLES	112
Entering Journal Vouchers into peoplesoft.....	115
Journal Headers in PeopleSoft Examples	118
Journal Lines in PeopleSoft Examples	119
Finding An Incomplete Journal Entry in PeopleSoft.....	121
Government and Corporate Affairs	122

SAVANNAH STATE UNIVERSITY!

For 123 years, Savannah State University has been an important part of higher education. As the oldest public HBCU in Georgia and the oldest institution of higher learning in the historic city of Savannah, SSU has served this community with distinction while meeting the educational needs of an increasingly diverse student population.

The 200+ acre campus is by far the most picturesque in the state of Georgia. The moss-laden sweeping oak trees, expansive marsh and historic architecture create a resplendent yet tranquil atmosphere. Beneath the beauty and splendor is a vibrant residential campus bursting at the seams with the vim and vigor of quality collegiate life: relevant academic majors, engaging lectures, cutting-edge research, quality student-faculty engagement and a nurturing environment. I invite you to become a part of the SSU family.

OFFICE OF THE PRESIDENT

PRESIDENT

Dr. Cheryl Davenport Dozier, DSW
EXECUTIVE ASSISTANT TO THE PRESIDENT
Tanet Taharka
taharkat@savannahstate.edu
912-358-4000

MISSION STATEMENT

Savannah State University, the oldest public historically black university in the State of Georgia, develops productive members of a global society through high quality instruction, scholarship, research, service and community involvement. The University fosters engaged learning and personal growth in a student-centered environment that celebrates the African American legacy while nurturing a diverse student body. Savannah State University offers graduate and undergraduate studies including nationally accredited programs in the liberal arts, the sciences and the professions.

FROM THE PRESIDENT'S OFFICE

MISSION

Savannah State University, the oldest public historically black university in the State of Georgia, develops productive members of a global society through high quality instruction, scholarship, research, service and community involvement. The University fosters engaged learning and personal growth in a student-centered environment that celebrates the African American legacy while nurturing a diverse student body. Savannah State University offers graduate and undergraduate studies including nationally accredited programs in the liberal arts, the sciences and the professions.

VISION

Our great institution was founded upon the principle of “adding value” to the lives of former slaves. Today, it is imperative that we remember the sacrifices made and the ideals our forefathers believed in and practiced over the years. The leaders and faculty of Georgia State Industrial College for Colored Youth (now Savannah State University) believed that education and self-worth were keys to a productive and successful life. While they lacked material wealth and were given very few tools to work with, they believed that love and caring were important and necessary in the educational process and that such attributes would lead one to a rewarding and professional career and potentially a position of leadership in our society. Our institution has a longstanding history of creating enormous value that has made a difference to its people.

As president, it is my vision to continue this “value-added” approach to education as we use the principles of the past to guide our future. With the modern tools of today and our outstanding faculty, staff, administration, alumni and friends, we will not only provide academic and professional education, but we will seek to enhance our students’ self-worth, social involvement and leadership skills through targeted programs. Today, we are a strong institution that meets students where they are in life. We are prepared to do our best to instill in every student a high set of values and a sense of abiding respect for themselves and for our society in general.

As our American society has evolved, we no longer separate our educational institutions by race. Today, there is an even greater need for institutions of higher education, especially those with a history of “adding value” and providing a nurturing environment for their students, to recruit and educate all students, regardless of race. At Savannah State University, we seek to educate all students who demonstrate the motivation, eagerness, potential and vision to seek after and secure a better life for themselves and their families.

It is my vision for Savannah State University to be the best “value-added” institution in the country!

Cheryl Davenport Dozier, DSW, President

DIVISION OF BUSINESS & FINANCIAL AFFAIRS

MISSION

The Division of Business and Financial Affairs responsible for the stewardship and enhancement of the University's human, financial and physical resources while providing a safe and secure environment in which to live, learn and work.

VISION

The Division of Business and Financial Affairs is an integrated team of professionals who deliver the highest quality of operational services to support and improve the working and learning environment of Savannah State University.

GUIDING PRINCIPLES

Honesty and Integrity: Acting in a professional, prompt, caring and respectful manner; remaining above reproach while safeguarding the assets of the University.

OFFICE OF THE VICE PRESIDENT FOR DIVISION OF BUSINESS AND FINANCIAL AFFAIRS STAFF

VICE PRESIDENT

Edward B. Jolley, Jr.

jolleye@savannahstate.edu

ASSISTANT TO THE VICE PRESIDENT

Rowena Howells

howellsr@savannahstate.edu

OFFICE OF THE COMPTROLLER

MISSION

The Office of the Comptroller will meet its fiduciary responsibilities to Savannah State University by maintaining financial integrity and providing effective, quality service to our University through sound accounting practices and the establishment of internal controls.

We will examine, evaluate, and report on the adequacy and reliability of existing systems and controls to ensure that:

- Revenues are accurately and completely captured and processed,
- Expenses are reasonable, appropriate, and properly approved,
- Financial reporting is accurate and reliable,
- Automated processing of financial and operating data is timely, accurate, reliable, and complete,
- Laws, regulations, and internally developed policies and procedures are followed, and
- Assets are properly safeguarded.

VISION STATEMENT

Our vision is to be recognized by Savannah State University management as a valuable business partner by providing innovative support delivered by a highly motivated financial team that independently and objectively provides information, analyses, and counsel to assist management in ethically, effectively, and efficiently fulfilling their management responsibilities.

SERVICES

Accounts Payable
Agency Accounting
Auxiliary Accounting
Business Compliance
Cash Management
Endowment & Investment Accounting
Fixed Asset Accounting
General Accounting
Payroll
Payroll Agency Accounting
Restricted Accounting

ACCOUNTS PAYABLE

The Accounts Payable Department is responsible for examining all accounts, claims, and demands against Savannah State University, and for making payment of all the University's legally incurred obligations for materials and services other than payrolls.

No payments are to be made unless there is money in the Treasury legally allocated for such payments, and until the Accounts Payable Department has been presented with supporting documents and invoices which have been reviewed and found to be correct.

FISCAL YEAR END

Our fiscal year end closes on June 30th each year. State Purchasing normally closes (only emergency purchases allowed) a few months prior to year-end close to allow time to receive all invoices and make all payments to vendors. We encourage our staff to plan their purchases and travel in such a manner that they will not be inconvenienced during the 2-3 week time period at year-end close that checks nor purchase orders are not processed.

PAYMENTS TO INTERNATIONALS

Savannah State University must comply with Federal tax and immigration regulations when processing payments to foreign nationals. The intended recipient's visa type determines the type of payment that SSU may legally process to the person. All SSU payments to non-resident aliens are subject to withholding taxes and are reportable to the Internal Revenue Service.

This information is intended to assist the University community in determining the proper method of processing payments to foreign nationals.

REMITTANCE OF INVOICES

All invoices are to be submitted directly to the accounts payable office for timely payment. The address is as follows:

Office of Business & Financial Affairs
Savannah State University
3219 College Street
Box 20419
Savannah, Georgia 31404

If an invoice is provided to an employee or mailed to a location on campus other than the accounts payable office, it cannot be guaranteed that it will be processed for payment.

SERVICES

Accounts Payable
Agency Accounting
Auxiliary Accounting
Business Compliance

Cash Management
Endowment & Investment
Accounting
Fixed Asset Accounting

General Accounting
Payroll
Payroll Agency Accounting
Grants & Contracts Compliance

GOALS & OBJECTIVES

GOAL #1

Create an on-going program of self-assessment to ensure continuous improvement in quality customer service is provided by the Office of the Controller to customers and stakeholders of Savannah State University.

GOAL #2

Establish and maintain efficient and effective financial policies, procedures, and controls to mitigate risk.

GOAL #3

Ensure staff's skills are appropriate for their respective positions.

GOAL #4

Develop a department environment in which ethics and integrity are fundamental to and integrated into all business practices.

BUSINESS COMPLIANCE

BUSINESS COMPLIANCE OFFICE

Welcome to the home page of Savannah State University's Division of Fiscal Affairs Business Compliance Office (BCO). The BCO coordinates the editing, review, issuance, and archiving of all official Fiscal Affairs business policies, presented in 13 "subject" sections: Business Compliance; General Accounting; Accounts Payable (including University Travel); Budget; Cash and Investments; Financial Aid; Fixed Asset Management & Inventory; Grants & Contracts; Help Desk; Payroll; Procurement; Receipting & AR; and, Miscellaneous. Within these sections you will find standardized policies that have been through the official development process.

Savannah State's Fiscal policies connect the university's mission to the everyday actions of its community, clarify the institution's expectations of its individual members, mitigate institutional risk, enhance efficiency, and support the university's compliance with laws and regulations.

FINANCIAL SYSTEMS

PEOPLESOFT FINANCIAL SYSTEM

PeopleSoft Financial System is the University's system used to administer and account for institution resources. This program is accessed daily by Business & Financial Affairs staff to conduct University business -- i.e. general accounting, accounts payable, purchasing, grants & contract management, budget, and e-Procurement. To obtain access to the site, complete the Security Access Request form and submit the completed form to the Computer Services Help Desk located in Hodge Hall or contact Computer Services for more information at 912-358-4357.

POLICY & PROCEDURE MANAGER

The Policy & Procedure Manager is a software tool designed to administer the policies, procedures, and manuals for Fiscal Affairs. This tool is used to create, edit, approve, and house Business & Financial Affairs policies, and archive old version when new policies or changes to policies occur.

For more information, contact Business Compliance Coordinator Sheri Rouse-Mainor via email at rouses@savannahstate.edu or by phone at 912-358-4052.

IMIS (INSTITUTIONAL MANAGEMENT INFORMATION SYSTEM)

The Institutional Management Information System is an online reporting tool used by the Division of Business & Financial Affairs and the Office of Institutional Research & Planning Office to distribute and/or provide management reports to certain personnel.

For more information, contact the Business Compliance Coordinator Sheri Rouse-Mainor via email at rouses@savannahstate.edu or by phone at 912-358-4052.

OTHER SYSTEMS

ADP Payroll Portal Access

COMPTROLLER STAFF

COMPTROLLER/ASSISTANT VP OF BUSINESS & FINANCE

Mary H. Loomis, CPA, MPA

mloomis@savannahstate.edu

BUDGET AND FINANCIAL ANALYSIS

ASSISTANT COMPTROLLER/BUDGET MANAGER

Arisa Burgest

asburgest@savannahstate.edu

GENERAL ACCOUNTING

SENIOR ACCOUNTANT

David Atkins

atkinsd@savannahstate.edu

ACCOUNTANT III

Kasey Trotter

ktrotter@savannahstate.edu

McCall Singleton

mwilliam@savannahstate.edu

ACCOUNTS PAYABLE

ACCOUNTS PAYABLE SUPERVISOR

Sheri Rouse-Mainor

rouses@savannahstate.edu

ACCOUNTS PAYABLE CLERK

Janet Salvaggio

salvaggio@savannahstate.edu

PAYROLL

PAYROLL SUPPORT ANALYST

Charisse Rouse

rouseh@savannahstate.edu

RESTRICTED, AUXILIARY, & AGENCY ACCOUNTING

SENIOR ACCOUNTANT

Myisha Clemons

clemonsm@savannahstate.edu

ACCOUNTANT III-FEDERAL GRANTS

Katarah Harris

harrisk@savannahstate.edu

ACCOUNTANT II- NON-FEDERAL GRANTS, TITLE IVE, HUD

Erica Ancrum

ancrume@savannahstate.edu

ACCOUNTANT I- DEPARTMENT OF EDUCATION/TITLE III

Sharon Stark

starks@savannahstate.edu

BUSINESS COMPLIANCE

BUSINESS COMPLIANCE COORDINATOR

-Vacant-

Interim:

Sheri Rouse Mainor

rouses@savannahstate.edu

FRONT DESK

ADMINISTRATIVE ASSISTANT

Corrine Gray-Reedy

grayco@savannahstate.edu

Student Workers As Needed

Copy of Directory is available in the Appendix

RESTRICTED & AUXILIARY

Restricted & Auxiliary Accounting & Compliance, also known as Grants and Contracts Compliance (GCC), a unit of the Office of the Comptroller, is responsible for overall fiscal management and reporting of all sponsored agreements awarded to Savannah State University. The office seeks to provide accounting service to the University community in the most efficient and effective manner possible, while still ensuring compliance with federal and state regulations, in addition to Savannah State University policies and procedures. Grants and Contracts personnel are available for advising and/or referring to appropriate University officials on matters relating to federal and state laws, Board of Regents regulations, as well as University rules, regulations, and policies pertaining to fiscal management of grants and contracts.

The Comptroller's Office is responsible for ensuring that the business interests of the University are protected throughout the operation of such fiscal agreements. The GCC unit of the Comptroller's Office helps to ensure that the University complies with all provisions of contracts, grants, and agreements entered into with outside companies or agencies. Additionally, GCC is responsible for maintaining auditable records in support of direct and indirect charges to contracts and grants, filing fiscal reports required by grantor agencies, billing and collecting costs incurred on cost reimbursement contracts, and requesting funds related to said contracts.

OFFICE OF SPONSORED RESEARCH CONTACT:

Post Award Coordinator
Linda Meier
Phone: (912) 358-4278
meierl@savannahstate.edu

PROCUREMENT

MISSION

Our mission as the Office of Procurement is to provide exemplary service in a professional and innovative manner consistent with state law, governing board, and University policies and procedures.

VISION STATEMENT

Our vision as the Office of Procurement is to develop highly trained/certified procurement professionals, utilizing advanced technology, dedicated to value-added procurement services that consistently exceed customer expectations.

GUIDING PRINCIPLES

Procurement strives for continued process and service improvements of the University's procurement and acquisition functions.

THE SPECIFIC GOALS ARE TO:

- Streamline and continual improvement of the procurement function of the University
- Continued enhancement of all services provided by purchasing to its customers.
- Ensure compliance with all state and federal regulations

DEPARTMENTS WITHIN PURCHASING:

Central Receiving

University Central Receiving delivers incoming materials, supplies, and equipment to university departments. We also pick up departmental outbound parcels and arrange shipping as required (such as printer cartridges being shipped back for recycling via UPS). Central receiving also accepts requests for furniture and equipment moves and processes surplus items.

PURCHASING DIRECTOR

Mrs. Alicia Williams
awilliam@savannahstate.edu
Hill Hall Building, Office 216
Phone: (912) 358-4045

BUYER II

Ms. Pamela Fulwood
fulwoodp@savannahstate.edu
Hill Hall Building, Office 214
Phone: (912) 358-4046

OFFICE OF FINANCIAL AID

MISSION

The Office of Financial Aid is committed to supporting the University's mission of cultivating excellence in our students. The office is student-centered, focused on improving retention, increasing graduation rates, and fostering knowledge through the use of technology, development opportunities, communication, and financial resources.

CONTACT FINANCIAL AID

DIRECTOR OF FINANCIAL AID:

Adrienne Brown
brownad@savannahstate.edu

LOCATION:

Colston Administration Building
Office of Financial Aid
Second Floor, Room 213
Savannah State University

MAILING ADDRESS:

3219 College Street
Box 20253
Savannah, GA 31404
Phone 912-358-4162
Fax 912-358-3167
Email Address finaid@savannahstate.edu

INTERNAL AUDIT & ADVISORY SERVICES

Internal Audit & Advisory Services is a department within Savannah State University whose mission is to provide an independent, objective assurance and consulting activity designed to add value and improve SSU operations. It assists Savannah State University accomplish its objectives by bringing a systematic, disciplined approach to evaluate and improve the effectiveness of risk management, control, and governance processes. Internal Audit & Advisory Services independent appraisal of operations is conducted under the direction of the Chief Audit Officer and Associate Vice Chancellor of the Board of Regents and Savannah State University's president.

Internal Audit and Advisory Services provides audit and advisory services to the University-Wide community. It provides reasonable assurance that University operations are run effectively and efficiently by providing an independent, impartial and objective review of administrative functions and insuring compliance with University policies and procedures as well as applicable statutory requirements. In addition, the Department may evaluate the implementation of operational and control improvements. The overall mission of the Department is to add value to University operations and assist the University in achieving its goals and objectives.

The Internal Audit and Advisory Services function is most common in large organizations and was re-engineered here at SSU by Elaine Shavers Campbell as of November 2007. We encourage you to contact Internal Audit & Advisory Services with any ideas, questions or concerns you may have about your department's operations or if you need assistance with finding specific information on the web site. We value your feedback.

Sincerely,

DIRECTOR

Elaine Shavers Campbell, MBA, CPA, MAcc
campbele@savannahstate.edu

WHAT ARE THE BASICS OF THE ACCOUNTING DEPARTMENT?

OVERVIEW

Accounting is responsible for accumulating and providing reliable and comparable data as to the fiscal affairs of the University within the guidelines established by the University, Board of Regents, State of Georgia and other Federal and State agencies, including the Government Accounting Standards Board (GASB).

The Accounting Department provides financial and business services to support the overall mission of the Comptroller's Subdivision within the Division of Fiscal Affairs and the overall mission of the University responding to the needs of students, faculty, and staff, by providing efficient and accurate data in order to manage the financial resources available.

ACCOUNTS PAYABLE

The Accounts Payable office is responsible for making payments for all university goods and services with the exception of payroll which is handled by the payroll office. Responsibilities of the Accounts Payable office include the issuing of checks, liquidation of encumbrances in the Accounts Payable system and the processing of travel reimbursements.

AGENCY FUND ACCOUNTING

The Agency Fund is used to account for assets received by the University to be held or disbursed only on the instruction or on behalf of the persons or organizations who provided the funds. Included in this fund are the amounts withheld from payrolls for taxes and other deductions and employer portions of payroll taxes. Some University-related student organizations have accounts in the Agency Fund.

AUXILIARY ACCOUNTING

The Auxiliary Activities Fund accounts for entities within the University that are self-supporting. Such entities furnish services to students, faculty, staff or the public and charge fees to the users. Their goal is to support the related activities of each enterprise and provide for replacement of facilities used. These enterprises include the Bookstore, the Post Office, Dining Services, Document Duplication, Parking and Transportation, ID Card Office, and Athletics. Auxiliary Accounting accounts for the financial receipts and disbursements related to these funds ensuring compliance with University System of Georgia policy and procedure.

CASH MANAGEMENT

Cash Management is responsible for the daily management of the University's operating cash. In this role, this area coordinates the banking relationships for Savannah State University, and funds the various bank accounts to meet daily obligations. For more information, see our Cash Operations Manual, Departmental Cash Handling Form, and Cash Handling for Individuals (For Cash Operations Training Presentation).

ENDOWMENT & INVESTMENT ACCOUNTING

Endowment & Investment Accounting is responsible for providing various endowment fund code analyses upon request, including fund distribution projections and current principal balances; examining endowment fund balances quarterly to determine those which are fully funded, and those that can begin fund distribution; maintaining the official University record of endowment agreements and related documentation; researching questions relating to endowment funds; preparing annual Schedule of Endowment and Similar Funds; and recording annual fund distributions. See also SSU Investment Policy.

FIXED ASSET ACCOUNTING

Property belonging to Savannah State University, regardless of value, is controlled and is subject to the regulations of the University System of Georgia as "state-owned property." Fixed Asset Accounting is responsible for supervision, control, and inventory of all state-owned property in the custody of Savannah State University. These custodianship duties and responsibilities, for property purchased by or assigned to a unit, have been delegated to the unit officer of that unit.

Further, and more specifically, the Plant Fund accounts for transactions relating to investments in physical properties, indebtedness incurred in the financing thereof, and reserves for maintenance and replacement. In years of construction projects, this fund will record amounts of income from gifts and state capital appropriations. The expenses in this fund include costs of construction, depreciation, pay downs in indebtedness and debt service programs.

GENERAL ACCOUNTING

The primary purpose of the General Accounting office is to maintain accounting records for all Savannah State University's appropriated Operating, Auxiliary, Special and Capital Improvement Funds as directed by the Comptroller and in accordance with the Business Policy & Procedures of the University System of Georgia.

GRANTS & CONTRACTS COMPLIANCE

Grant & Contract Compliance & Accounting (GCC) is responsible for the administration of the financial aspects of externally funded grants and contracts.

- Establishing new accounts upon coordination of a contractual agreement by the Office of Research Development & Administration (ORDA).
- Providing assistance to fiscal officers.
- Preparing financial reports required by funding agencies.
- Reviewing and approving financial documents (vouchers, requisitions, billing authorizations, etc.) for conformance with the sponsoring agency agreement and guidelines.
- Accumulating cost share information required by sponsoring agencies.
- Assisting with the closure of completed grant accounts.

PAYROLL AGENCY ACCOUNTING

The Agency Fund is used to account for assets received by the University to be held or disbursed only on the instruction or on behalf of the persons or organizations who provided the funds. Included in this fund are the amounts withheld from payrolls for taxes and other deductions and employer portions of payroll taxes. Some University-related student organizations have accounts in the Agency Fund.

The University System of Georgia follows the accounting and financial reporting standards for state and local governmental units as established by the **Governmental Accounting Standards Board (GASB)** for public colleges and universities. The *Business Procedure Manual* is located on the University System of Georgia website at: http://www.usg.edu/business_procedures_manual/

KEY CONCEPTS

Under the accrual system of accounting, **revenue** is recognized when earned and **expenses** are recognized when accrued. Savannah State University (SSU) has **fourteen (14)** accounting periods. **PeopleSoft** is the main financial system used by SSU. The Fiscal Year is from July 1st to June 30th. The **BOR Reporting Manual**'s primary purpose is to set forth the essential procedural components that each institution within the University System of Georgia must follow to meet both the Board of Regents policy mandates and the statutory or regulatory requirements of the state of Georgia and the federal government.

BREIF DEFINITIONS

Encumbrance

Un-Liquidated financial obligation

Full Accrual Basis Accounting

Revenues are recognized when earned, and expenses are recognized when incurred.

“Program” Chartfield

The major function of the Institution.

Statement of Net Assets (SNA)

Balance Sheet

Assets = Liabilities + Equity

Statement of Revenues, Expenses, and Changes in Net Assets (SRECNA)

Income Statement

Revenues + Expenses + Changes in Net Assets

ADP Shared Services

Payroll Subsidiary Ledger

Period “0”

Contains beginning balances in PeopleSoft

Period “999”

Contains closing entries in PeopleSoft

Banner Systems

Student Subsidiary Ledger

TYPES OF ENCUMBRANCES:

1. Personal Services Encumbrances
2. Travel Encumbrances
3. Operating Expenses and Equipment Purchases Encumbrances

AREAS WITHIN THE COMPTROLLER'S OFFICE

- General Accounting
- Payroll
- Procurement (Purchasing)
- Restricted

SERVICES OF ACCOUNTING

- Accounts Payable
- Agency Accounting
- Auxiliary Accounting
- Business Compliance
- Cash Management
- Fixed Asset Accounting
- General Accounting
- Grants & Contracts Compliance
- Payroll
- Payroll Agency Accounting
- Procurement (Purchasing)
- Restricted
- *Endowment & Investment Accounting*

Chartfield Account Classifications and the Number of Digits

Fund Group	5	Digits
Function Code/Program Code	5	Digits
Funding Source Code (Classification)	5	Digits
Department	7	Digits
Project Indicator	10	Digits
Account	6	Digits
Budget Period	4	Digits

FUNDS HANDLES BY THE RESTRICTED, AUXILIARY, AGENCY ACCOUNTING TEAM:

- **12000 AUXILIARY ENTERPRISES FUNDS**
 - 12210 Auxiliary Housing
 - 12220 Auxiliary Food Services
 - 12230 Auxiliary Stores and Shops
 - 12240 Auxiliary Health Services
 - 12250 Auxiliary Transportation and Parking
 - 12260 Auxiliary Plant Operations
 - 12270 Auxiliary Other Organizations
 - 12280 Athletics
- **20000 RESTRICTED EDUCATIONAL and GENERAL**
 - 21xxx RESTRICTED OTHER ORGANIZED ACTIVITIES
 - 21021 Georgia Tech Research Institute
 - 21023 Center for Assistive Technology and Environmental Access
 - 21024 Advanced Technology Development Center
 - 21027 Agricultural Research
 - 21240 Student Educational Enrichment
 - 21300 Experiment Stations
 - 21310 Cooperative Extension Service
 - 21320 Forestry Research
 - 21325 ROOA – Forestry Cooperative Extension
 - 21330 Marine Extension Service
 - 21340 Marine Institute - UGA
 - 21350 Minority Business Enterprises
 - 21360 Veterinary Medicine Agricultural Research
 - 21370 Veterinary Medicine Teaching Hospital
 - 21380 Veterinary Medicine Experiment Station
 - 21390 Athens/Tifton Veterinary Laboratories
 - 21810 Skidaway Institute
 - 21920 University System Office
 - 21921 University System Office - State Appropriations Delivery
 - 21922 University System Office - Health Reporting
 - 21930 Public Libraries
 - 21940 State Medical Education Board
 - 251xxx
- **30000 FEDERAL LOAN FUNDS**
- **31000 INSTITUTIONAL LOAN FUNDS**
- **40000 ENDOWMENT FUNDS**
- **41000 TERM ENDOWMENT FUNDS**
- **42000 QUASI ENDOWMENT FUNDS**
- **60000 AGENCY-FUNDS ON DEPOSIT**
- **61000 AGENCY-DESIGNATED SCHOLARSHIPS**

SOME COMMON BUSINESS FORMS USED TO REQUEST SERVICES FROM ACCOUNTING:

- Accounting & Accounts Payable
 - Direct Deposit for AP*
 - Departmental Cash Handling Security Policy & Form
 - Direct Deposit Termination
 - Check Requests Form
- Auxiliary Services
 - Commuter Meal Plans 2013
 - Auxiliary Services Event Form
 - Department Request Form
 - Faculty Staff Meal Plan 2013
 - Non-Department Request Form
- Comptroller's Office (General)
 - Relocation & Moving Expense Agreement***
 - Reimbursement Request for Relocation Expenses
 - SSU Cash Handling Form
 - Departmental Cash Handling Form
- Grants & Contracts Compliance:
 - Including Agency & Auxiliary Accounting
 - Grant Budget Change Form
 - Agency Fund Agreement
 - Grant Budget Form
 - Agency Fund Transfer Request
- University Travel
 - Travel Cash Advance Request Form***
 - Non-Employee/Student Travel Reimbursement Form
 - Travel Expense Statement
 - Travel Authority Form & Cash Advance Request*

CHART OF ACCOUNTS

FUND GROUP

The **Fund Group** numbering scheme is standard, and must be used by all USG institutions. If large research institutions need additional fund groups to accomplish internal reporting, approval must be obtained from the Vice Chancellor for Fiscal Affairs at the University System Office (USO) for use of non-standard fund groups. These non-standard fund groups must be mapped into and reported consistent with the standard fund groups. A more in-depth coding can be found in section 2.2 of the online manual.

FUNCTION CODE

Function Code (PeopleSoft reference Program Code) is designated by a 5 digit numeric code. The Function Code corresponds to functional area as defined by NACUBO.

FUNDING SOURCE CODE

Funding Source Code (PeopleSoft reference Classification Code) is designated by a 5 digit numeric code. This classification is used to denote the specific source of funding for both Revenues and Expenditures.

This part of the account number is to serve as an indicator of the source of funding. The breakdown of the funding source for Student Fees has been further subdivided to provide classifications for revenues by semester and by graduate/undergraduate level. Funding source is used in both revenues and expenditures.

DEPARTMENT

Department is designated by a seven digit numeric code.

This classification is used to denote the identity of an operating unit or budget unit. The role of Department numbering shall be that of identifying organizational structure. Each institution shall develop a system of departments that will properly embrace its organization. In all instances these digits will be assigned by the institution. There is no attempt within the University System of Georgia to standardize or control department identification. Due to differing sizes and organizational structures of the various institutions, it would not be possible to have standardized department numbers.

PROJECT INDICATOR

The Project Indicator is used for identifying sponsored projects/grants. The Project Indicator should be used in Revenue and Expenditure coding for sponsored transactions, and may also be used, if desired, in coding for Balance Sheet transactions. Additionally, the Project Indicator may be used in coding for non-sponsored projects. This will provide additional functionality in tracking expenditures for special purposes.

Project Indicator (PeopleSoft reference Project ID) is used for the identification of projects, which may be either general or sponsored.*

**Note: The PeopleSoft Financials software allows this chartfield to be up to 10 characters in length.*

ACCOUNT

Account is used for detailed breakdown of types of revenues, expenditures, or balance sheet accounts. More in-depth coding for the accounts is defined in Section 2.7, 2.8, and 2.9 of the online manual. Although most of the codes are standardized, some flexibility is granted the institution for further breakdown where the account code ends in one or more "x" values.

BUDGET PERIOD

Budget Period is the budget year in which revenues, expenses, and encumbrances originate. Budget period coincides with the State of Georgia fiscal year for budget basis accounting. Note that this is not the same as GAAP basis fiscal year.

FUND GROUP

Fund Group is designated by a 5 digit numeric code.

○ Current Funds

- 10xxx EDUCATION and GENERAL
 - An accounting entity in which are recorded revenues, expenditures, and balances of funds earmarked for current operations of the educational program of the college or university. Restricted revenues and expenditures are to be recorded in Fund Group 20000, separately identified and matched in amount with restricted revenues.
 - 10000 State Appropriations
 - This accounting entity should only be used for state appropriated revenue and expenses.
 - 10500 Tuition
 - This accounting entity should be used only for tuition.
 - 10600 Other General
 - This accounting entity should be used for any student fees not reported in another fund.
 - 10900 Appropriations – Federal Stimulus
 - This accounting entity should be used for all Federal Stimulus funds that are received through the State Appropriation process starting in FY 2010.
- 11xxx OTHER ORGANIZED ACTIVITIES
 - A series of accounting entities provided to record revenues, expenditures, and fund balances of specific programs unique to the State of Georgia. Only those units responsible for the operation of the activities included in this group shall make use of these codes.
 - 11021 Georgia Tech Research Institute
 - 11023 Center for Assistive Technology and Environmental Access
 - 11024 Advanced Technology Development Center
 - 11027 Agricultural Research
 - 11240 Student Educational Enrichment
 - 11300 Experiment Stations
 - 11310 Cooperative Extension Service
 - 11320 Forestry Research
 - 11325 OOA – Forestry Cooperative Extension
 - 11330 Marine Extension Service
 - 11340 Marine Institute - UGA
 - 11350 Minority Business Enterprises
 - 11360 Veterinary Medicine Agricultural Research
 - 11370 Veterinary Medicine Teaching Hospital
 - 11380 Veterinary Medicine Experiment Station
 - 11390 Athens/Tifton Veterinary Laboratories
 - 11810 Skidaway Institute
 - 11920 University System Office
 - 11921 University System Office - State Appropriations Delivery
 - 11922 University System Office - Health Reporting
 - 11930 Public Libraries
 - 11940 State Medical Education Board
- 12000 AUXILIARY ENTERPRISES FUNDS
 - An accounting entity in which are recorded revenues, expenditures, and balances of the various business operations conducted on a campus which have as their expressed purpose the provision of services to students, faculty, and staff. Revenue is directly related to costs but not necessarily equal per operating unit. However, revenues must be sufficient to cover costs on an overall basis, including funding the reserve for depreciation. This accounting entity is a Business Enterprise Activity that must be self-supporting in overall operations. The depreciation policy in this fund group must result in funds becoming available for property replacement.
 - 12210 Auxiliary Housing
 - An accounting entity used for expenditures of funds for institution-owned housing.
 - 12220 Auxiliary Food Services
 - An accounting entity used for funds expended to provide food service to students, faculty, and staff.
 - 12230 Auxiliary Stores and Shops
 - An accounting entity used for funds expended to provide for the operation stores and shops such as bookstores, gift shops, uniform stores, etc.
 - 12240 Auxiliary Health Services
 - An accounting entity used for funds expended to provide for the operation of clinics and other health services.
 - 12250 Auxiliary Transportation and Parking
 - An accounting entity used for funds expended to provide for the operation campus transportation systems.
 - 12260 Auxiliary Plant Operations
 - 12270 Auxiliary Other Organizations

- An accounting entity used for those funds expended that cannot be logically categorized in any other defined function.
 - 12280 Athletics
 - An accounting entity used for those funds expended to provide for the operation of an intercollegiate athletics program.
- 13000 STUDENT ACTIVITIES FUNDS
 - An accounting entity, within which are recorded the revenues, expenditures, and balances of the student activities program.
- 14000 DEPARTMENTAL SALES AND SERVICES REVENUES AND EXPENDITURES
 - Departmental Sales and Services revenues and expenditures, which include Continuing Education, have the following characteristics:
 - Activity should generally be self-supporting.
 - Activity should not normally use State appropriated funds.
 - Revenue and associated expenses for each DSS activity should be readily identifiable; e.g., by class code, department, project indicator, etc.
 - At least 50% of the revenue source must be from external sources; e.g., student, faculty, staff, general public, grantors, other institutions/agencies, etc.
 - Note: Revenues classified as Quasi-Revenue are definitely not Departmental Sales and Services.
 - Institutions should use the appropriate class codes to distinguish DSS activities/programs. Classification codes are listed under section 2.4.2 of the online manual. If there are multiple activities within a class code, such as print shop, post office, etc., each one should be distinguished by department or project indicator.
 - Continuing Education revenues for Fund Group 14000 shall include only those fees collected for the purpose of providing non-credit instructional courses and programs designed primarily to meet the educational needs of professional and non-traditional students, as defined in section 5.1, section 7.3.1.6 and section 7.3.2.2 of the BoR Policy Manual.
 - Tuitions collected for regular instructional programs, which are subject to approval by the Board of Regents, and state general fund appropriations shall not be included in Fund Group 14000. The tuition categories are defined in sections 7.3.1.1 through 7.3.1.5 of the BoR Policy Manual.
 - Each institution shall report annually on year-end balances of available funds in Departmental Sales and Services and how they will be used to meet institutional needs. This report will be in a format to be prescribed by the Vice Chancellor for Fiscal Affairs and Treasurer. All reporting, including submission of data to the USO Financial Information System, from these systems must contain appropriate fund group identification.
- 15000 INDIRECT COST RECOVERY AND ADMINISTRATIVE COST ALLOWANCE REVENUES AND EXPENDITURES
 - Revenues for Fund Group 15000 may include:
 - Reimbursements to institutions that represent a percentage of direct costs charged to federal, state and other grants and contracts for administrative expenses including depreciation and use allowances, operations and maintenance, general administration, departmental administration, library and student services. These revenues must be reconcilable back to the original grant or contract*.
 - Note: Institutions using the GeorgiaFIRST model of the PeopleSoft Financials software must include the project indicator in the transactions for revenues.
 - Administrative cost allowance (ACA) that represents a fixed amount per financial aid recipient or a percentage of financial aid expenditures related to campus administered financial aid programs, such as Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal Work-Study and Federal Perkins Loan programs. ACA funds may only be used to offset administrative costs of these programs.
 - All indirect cost recovery and ACA revenues and expenditures against those revenues should be recorded using this fund code in order that institutions can carry forward funds. Each institution shall report annually on year-end balances of available funds in indirect cost recovery and how they will be used to meet institutional needs. This report will be in a format to be prescribed by the Vice Chancellor for Fiscal Affairs and Treasurer.
- 16000 TECHNOLOGY FEE REVENUES AND EXPENDITURES
 - Revenues for Fund Group 16000 include only those fees collected from the mandatory technology fee provided for under section 7.3.2.1 of the BoR Policy Manual.
 - All technology fee revenues and expenditures against those revenues must be recorded using this fund code in order that the institutions can carry forward funds. Each institution shall report annually on year-end balances of available funds in technology fees and how they will be used to meet institutional needs in accordance with the guidelines established for technology fees. This report will be in a format to be prescribed by the Vice Chancellor for Fiscal Affairs and Treasurer.
- 20000 RESTRICTED EDUCATIONAL and GENERAL
 - An accounting entity in which are recorded restricted revenues, expenditures, and balances of funds earmarked for current operations of the educational program of the Institution. Restricted expenditures are to separately identified and matched in amount with restricted revenues.
- 21xxx RESTRICTED OTHER ORGANIZED ACTIVITIES
 - A series of accounting entities provided to record restricted revenues, expenditures, and fund balances of specific programs unique to the State of Georgia. Only those units responsible for the operation of the activities included in this group shall make use of these codes.
 - 21021 Georgia Tech Research Institute
 - 21023 Center for Assistive Technology and Environmental Access
 - 21024 Advanced Technology Development Center
 - 21027 Agricultural Research
 - 21240 Student Educational Enrichment
 - 21300 Experiment Stations
 - 21310 Cooperative Extension Service
 - 21320 Forestry Research
 - 21325 ROOA – Forestry Cooperative Extension
 - 21330 Marine Extension Service
 - 21340 Marine Institute - UGA
 - 21350 Minority Business Enterprises
 - 21360 Veterinary Medicine Agricultural Research
 - 21370 Veterinary Medicine Teaching Hospital
 - 21380 Veterinary Medicine Experiment Station
 - 21390 Athens/Tifton Veterinary Laboratories
 - 21810 Skidaway Institute
 - 21920 University System Office

- 21921 University System Office - State Appropriations Delivery
 - 21922 University System Office - Health Reporting
 - 21930 Public Libraries
 - 21940 State Medical Education Board
- **Public Trust Funds**
 - 30000 FEDERAL LOAN FUNDS
 - An accounting entity in which are recorded receipts, disbursements, and balances of funds, which are to be loaned to students. This fund group houses funds that are predominately federally funded.
 - 31000 INSTITUTIONAL LOAN FUNDS
 - An accounting entity in which are recorded receipts, disbursements, and balances of funds, which are to be loaned to students. This fund group houses funds that are predominately funded by the institution.
 - 40000 ENDOWMENT FUNDS
 - An accounting entity containing funds which a donor or an outside agency has stipulated, as a condition of the gift, that the principal is to remain intact and only the income derived from investment of the funds may be expended.
 - 41000 TERM ENDOWMENT FUNDS
 - An accounting entity containing funds that are recorded as temporarily restricted net assets because their expendability is restricted by donors for a period of time. During that time, the resources are temporarily restricted. At the time specified in the agreement, funds are released from the temporary restrictions, either for institutional purposes, which may be restricted or unrestricted, or to the donor or some beneficiary designated by the donor.
 - Note: Also refer to Section 19.3, Gifts and Donations, for more information.
 - 42000 QUASI ENDOWMENT FUNDS
 - An accounting entry containing Board-designated funds that are treated like an endowment where only earnings are used. The principal is not permanently restricted as is the case with endowment funds, but it is the plan of the Board to use only the investment earnings from the fund for current programs. The intention is to provide a growing source of additional unrestricted income. This is consistent with many donors' wishes to support programs for the long run. The principal is increased annually by the amount of bequest donations received over the budgeted amount.
 - Quasi Endowment funds may be either Unrestricted or Restricted. Unrestricted Quasi-endowment funds are unrestricted funds that have been designated by the Board for long-term investment. The income from these investments is for unrestricted purposes. The Board can, at any time, approve expenditures of these invested funds for unrestricted use.
 - Restricted Quasi-Endowment Funds are expendable Restricted Funds that have been designated by the Board for long-term investment. The income from these investments is restricted to specific operating purposes which the donor has specified. The Board can, at any time, approve expenditures of these invested funds in accordance with specific donor restrictions.
- **Plant Funds**
 - 50000 UNEXPENDED PLANT FUNDS
 - An accounting entity within which all the funds derived from internal and external sources are to be used for construction, maintenance, and/or acquisition of Capital Assets. The intended use of fund 50000 is to allow construction funds to be set aside for future use. When assets are purchased, the money should be transferred to the appropriate fund (i.e. fund 10000 for Educational and General assets, 12000 for Auxiliary assets, etc.) and the assets should be purchased from that fund. An alternative is to transfer assets to the appropriate fund when placed in service.
 - 52000 INVESTMENT IN PLANT FUNDS
 - An accounting entity in which is displayed the book value of Capital Assets owned or in control of the various units of the university system. This fund contains all E & G buildings that cannot be associated with other funds. This fund is used in the Capital ledger only.
 - Agency Funds
 - 60000 AGENCY-FUNDS ON DEPOSIT
 - An accounting entity that contains funds received and administered for others. Disposition of these funds are in accord with designations and instructions of the entity for which the institution is serving as agent.
 - 61000 AGENCY-DESIGNATED SCHOLARSHIPS
 - An accounting entity that contains funds for designated scholarships. These funds are primarily provided by entities other than the institution, and the institution does not make the determination of who receives the scholarship.
 - 62000 AGENCY-PAYROLL OPERATIONS
 - An accounting entity that contains funds resulting from the accounting for payroll deductions and/or payroll matching funds.
 - Retiree Health Benefit Fund
 - 90000 RETIREE HEALTH BENEFIT FUND (USO ONLY)
 - An accounting entity that contains funds maintained by the USO for the Retiree Health Benefit Fund approved by the state Legislature.

FUNCTION CODE

Function and Sub-Function Codes for All Fund Groups except Auxiliary Enterprises

- 11xxx INSTRUCTION
 - This function code shall include expenditures for all activities that are a part of the Institution's conventional academic subdivisions, including remedial instruction.
 - 11100 General Academic Instruction
 - This sub-function includes expenses for formally organized and/or separately budgeted instructional activities that are carried out during the academic year and offered for credit as part of a formal post-secondary education degree or certificate program.
 - 11110 Instruction (Cost Sharing)
 - This sub-function was established to track and report cost sharing to various federal agencies and to be able to identify those expenses when preparing the Facilities and Administrative rate proposal.
 - 11200 Vocational/Technical Instruction
 - This sub-function includes expenses for formally organized and/or separately budgeted vocational/technical instructional activities that are carried out during the academic year and offered for credit as part of a formal postsecondary education degree or certificate program. This is usually associated with IPEDS instructional program categories.
 - 11300 Community Education
 - This sub-function includes expenses for formally organized and/or separately budgeted instructional activities that do not generally result in credit toward any formal postsecondary degree or certificate.
 - 11400 Preparatory/Remedial Instruction
 - This sub-function includes expenses for formally organized and/or separately budgeted instructional activities that give students the basic knowledge and skills required by the institution before they can undertake formal academic course work leading to a postsecondary degree or certificate.
- 12xxx RESEARCH
 - This function code shall include all expenditures for activities specifically organized to produce research outcomes. The research category includes all expenses for activities specifically organized to produce research, whether commissioned by an agency external to the institution or separately budgeted by an organizational unit within the institution. Subject to these conditions, the category includes expenses for individual and/or project research as well as that of institutes and research centers.
 - This category does not include all sponsored programs nor is it necessarily limited to sponsored research, since internally supported research programs, if separately budgeted, would be included in this category. Expenses for departmental research that are separately budgeted are included in this category. However, the research category does not include expenses for departmental research that are not separately budgeted. Such expenses are included in the instructional category.
 - 12100 Individual or Project Research
 - This sub-function includes expenses for research activities that are managed within academic departments.
 - 12110 Research (Cost Sharing)
 - This sub-function is used to track and report cost sharing to various federal agencies and to be able to identify those expenses when preparing the Facilities and Administrative rate proposal.
 - 12200 Institutes and Research Centers
 - This sub-function includes expenses for research activities that are part of a formal research organization created to manage a number of research efforts.
- 13xxx PUBLIC SERVICE
 - This function code shall include all expenditures for activities that are established primarily to provide non-instructional services to individuals and groups external to the Institution.
 - 13100 Community Services
 - This sub-function includes expenses for activities organized and carried out to provide general community services, excluding instructional activities.
 - 13110 Community Services (Cost Sharing)
 - This sub-function is used to track and report cost sharing to various federal agencies and to be able to identify those expenses when preparing the Facilities and Administrative rate proposal.
 - 13200 Cooperative Extension Services
 - This sub-function includes expenses for non-instructional public service activities established as the result of cooperative extension efforts between the institution and outside agencies.
 - 13300 Public Broadcasting Services
 - The sub-function includes expenses for operation and maintenance of broadcasting services operated outside the context of the institution's instruction, research, and academic support programs.
- 14xxx ACADEMIC SUPPORT
 - This function code shall include those funds expended primarily to provide support services for the institution's primary missions: instruction, research, and public service.
 - 14100 Libraries
 - This sub-function includes expenses for organized activities that directly support the operation of a catalogued or otherwise classified collection.
 - 14200 Museums and Galleries
 - This sub-function includes expenses for organized activities that provide for the collection, preservation, and exhibition of historical materials, art objects, scientific displays, etc.
 - 14300 Educational Media Services
 - This sub-function includes expenses for organized activities providing audiovisual and other services that aid in the transmission of information in support of the institution's instruction, research, and public service programs.
 - 14400 Academic Computing Support
 - This sub-function includes expenses for formally organized and/or separately budgeted academic support information technology.
 - 14500 Ancillary Support
 - This sub-function includes expenses for organized activities that provide support services to the three primary programs of instruction, research, and public service, but are not appropriately classified in the previous subcategories.
 - 14600 Academic Administration

- This sub-function includes expenses for activities specifically designed and carried out to provide administrative and management support to the academic programs.
 - 14700 Academic Personnel Development
 - This sub-function includes expenses for activities that provide the faculty with opportunities for personal and professional growth and development to the extent that such activities are formally organized and/or separately budgeted.
 - 14800 Course and Curriculum Development
 - This sub-function includes expenses for activities established either to significantly improve or to add to the institution's instructional offerings, but only to the extent that such activities are formally organized and/or separately budgeted.
 - 15xxx STUDENT SERVICES
 - This function shall include funds expended for all those activities whose primary purpose is to contribute to the physical, social, and cultural welfare of students.
 - 15100 Student Services Administration
 - This sub-function includes expenses for organized administrative activities that provide assistance and support (excluding academic support) to the students.
 - 15200 Social and Cultural Development
 - This sub-function includes expenses for organized activities that provide for students' social and cultural development outside the formal academic program.
 - 15300 Counseling and Career Guidance
 - This sub-function includes expenses for formally organized placement, career guidance, and personal counseling services for students.
 - 15400 Financial Aid Administration
 - This sub-function includes expenses for activities that provide financial aid services and assistance to students.
 - 15500 Student Admissions
 - This sub-function includes expenses for activities related to the identification of prospective students, the promotion of attendance at the institution, and the processing of applications for admission.
 - 15600 Student Records/Registrar
 - This sub-function includes expenses for activities to maintain, handle and update records for students.
 - 15700 Student Health Services (when not an Auxiliary Enterprises operation)
 - This sub-function includes expenses for organized student health services that are not self-supporting. Health services that are self-supporting are reported as auxiliary enterprises.
 - 15900 Student Activities Program
 - This sub-function includes expenses of the Student Activities Program.
 - 15910 Intramural Athletics
 - This sub-function includes expenses for support of intramural sports.
 - 15920 Social and Entertainment Activities
 - This sub-function includes expenses for support of Student Social and Entertainment Activities.
 - 15930 Student Government
 - This sub-function includes expenses for support of Student Government Programs.
 - 15940 Student Publications
 - This sub-function includes expenses for Student Publications.
 - 15990 Other Student Services
 - This sub-function includes expenses that cannot be logically categorized in any other Student Services function.
 - 16xxx INSTITUTIONAL SUPPORT
 - This function shall include expenditures that provide activities whose primary purpose is general operational support of the institution.
 - 16100 Executive Management
 - This sub-function includes expenses for all central, executive-level activities concerned with management and long-range planning for the entire institution.
 - 16200 Fiscal Operations
 - This sub-function includes expenses for operations related to fiscal control and investments.
 - 16300 General Administration and Logistical Services
 - This sub-function includes expenses for activities related to general administrative operations and services.
 - 16400 Administrative Computing Support
 - This sub-function includes expenses for formally organized and/or separately budgeted administrative information technology.
 - 16500 Public Relations
 - This sub-function includes expenses for activities to maintain relations with the community, alumni, or other constituents.
 - 16600 Development
 - This sub-function includes expenses to conduct activities related to institution-wide development and fund raising.
 - 16700 General Institutional
 - This sub-function includes expenses that cannot be logically categorized in any other Institutional Support function.
 - 17xxx PLANT OPERATIONS & MAINTENANCE
 - This function shall include all expenditures of funds for the operation, maintenance, and procurement of assets of the educational plant.
 - 17100 Physical Plant Administration
 - This sub-function includes expenses for administrative activities that directly support physical plant operations.
 - 17200 Building Maintenance
 - This sub-function includes expenses for activities related to routine repair and maintenance of buildings.
 - 17300 Custodial Services
 - This sub-function includes expenses related to custodial services in buildings.
 - 17400 Utilities
 - This sub-function includes expenses related to heating, cooling, light and power, gas, water, and any other utilities.
 - 17500 Landscape and Grounds Maintenance
 - This sub-function includes expenses related to the operation and maintenance of landscape and grounds.
 - 17600 Plant Funds
 - This sub-function shall include expenditures in the context of Plant Funds as indicated below:
 - 17610 Land

- This sub-function shall include those funds expended to purchase land, including incidental costs such as appraisal fees, title fees, legal fees, surveys, razing dilapidated structures, etc.
- 17620 Buildings
- This sub-function shall include those funds expended to purchase buildings, or to provide major additions and renovations.
- 17630 Improvements – Non-Buildings
 - This sub-function shall include those funds expended for various land improvements and for other campus installations not properly classified as buildings. Examples would be landscaping, walkways, roadways, parking lots, markers, utility installations, etc.
- 17640 Library Collections
 - This sub-function shall include those funds expended to purchase books, periodicals, microfilm, micro cards, catalog cards, and other material making up the collection of resource material maintained in a library.
- 17650 Equipment
 - This sub-function shall include expenditures for items of material value and of long enough life to be classified as equipment. See the definition of equipment in Section 2.9.4 on page 92.
- 17660 Construction Work in Progress
 - This sub-function shall include expenditures for construction projects that will become a capitalizable asset(s) when completed.
- 17670 Expenditures - Non Capitalized
 - This sub-function shall include those expenditures that have been funded in the context of Plant Funds, but do not meet the definition of “capital expenditures.”
- 17680 Authority Lease Rentals
 - This sub-function shall include funds expended in payment of Authority Lease Rentals.
- 17800 Safety and Security
 - This sub-function shall include funds expended in payment of safety and security expenditures.
- 18xxx SCHOLARSHIPS AND FELLOWSHIPS
 - This function includes expenditures of funds provided for outright grants and stipends to students enrolled in credit or non-credit courses. This function shall be used except where another function more appropriately describes the cost, such as Athletic Scholarships that should be classified in Auxiliary Enterprises using function 28xxx Athletics.
 - 18100 Scholarships
 - This sub-function includes grants-in-aid, trainee stipends, tuition and fee waivers, and prizes to undergraduate students.
 - 18200 Fellowships
 - This sub-function includes grants-in-aid and trainee stipends to graduate students. It does not include funds for which services to the institution must be rendered, such as payments for teaching.
- 19xxx TRANSFERS
 - 19100 Mandatory Transfers
 - This sub-function includes transfers that are mandated by an external entity, such as the Federal government.
 - 19200 Non-Mandatory Transfers
 - This sub-function includes transfers that are not mandated by an external entity.

Function and Sub-Function Codes for the Auxiliary Enterprises Fund Group

- An auxiliary enterprise exists to furnish goods or services to students, faculty, staff, other institutional departments, or incidentally to the general public, and charges a fee directly related to, although not necessarily equal to, the cost of the goods or services. Auxiliary enterprises are managed as essentially self-supporting activities. These functional codes are provided for the proper classification within the Auxiliary Enterprises Fund Group. The sub-functions, and appropriate codes, are as follows: Note: R & R denotes Reserve for Renewal and Replacement.
- 2xxxx AUXILIARY ENTERPRISES
- 21xxx HOUSING
 - This function includes expenditures of funds for institution-owned housing.
 - 21100 Student Housing
 - This sub-function includes expenditures of funds for providing housing for students.
 - 21199 Student Housing (R & R)
 - This sub-function is used to classify renovation and repair projects within the Student Housing function.
 - 21200 Faculty and Staff Housing
 - This sub-function includes expenditures of funds for providing housing for Faculty and Staff.
 - 21299 Faculty and Staff Housing (R & R)
 - This sub-function is used to classify renovation and repair projects within the Faculty and Staff Housing function.
- 22xxx FOOD SERVICES
 - This function shall include those funds expended to provide food service to students, faculty, and staff.
 - 22100 Cafeteria
 - This sub-function shall include those funds expended to provide cafeteria food service to students, faculty, and staff.
 - 22199 Cafeteria (R & R)
 - This sub-function is used to classify renovation and repair projects within the Cafeteria function.
 - 22200 Snack Bars
 - This sub-function shall include those funds expended to provide snack bar food service to students, faculty, and staff.
 - 22299 Snack Bars (R & R)
 - This sub-function is used to classify renovation and repair projects within the Snack Bar function.
- 23xxx STORES AND SHOPS
 - 23100 Stores and Shops
 - This sub-function shall include those funds expended to provide for the operation stores and shops such as bookstores, gift shops, uniform stores, etc.
 - 23199 Stores and Shops (R & R)
 - This sub-function is used to classify renovation and repair projects within the Stores and Shops function.
- 24xxx HEALTH SERVICES (When not a Student Services Operation)
 - 24100 Health Services
 - This sub-function shall include those funds expended to provide for the operation of clinics and other health services.
 - 24199 Health Services (R & R)
 - This sub-function is used to classify renovation and repair projects within the Health Services function.

- 25xxx TRANSPORTATION AND PARKING
 - This function shall include those funds expended to provide for the operation of campus transportation and parking.
 - 25100 Campus Transportation
 - This sub-function shall include those funds expended to provide for the operation campus transportation systems.
 - 25199 Campus Transportation (R & R)
 - This sub-function is used to classify renovation and repair projects within the Campus Transportation function.
 - 25200 Campus Parking
 - This sub-function shall include those funds expended to provide for the operation of campus parking.
 - 25299 Campus Parking (R & R)
 - This sub-function is used to classify renovation and repair projects within the Campus Parking function.
- 26xxx AUXILIARY PLANT OPERATIONS
 - 26100 Ops & Maint-Auxiliary Plant
 - 26199 Ops & Maint-Auxiliary Plant (R & R)
- 27xxx OTHER ORGANIZATIONS
 - 27100 Other Service Units
 - This sub-function shall include those funds expended that cannot be logically categorized in any other defined function.
 - 27199 Other Service Units (R & R)
 - This sub-function is used to classify renovation and repair projects within the Other Service Units function.
- 28xxx ATHLETICS
 - 28100 Intercollegiate Athletics
 - This sub-function shall include those funds expended to provide for the operation of an intercollegiate athletics program.
 - 28199 Intercollegiate Athletics (R & R)
 - This function is used to classify renovation and repair projects within the Intercollegiate Athletics function.
- 29xxx TRANSFERS – AUXILIARY ENTERPRISES
 - 29100 Mandatory Transfers
 - This sub-function is used in Auxiliary Enterprises to classify transfers mandated by an external entity, such as the Federal Government.
 - 29200 Non-Mandatory Transfers
 - This sub-function is used in Auxiliary Enterprises to classify transfers not mandated by an external entity
- 32xxx PATIENT CARE
 - 32000 PATIENT CARE
 - This function shall include those funds expended for Patient Care in a hospital operated by the institution. It is not intended for use for student health services.

FUNDING SOURCE CODE

- General Operations (1xxxx)
 - This source of funding indicates that the funding came from State Appropriations, Student Fees, or other general revenues. Note that this does not include revenues from Departmental Sales and Services and from Sponsored Operations. The sub-functions, and appropriate codes, are as follows:
 - 11xxx GENERAL OPERATIONS - GENERAL
 - 11000 General Operations – General
 - 11510 General Operations – Special Purpose – RPG
 - 11520 General Operations – Special Purpose – Nursing Instruction
 - 1198x Fees Undergraduate
 - 11981 Fees Fall Semester – Undergraduate (Revenue coding only)
 - 11982 Fee Waivers Fall Semester-Undergraduate (Revenue coding only)
 - 11983 Fees Spring Semester – Undergraduate (Revenue coding only)
 - 11984 Fee Waivers Spring Semester – Undergraduate (Revenue coding only)
 - 11985 Fees Summer Semester – Undergraduate (Revenue coding only)
 - 11986 Fee Waivers Summer – Undergraduate (Revenue coding only)
 - 1199x Fees Graduate
 - 11991 Fees Fall Semester – Graduate (Revenue coding only)
 - 11992 Fee Waivers Fall Semester – Graduate (Revenue coding only)
 - 11993 Fees Spring Semester – Graduate (Revenue coding only)
 - 11994 Fee Waivers Spring Semester – Graduate (Revenue coding only)
 - 11995 Fees Summer – Graduate (Revenue coding only)
 - 11996 Fee Waivers – Graduate (Revenue coding only)
 - 12xxx GENERAL OPERATIONS – RESEARCH CONSORTIUM
 - Research Consortium codes will be assigned, as needed, by the Regents Budget Office.
 - 12100 Georgia Research Alliance
 - 12101 Georgia Research Alliance – Tobacco Funds
 - 12102 Traditional Industries Program
 - 12103 Georgia Environmental Partnership
 - 12104 Yamacraw
 - 12105 Tobacco Funds
 - 12106 UGA – Biorefinery
 - 12107 Georgia Research Alliance – Eminent Scholar
 - 12108 Georgia Research Alliance – Innovation Fund
- 13xxx GENERAL OPERATIONS – SPECIAL INITIATIVE PROGRAMS
 - Special Initiative codes will be assigned, as needed, by the Regents Budget Office.
 - 13100 Graduate Initiatives
 - 13101 ICAPP
 - 13102 SW Georgia Consortium
 - 13103 Eminent Scholar
 - 13104 Nurse Anesthetist
 - 13105 Regional Engineering (GTREP)
 - 13106 Hispanic Program Initiative
 - 13107 Historically Black Colleges & Universities
 - 13108 GALILEO
 - 13109 UGA-MCG
 - 13110 Accountability Plus
 - 13111 CEISMC
 - 13112 CDEP-Fort Valley State
 - 13113 IT Program-Georgia Southern
 - 13114 Match for Federal Grant for Mentor Teachers
 - 13115 Mission related Initiatives
 - 13116 Social Studies Curriculum
 - 13117 Medical College of Georgia-Mission Related
 - 13120 Education Go Get It!
 - 13121 GAMES
 - 13122 Griffin Extension Teaching
 - 13123 Medical College of Georgia-Mission Related-Tobacco
 - 13124 Georgia Leadership Institute
 - 13200 Partners in Success (P-16)
 - 13201 PREP
 - 13202 PREP Mentoring
 - 13203 Teacher PREP
 - 13204 Ph.D. in Education
 - 13300 Prior Year Salary Increases & Annualizers
 - 13304 ICAPP Health Professions
 - 13306 Water Policy Research

- 13307 Enhancing Access
 - 13308 SREB Minority Doctoral Scholars Program
 - 13309 Leadership Mission-North Georgia College
 - 14xxx GENERAL OPERATIONS – LOTTERY FUNDS
 - Lottery Funds codes will be assigned, as needed, by the Regents Budget Office.
 - 14100 Advanced Learning Technology
 - 14101 Connecting Students & Services
 - 14102 GALILEO
 - 14103 Partners in Success (P-16)
 - 14104 Internet Connectivity
 - 14105 ETACT
 - 15000 DOAS INDIRECT FUNDING
 - This source of funding is used in those years where a portion of the Institution’s State Appropriation has been funded directly to the Department of Administrative Services (DOAS) for operation of the statewide communications system. As telecommunications bills are received that are to be offset by this unique state appropriation, the journal entry to recognize the revenue and expenses will debit the appropriate expense account(s) and will credit revenue using this “15000 DOAS Indirect Funding” source.
 - 16000 MAJOR REPAIR AND REHABILITATION FUNDS
 - This source of funding is used to classify State Appropriations that are made for major repairs and rehabilitations.
 - 16500 GEORGIA STATE FINANCE AND INVESTMENT COMMISSIONS (GSFIC) FUNDS
 - This source of funding is used to classify funds received from GSFIC from the sale of general obligation bonds. These funds are reimbursement for expenditures made by the institution for major repair and rehabilitation. The reimbursement is treated as gift revenue.
 - 17000 GOVERNOR’S EMERGENCY FUND
 - This source of funding is used to classify State Appropriations that are made from the governor’s emergency fund.
 - 18000 LOAN FUND OPERATIONS
 - This source of funding is used for revenues and expenditures of Loan Funds to facilitate reporting.*
 - *Note: Institutions utilizing the GeorgiaFIRST model of the PeopleSoft Financials software should use this code in the GAAP Ledger only.*
 - 19000 QUASI REVENUE (NOT DSS)
 - This source of funding is used for Quasi Revenue not associated with Department Sales and Services.
- Continuing Education
 - 40000 CONTINUING EDUCATION
 - This source of funding is used to classify both revenues and expenditures associated with providing continuous education programs, including continuous education program fees and sales support program costs.
- Departmental Sales and Services
 - 41xxx DEPARTMENTAL SALES AND SERVICES
 - This source of funding is used to classify both revenues and expenditures for sales and services operations that are supported by sales or fees collected for services on a self-supporting basis. Departmental Sales and Services operations are not normally supported by state appropriations.
 - 41100 Departmental Sales and Services – General
 - 41200 Departmental Sales and Services – Community Education
 - 41300 Departmental Sales and Services – Public Services
 - 41400 Departmental Sales and Services – Computer Operations
 - 41500 Departmental Sales and Services – Other
 - 41900 Departmental Sales and Services – Quasi-Revenues from Distribution of Cost
 - 42xxx AUXILIARY ENTERPRISES
 - These are sources of funding for use within the Auxiliary Enterprise Fund Group (Fund 12000).
 - 42100 Auxiliary Enterprises – Institution Operated
 - 42181 Fees Fall Semester – Undergraduate (Revenue coding only)
 - 42182 Fee Waivers Fall Semester – Undergraduate (Revenue coding only)
 - 42183 Fees Spring Semester – Undergraduate (Revenue coding only)
 - 42184 Fee Waivers Spring Semester – Undergraduate (Revenue coding only)
 - 42185 Fees Summer Semester – Undergraduate (Revenue coding only)
 - 42186 Fee Waivers Summer – Undergraduate (Revenue coding only)
 - 42191 Fees Fall Semester – Graduate (Revenue coding only)
 - 42192 Fee Waivers Fall Semester – Graduate (Revenue coding only)
 - 42193 Fees Spring Semester – Graduate (Revenue coding only)
 - 42194 Fee Waivers Spring Semester – Graduate (Revenue coding only)
 - 42195 Fees Summer Semester – Graduate (Revenue coding only)
 - 42196 Fee Waivers Summer – Graduate (Revenue coding only)
 - 42200 Auxiliary Enterprises – Contracted Operations
 - 42281 Fees Fall Semester – Undergraduate (Revenue coding only)
 - 42282 Fee Waivers Fall Semester – Undergraduate (Revenue coding only)
 - 42283 Fees Spring Semester – Undergraduate (Revenue coding only)
 - 42284 Fee Waivers Spring Semester – Undergraduate (Revenue coding only)
 - 42285 Fees Summer Semester – Undergraduate (Revenue coding only)
 - 42286 Fee Waivers Summer – Undergraduate (Revenue coding only)
 - 42291 Fees Fall Semester – Graduate (Revenue coding only)

- 42292 Fee Waivers Fall Semester – Graduate (Revenue coding only)
- 42293 Fees Spring Semester – Graduate (Revenue coding only)
- 42294 Fee Waivers Spring Semester – Graduate (Revenue coding only)
- 42295 Fees Summer Semester – Graduate (Revenue coding only)
- 42296 Fee Waivers Summer – Graduate (Revenue coding only)
- 43000 Departmental Sales and Services – Athletics
- 43981 Fees Fall Semester – Undergraduate (Revenue coding only)
- 43982 Fee Waivers Fall Semester – Undergraduate (Revenue coding only)
- 43983 Fees Spring Semester – Undergraduate (Revenue coding only)
- 43984 Fee Waivers Spring Semester – Undergraduate (Revenue coding only)
- 43985 Fees Summer Semester – Undergraduate (Revenue coding only)
- 43986 Fee Waivers Summer – Undergraduate (Revenue coding only)
- 43991 Fees Fall Semester – Graduate (Revenue coding only)
- 43992 Fee Waivers Fall Semester – Graduate (Revenue coding only)
- 43993 Fees Spring Semester – Graduate (Revenue coding only)
- 43994 Fee Waivers Spring Semester – Graduate (Revenue coding only)
- 43995 Fees Summer Semester – Graduate (Revenue coding only)
- 43996 Fee Waivers Summer – Graduate (Revenue coding only)
- Sponsored Operations
 - 6xxxx SPONSORED OPERATIONS
 - This source of funding is used to classify both revenues and expenditures within sponsored operations.
 - 61xxx SPONSORED OPERATIONS – FEDERAL GOVERNMENT
 - This source of funding is used to classify both revenues and expenditures within sponsored operations funded by the Federal Government. Further breakdowns of the 61xxx code may be utilized as needed by the institutions.
 - 62xxx SPONSORED OPERATIONS – STATE GOVERNMENT
 - This source of funding is used to classify both revenues and expenditures within sponsored operations funded by state government. Further breakdowns of the 62xxx code may be utilized as needed by the institutions.
 - 63xxx SPONSORED OPERATIONS – LOCAL GOVERNMENT
 - This source of funding is used to classify both revenues and expenditures within sponsored operations funded by local government. Further breakdowns of the 63xxx code may be utilized as needed by the institutions.
 - 64xxx SPONSORED OPERATIONS – PRIVATE GOVERNMENT
 - This source of funding is used to classify both revenues and expenditures within sponsored operations funded by private sources. Further breakdowns of the 64xxx code may be utilized as needed by the institutions.
 - 65xxx SPONSORED OPERATIONS – ENDOWMENT
 - This source of funding is used to classify both revenues and expenditures within sponsored operations funded by endowments. Further breakdowns of the 65xxx code may be utilized as needed by the institutions.
- Federal Stimulus Funds
 - FS010 FEDERAL STIMULUS
 - This source of funding will be used for all Federal Stimulus funds received through the State Appropriation process, as well as Federal Stimulus funds received as Restricted Funds/Grants, starting in FY 2010.
 - FS011 FEDERAL STIMULUS
 - This source of funding will be used for all Federal Stimulus funds received through the State Appropriation process, as well as Federal Stimulus funds received as Restricted Funds/Grants, starting in FY 2011.
 - FSE10 FEDERAL STIMULUS-Energy Grnts-FY10
 - This source of funding will be used for all Federal Stimulus funds received through the State Appropriation process, as well as Federal Stimulus funds received as Restricted Funds/Grants, starting in FY 2010.
 - FSE11 FEDERAL STIMULUS Energy-Grnts-FY11
 - This source of funding will be used for all Federal Stimulus funds received through the State Appropriation process, as well as Federal Stimulus funds received as Restricted Funds/Grants, starting in FY 2011.

DEPARTMENT

Department is designated by a seven digit numeric code.

This classification is used to denote the identity of an operating unit or budget unit. The role of Department numbering shall be that of identifying organizational structure. Each institution shall develop a system of departments that will properly embrace its organization. In all instances these digits will be assigned by the institution. There is no attempt within the University System of Georgia to standardize or control department identification. Due to differing sizes and organizational structures of the various institutions, it would not be possible to have standardized department numbers.

Dept	Acct	Fund	Description	M-Code	Detail Code
A000001	241101	60000	Des Fds/Senior Class	M352	
A000002	241102	60000	Des Fds/COBA Advisory Board	M026	8A64
A000003	241103	60000	Des Fds/Library Deposits		
A000004	241104	60000	Des Fds/Student Deposits		
A000005	241105	60000	Des Fds/Rad St Fdraising	M094	
A000006	241106	60000	Des Fds/SSU Honors Program		
A000007	241107	60000	Des Fds/Press Institute	M049	
A000008	241108	60000	Des Fds/Student Leadership	M841	
A000009	241109	60000	Des Fds/Alcohol & Drug Ed		
A000010	241110	60000	Des Fds/Ssu Quiz Bowl Team		
A000011	241111	60000	Des Fds/Indo Us Cultural		
A000012	241112	60000	Des Fds/Engineers Fac Club	M274	
A000013	241113	60000	Des Fds/Pei-Ling Char Trust		
A000014	241114	60000	Des Fds/Residents Hall Assn		
A000015	241115	60000	Des Fds/Ssunaa Class Of 75		8A54
A000016	241116	60000	Des Fds/Reunion Class 1950		
A000017	241117	60000	Des Fds/Ctr for Acadmc Success	M027	
A000018	241118	60000	Des Fds/Hill Hall Restoratn		
A000019	241119	60000	Des Fds/Acad & Grad Student		
A000020	241120	60000	Des Fds/Phys Plnt Emp Recog	M791	
A000021	241121	60000	Des Fds/Baseball Fndraising	M349	
A000022	241122	60000	Des Fds/Admin Comm Grad Wk	M008	
A000023	241123	60000	Des Fds/Variety Entertainment		
A000024	241124	60000	Des Fds/China Study Abroad	M207	8A63
A000025	241125	60000	Des Fds/Annual Giving	M013	8B25
A000026	241126	60000	Des Fds/Office Of Std Fac		
A000027	241127	60000	Des Fds/Alumni Reunion	M121	
A000028	241128	60000	Des Fds/SSU NROTC Alumni	M035	
A000029	241129	60000	Des Fds/Cost Initiative		
A000030	241130	60000	Des Fds/SSU Dance Ens		
A000031	241131	60000	Des Fds/Pi Alpha Alpha	M251	
A000032	241132	60000	Des Fds/Mass Communications	M292	
A000033	241133	60000	Des Fds/Presidents Outreach	M109	8926
A000034	241134	60000	Des Fds/Facilities Rental		
A000035	241135	60000	Des Fds/SSU Accounting Assoc	M217	
A000036	241136	60000	Des Fds/Athletic Admin Supp	M250	
A000037	241137	60000	Des Fds/Ssu Track & Field	M005	
A000038	241138	60000	Des Fds/Environmental Club		

A000039	241139	60000	Des Fds/Marine Biology Club	M362	
A000040	241140	60000	Des Fds/Marine Science Fund	M188	
A000041	241141	60000	Des Fds/SSU Pre-Law Club		
A000042	241142	60000	Des Fds/M E B R		
A000043	241143	60000	Des Fds/Band Jamboree	M249	
A000044	241144	60000	Des Fds/SSU/Ghana Linkage	M208	
A000045	241145	60000	Des Fds/Office Of Std Union	M299/M320	
A000046	241146	60000	Des Fds/Regnts Cncil-Africa		
A000047	241147	60000	Des Fds/Ghana Study Abroad	M301	
A000048	241148	60000	Des Fds/Prep Program		
A000049	241149	60000	Des Fds/Homecoming Activity	M197	
A000050	241150	60000	Des Fds/Cheerleader Camp		
A000051	241151	60000	Des Fds/Committee Of 1000		
A000052	241152	60000	Des Fds/Learning Supp-P16	M417	
A000053	241153	60000	Des Fds/Tom Joyner Fdtn		
A000054	241154	60000	Des Fds/Class Of 2002		
A000055	241155	60000	Des Fds/Class Reunion		
A000056	241156	60000	Des Fds/Cost Recruiting		
A000057	241157	60000	Des Fds/Educ Talent Search		
A000058	241158	60000	Des Fds/Fiscal Affairs	M512	
A000059	241159	60000	Des Fds/Academic Affairs Su	M154	
A000060	241160	60000	Des Fds/Callaway Prof Fund		
A000061	241161	60000	Des Fds/Insurance Clearing		
A000062	241162	60000	Des Fds/W W Law Banquet	M014	
A000063	241163	60000	Des Fds/Aahe Recrtmnt Fair		
A000064	241164	60000	Des Fds/Class Of 76 Reunion		
A000065	241165	60000	Des Fds/Hill Hall Gala	M009	
A000066	241166	60000	Des Fds/Black Caucus		
A000067	241167	60000	Des Fds/Business Svcs Acty		
A000068	241168	60000	Des Fds/Panacea Fund		
A000069	241169	60000	Des Fds/Pfb Coba Program		
A000070	241170	60000	Des Fds/Alumni Support		
A000071	241171	60000	Des Fds/Cgu Career Fair	M003	
A000072	241172	60000	Des Fds/COBA CTC Program		
A000073	241173	60000	Des Fds/College-Sci & Tech		
A000074	241174	60000	Des Fds/D Inyang Mem Proj		
A000075	241175	60000	Des Fds/Marine Biology Club		
A000076	241176	60000	Des Fds/Aa/Eeo Fall Meeting		
A000077	241177	60000	Des Fds/Class Of 48 Reunion		
A000078	241178	60000	Des Fds/Support Staff Day	M010	
A000079	241179	60000	Des Fds/Black Heritage Fest	M062	
A000080	241180	60000	Des Fds/Holding Clearing Act		
A000081	241181	60000	Des Fds/Band Campaign	M131	8A53
A000082	241182	60000	Des Fds/Upward Bound Sunshine	M311	
A000083	241183	60000	Des Fds/Humanities		
A000084	241184	60000	Des Fds/Admission Off Recruit	M716	
A000085	241185	60000	Des Fds/Continuing Education		

A000086	241186	60000	Des Fds/Phi Beta Lambda	M174	
A000087	241187	60000	Des Fds/CLASS Activities	M007	
A000088	241188	60000	Des Fds/AITP	M267	
A000089	241189	60000	Des Fds/Natl Asso Black Acctnt	M363	8A80
A000090	241190	60000	Des Fds/Beta Beta Beta Natnl	M001	
A000091	241191	60000	Des Fds/ACA Advise/Mentor Pr	M025	
A000092	241192	60000	Des Fds/Residential Lvng Assoc	M064	
A000093	241193	60000	Des Fds/Athletic Scholarships	M126	8510
A000094	241194	60000	Des Fds/BOR ACBAME	M263	
A000095	241195	60000	Des Fds/MES	M306	
A000096	241196	60000	Des Fds/Library Fund		
A000097	241197	60000	Des Fds/SSU License Plate	M152	
A000098	241198	60000	Des Fds/Intl Ed Ctr	M239	
A000099	241199	60000	Des Fds/Carribbean Study Abroad	M236/M286	
A000200	241200	60000	Des Fds/Society for Adv Mgnt	M271	
A000201	241201	60000	Des Fds/Public Administration	M521	
A000202	241202	60000	Des Fds/SSU Concert Choir	M279	
A000203	241203	60000	Des Fds/NROTC-Remer Lane Fdtn	M280	
A000204	241204	60000	Des Fds/Academic Affairs Lectu		
A000205	241205	60000	Des Fds/Comptroller's Office	M304	
A000206	241100	60000	Agency - Funds Held for Others		
A000206	241206	60000	Des Fds/Music & Arts Summer Ac	M303	
A000207	241207	60000	Des Fds/SSU Tiger Golf	M318	
A000208	241208	60000	Des Fds/Graduate Recruitment	M338/M348	
A000209	241209	60000	Des Fds/YMTF	M340	
A000210	241210	60000	Des Fds/Men's Basketball	M346/M599	
A000211	241211	60000	Des Fds/Sadie Lewis	M184	
A000212	241212	60000	Des Fds/D C & Beyond	M372	
A000213	241213	60000	Des Sch/Erma Jean Mobley		
A000214	241214	60000	Des Fds/Social Work		
A000215	241215	60000	Des Fds/Model United Nations	M400	
A000216	241216	60000	Des fds/Players By the Sea	M072/M409	
A000217	241217	60000	Des fds/COST Development 05	M434	
A000218	241218	60000	Des fds/Amer Religion & Litera	M750	
A000219	241219	60000	Des fds/Occasions Galore	M455	
A000220	241220	60000	Des Fds/Black Caucus Leadershi		
A000221	241221	60000	Des Fds/Seeing Is Believing	M481	
A000222	241222	60000	Des Fds/115 Yrs of Legacy SSU	M457	
A000223	241223	60000	Des Fds/HBCU Fclty Dvlpmnt Sym	M480	
A000224	241224	60000	Des Fds/SSU Volleyball	M517	
A000225	241225	60000	Des Fds/Hlday Cncrt COBA-2005	M482	
A000226	241226	60000	Des Fds/Org for Model African	M478	
A000227	241227	60000	Des Fds/Mock Trial Association	M477	
A000228	241228	60000	Des Fds/Aliotte Book Schol Fnd		
A000229	241229	60000	Des Fds/SSU NROTC Midshipman		
A000230	241230	60000	Des fds/Institutional Friend		
A000231	241231	60000	Des Fds/NASAP	M519	

A000232	241232	60000	Des Fds/Thousand Tiger	M519/M527	
A000233	241233	60000	Des Fds/Brazil Study Abroad	M529	
A000234	241234	60000	Sophia/Sankofa Wisdom Org. Fun		
A000235	241235	60000	Des Fds/U R the Difference	M572	8B09
A000236	241236	60000	Des Fds/Liberal Arts Supp Fund	M565	
A000237	241237	60000	Des Fds/SSU Band Scholarship	M053/M360	8835
A000238	241238	60000	Des Fds/Marine Science Civic	M595	
A000239	241239	60000	Des Fds/ SSU SAACS		
A000240	241240	60000	DesFds/Pub.Safety Sunshin Club	M566	
A000241	241241	60000	Des Fds/Alpha Kappa Mu Honor	M577	
A000242	241242	60000	Des Fds/Admissions Outreach	M578	
A000243	241243	60000	Des Fds/Samuel-Woersie Smith	M580	
A000244	241244	60000	Des Fds/Continuing Education	M593	
A000245	241245	60000	Des Fds/SSU 07 Tom Joyner Fdtn	M591	
A000246	241246	60000	Center for Bus. Res./Econ. Dev		
A000247	241247	60000	DesFds/Cpl. Mike Young Mem.	M596	
A000248	241248	60000	Des Fds/ Dr. C.E.&T.L.BrownEnd	M606	
A000249	241249	60000	Des Fds/Greater Impact	M612	
A000250	241250	60000	Des Fds/Caribbean Students Ass		
A000251	241251	60000	DesFds/Dance	M615	
A000252	241252	60000	Des Fds/SSU Football Kids Camp	M617	
A000253	241253	60000	Des Fds/Academic Affairs	M620	
A000254	241254	60000	Des Fds/SSU President Outreach	M622	
A000255	241255	60000	Des Fds/Alumni-Augusta Chapter	M682	8818
A000256	241256	60000	Des Fds/COBA Outreach	M721	8B64
A000257	241257	60000	Des Fds/Sophomore Class 07-08	M630	
A000258	241258	60000	Des Fds/Clergymen of Action	M633	8B12
A000259	241259	60000	Des Fds/GRHOTH 2007	M636	
A000260	241260	60000	Des Fds/Blannie Cartledge Jr.	M641	
A000261	241261	60000	Des Fds/Black Students Mission	M648	
A000262	241262	60000	DesFds/SBS Support Fund	M652	
A000263	241263	60000	Des Fds/Curtis V Cooper	M656	
A000264	241264	60000	Des Fds/SSU Scholarship Gala	M753	
A000265	241265	60000	Des Fds/Delta Nu Collegiate	M659	
A000266	241266	60000	Des Fds/Egypt Study Abroad	M673	
A000267	241267	60000	Des Fds/Davenport Era Football	M661	
A000268	241268	60000	Des Fds/Savh Business League	M662	
A000269	241269	60000	Des Fds/SSU Women's Basketball	M675	8B55
A000270	241270	60000	Des Fds/GEAR UP Adv Bd	M676	
A000271	241271	60000	Des Fds/SSU Mem Brick Campaign	M704	
A000272	241272	60000	Des Fds/SSU Light the Night	M707	
A000273	241273	60000	Des Fds/ Orange and Blue Club	M708	8B65
A000274	241274	60000	Des Fds/Gertrude Green	M710	
A000275	241275	60000	Des Fds/PSLSAMP Conference 08	M724	
A000276	241276	60000	Des Fds/SSU Class of 1957	M779	
A000277	241277	60000	Des Fds/SSU Class of 1956		
A000278	241278	60000	Des Fds/Liberty Mutual Fund	M728	

A000279	241279	60000	Des Fds/SSU Young Democrats	M732	
A000280	241280	60000	Des Fds/Jazz & Blues on Marsh	M733	
A000281	241281	60000	Des Fds/Costa Rica Study Abrd	M786	
A000282	241282	60000	Des Fds/Alt Spring Break	M740	
A000283	241283	60000	Des Fds/SAAC	M751	
A000284	241284	60000	Des Fds/Chemistry	M752	
A000285	241285	60000	Des Fds/Way of Real Discovery	M759	
A000286	241286	60000	Des Fds/Annual Fund-VPWA	M767	
A000287	241287	60000	Des Fds/NOAA CMER	M769	
A000288	241288	60000	DesFds/Laura McGraw Retirement	M775	
A000289	241289	60000	Des Fds/Africana Studies	M782	
A000290	241290	60000	Des Fds/Softball	M783	
A000291	241291	60000	Des Fds/SSU Cheerleading	M792	
A000292	241292	60000	Des Fds/Natl Ocean Sci Bowl	M793	
A000293	241293	60000	Des Fds/Tiger's Roar	M794	
A000294	241294	60000	Des Fds/Tiger Ambassadors	M796	
A000295	241295	60000	Des Fds/Annual Fund-COBA		
A000296	241296	60000	Des Fds/Annual Fund-CLASS		
A000297	241297	60000	Des Fds/Mass Comm Facilities	M800	
A000298	241298	60000	Des Fds/Homeland Security	M805	
A000299	241299	60000	Des Fds/Annual Fund-VPFA	M809	
A000300	241300	60000	Des Fds/Annual Fund-VPWA	M810	
A000301	241301	60000	Des Fds/Annual Fund-Univ Cnsl	M811	
A000302	241302	60000	Des Fds/Annual Fund-VPA	M812	
A000303	241303	60000	Des Fds/Annual Fund-COST	M813	
A000304	241304	60000	Des Fds/Annual Fund-VPAA	M814	
A000305	241305	60000	Des Fds/Golf Tournament	M820	
A000306	241306	60000	Des Fds/Liberal Arts	M821	
A000307	241307	60000	Des Fds/SSU Athl Hall of Fame	M847	
A000308	241308	60000	Des Fds/STEM Program	M864	
A000309	241309	60000	Des Fds/National Pan-Hellenic		
A000310	241310	60000	Des Fds/African Dance		
A000311	241311	60000	Des Fds/Army ROTC		
A000312	241312	60000	Des Fds/Commencement Revenue		
A000313	241313	60000	Des Fds/Behavior Analysis	M922	
A000314	241314	60000	Des Fds/Model African Uni Conf	M926	
A000315	241315	60000	Des Fds/Phi Alpha Delta		
A000318	241318	60000	Des Fds/ SIFE	M958	
A000319	241319	60000	Des Fds/ Lighthouse Project	M965	
A000320	241320	60000	Des Fds/Seed Funds	M977	
A000321	241321	60000	Des Fds/ HSEMSO	M979	
A000322	241322	60000	Des Fdc/Wesleyn Gospel Choir	M980	
A000323	241323	60000	Des Fds/Klassy Kitties Dance	M981	
A000324	241324	60000	Des Fds/COBA Student Travel Fund	M973	
A000325	241325	60000	Des Fds/ SSU NABJ	M974	
A000326	241326	60000	Des Fds/ PRSSA	M975	
A000327	241327	60000	Des Fds/ Ashley Johnson Fund	M976	

A000328	241328	60000	Des Fds/ ECHOS	M989	
A000329	241329	60000	Des Fds/ COST Women Engineers	M990	
A000330	241330	60000	Des Fds/ Student Development Men Creating Change	M995	
A000331	241331	60000	Des Fds/ MPA Program Fund	MA08	
A000332	241332	60000	Des Fds/ COBA E-Learning	MA09	
A000333	241333	60000	Des Fds/ Ralph Mark Gilbert Civil Rights Museum/ SSU Account	MA13	
A000334	241334	60000	Des Fds/ India Study Abroad	MA14	
A000335	241335	60000	Des Fds/ Canada Study Abroad	MA17	
A000336	241336	60000	Des Fds/ Tennis Account	MA24	
A000337	241337	60000	Des Fds/ Closing The Gap Fund	MA28	
A000338	241338	60000	Des Fds/ SOTE CIGNA Agency Fund	MA47	
A000339	241339	60000	Des Fds/ Otis J Brock	MA51	
A000340	241340	60000	Des Fds/ Veteran Affairs	MA52	
A000341	241341	60000	Des Fds/Championship Rings	MA71	
A000342	241342	60000	Des Fds/Athletics Marketing Club	MA72	
A000343	241343	60000	Des Fds/Sources of Strength	MA79	
A000344	241344	60000	Des Fds/Annual Fund 2 - VPUA		
A000345	241345	60000	Des Fds/ SSU NAACP Chp Unit # 58D4		
A000346	241346	60000	Des Fds/ Japan Study Abroad	MA95	
A000347	241347	60000	Des Fds/ Vietnam-Thailand Study Abroad	MA96	
A000348	241348	60000	Des Fds/ Puerto Rico Study Abroad	MA97	
A000349	241349	60000	Des Fds/ China - India Study Abroad	MA98	
A000350	241350	60000	Des Fed/ Spain Study Abroad	MA99	
A000351	241351	60000	Des Fds/ Get in the Know	MB01	
A000352	241352	60000	Des Fds/ SSU STEM 360	MB02	
A000353	241353	60000	Des Fds/Faculty Staff Capital Account		
A000354	241354	60000	Des Fds/Alpha Kappa Alpha - Gamma Upsilon Chapter		
A000355	241355	60000	Des Fds/G LIBER Center Account	MB17	
A000356	241356	60000	Des Fds/Academy Health	MB18	
A000357	241357	60000	Des Fds/Health & Wellness Account	MB19	
A000358	241358	60000	Des Fds/ Study Abroad Travel Funds	MB20	
A000359	241359	60000	Des Fds/COST Science Fair	MB21	
A000360	241360	60000	Des Fds/Student Support Services	MB31	
A000361	241361	60000	Des Fds/Student Athlete Academic Sevices (SAAS)	MB40	
A000362	241362	60000	Des Fds/SSU - Aids	MB41	
A000363	241363	60000	Des Fds/OSRA	MB42	
A000364	241364	60000	Des Fds/University Advancement - Suspense Account	MB43	
A000365	241365	60000	Des Fds/2013 TJMS School of the Month Campaign	MB44	
A000366	241366	60000	Des Fds/Pre - Alumni Council	MB45	
A000367	241367	60000	Des Fds/Presidents Initiative Fund	MB51	
	241368		Des Fds/Collegiate Black Men of SSU		

PROJECT INDICATOR

Federal Stimulus Energy Grants - ECMXXX

- The Project code that will be assigned to all Federal Stimulus Energy Grants awarded by the Georgia Environmental Facilities Authority (GEFA) will have ECM as the first three characters of the six-digit Project code, and the three-digit Record ID # assigned by the GEFA as the last three digits. For example, the Energy Optimization Project for Kennesaw State University will be assigned a Project code of ECM151.

ACCOUNT

General Ledger Accounts - Balance Sheet Accounts

General Ledger Accounts are used to identify balance sheet classifications, revenue classifications, or expenditure classifications. Balance Sheet accounts include Asset accounts, Liability accounts, and Net Assets and Reserves.

- **Asset Accounts (1xxxxx)**
 - Current Assets
 - 11xxxx CASH, CASH EQUIVALENTS, & SHORT TERM INVESTMENTS
 - 12xxxx RECEIVABLES
 - 13xxxx PREPAID ITEMS
 - 14xxxx INVENTORIES
 - Non-Current Assets
 - 15xxxx INVESTMENTS
 - 16xxxx INVESTMENT IN PLANT
- **Liability Accounts (2xxxxx)**
 - Current Liabilities
 - 21xxxx LIABILITIES - GENERAL
 - 22xxxx LIABILITIES - PAYROLL
 - 23xxxx LIABILITIES - PAYROLL - EMPLOYER MATCHING
 - 24xxxx LIABILITIES - FUNDS HELD FOR OTHERS
 - 25xxxx LIABILITIES - FUNDS FOR DESIGNATED SCHOLARSHIPS
 - 28xxxx LIABILITIES - COMPENSATED ABSENCES
 - Non-Current Liabilities
 - 29xxxx LIABILITIES - NON-CURRENT
- **Net Assets and Reserves (3xxxxx)**
 - 31xxxx NET ASSETS - INVESTMENT IN PLANT
 - 32xxxx NET ASSETS - ALLOCATED RESERVES (UNRESTRICTED)
 - 34xxxx NET ASSETS - UNALLOCATED SURPLUS (UNRESTRICTED)
 - 36xxxx NET ASSETS - PERMANENT ENDOWMENT (RESTRICTED - NON-EXPENDABLE)
 - 37xxxx NET ASSETS - ALLOCATED OTHER (RESTRICTED - EXPENDABLE)
 - 38xxxx RESERVES

General Ledger Accounts - Revenue Accounts

- **Operating Revenues (40xxxx - 47xxxx)**
 - 40xxxx STUDENT FEES
 - 41xxxx APPROPRIATIONS
 - 42xxxx GRANTS AND CONTRACTS
 - 43xxxx LOAN REVENUES
 - 44xxxx - 45xxxx SALES AND SERVICES
 - 46xxxx SALES & SERVICES OF HOSPITALS
 - Revenue received from fees charged for services and from sales of institution owned hospitals.
- **Other Miscellaneous Revenues**
 - 47xxxx
- **Non-Operating Revenues (48xxxx - 49xxxx)**
 - State Appropriations
 - Endowment Income
 - Gifts
 - Other Income

General Ledger Accounts - Expenditure Accounts

- **Personal Services (5xxxxx)**

Personal Services includes all expenditures for salaries and wages to all employees and persons in the employ of the various departments, boards, commissions, institutions, and other governmental units. Also includes the employer's share of payments for FICA, retirement, group insurance, or other employer payments for employee benefits.

 - Personal Services - Faculty (51xxxx)
 - 51xxxx PERSONAL SERVICES - FACULTY
 - Personal Services - Non Faculty (52xxxx)
 - 52xxxx PERSONAL SERVICES - NON FACULTY
 - Personal Services - Shared (53xxxx)
 - 53xxxx PERSONAL SERVICES - SHARED
 - Personal Services - Compensated Absences (54xxxx)
 - 54xxxx PERSONAL SERVICES - COMPENSATED ABSENCES
 - Personal Services - Fringe Benefits (55xxxx)
 - 55xxxx PERSONAL SERVICES - FRINGE BENEFITS
 - Personal Services - Other (56xxxx)
 - 56xxxx PERSONAL SERVICES - OTHER
 - Personal Services - Allocated (59xxxx)
 - 59xxxx PERSONAL SERVICES - ALLOCATED
- **Travel (6xxxxx)**
 - 6xxxxx
- **Operating Supplies & Expenses (7xxxxx)**
 - 7xxxxx
- **Equipment/Capital Outlay (8xxxxx)**
 - 8xxxxx
- **Transfers (9xxxxx)**

BUDGET PERIOD

Budget Period is the budget year in which revenues, expenses, and encumbrances originate. Budget period coincides with the State of Georgia fiscal year for budget basis accounting. Note that this is not the same as GAAP basis fiscal year.

- Period 01 – July
- Period 02 – August
- Period 03 – September
- Period 04 – October
- Period 05 – November
- Period 06 – December
- Period 07 – January
- Period 08 – February
- Period 09 – March
- Period 10 – April
- Period 11 – May
- Period 12 – June

ENCUMBRANCE POLICIES

The University System requires that all known obligations for the current fiscal year be encumbered unless the amount is considered not material.

PERSONAL SERVICES ENCUMBRANCES

By the end of September, each filled position must be properly encumbered in the financial records to reflect the remaining salary and fringe benefit expense amounts for the fiscal year. An accurate method of delivering encumbrance liquidation data into the financial records must be utilized after each payroll, so that only remaining salary and fringe benefit amounts remain encumbered.

Note: Fringe benefit amounts should be encumbered as accurately as possible/practical. Extra pay and/or overtime pay that were not previously encumbered should not provide an encumbrance liquidation transaction. If the extra pay/overtime pay was not encumbered, the payroll posting process should increase the appropriate expense without liquidating the encumbrance amount.

TRAVEL ENCUMBRANCES

When travel to be taken in a future fiscal year has been formally authorized and the amount is material (greater than \$500 per trip), the travel funds may be encumbered or paid and expensed in the current fiscal year for budgetary purposes. These expenses would normally be for travel and/or seminars planned in the first quarter of the subsequent fiscal year.

Note: For travel funds to be encumbered, the travel must be formally authorized. This would include submission of the usual out-of-state travel approval form, or written approval for in-state travel, stating the nature and purpose of the travel, date of travel, and amount.

When the travel or seminar cost to be incurred in the subsequent fiscal year is actually paid in the current fiscal year, a list of these transactions should be maintained and a yearend journal entry should be posted in the GAAP Ledger to move the amount from expense to prepaid expense for financial reporting purposes. This journal entry should be reversed in the subsequent year.

OPERATING EXPENSES AND EQUIPMENT PURCHASES

Purchase orders issued for goods and services should be encumbered. Upon receipt of the goods or services, the encumbrance should be liquidated along with accruing the expense, with a resulting credit to accounts payable.

Note: Procurements by procurement card or petty cash do not need to be encumbered, as these are generally small value and they are promptly expensed into the institution's records.

BUSINESS FORMS USED TO REQUEST SERVICES FROM ACCOUNTING:

- Access Forms
 - PeopleSoft Security Access Request Form**
 - Banner Student Access
 - PeopleSoft Security Access Request Form**
 - I-Strategy Security Access Request Form
- Accounting & Accounts Payable
 - Direct Deposit for AP*
 - Departmental Cash Handling Security Policy & Form
 - Direct Deposit Termination
 - Check Requests Form
- Auxiliary Services
 - Commuter Meal Plans 2013
 - Auxiliary Services Event Form
 - Department Request Form
 - Faculty Staff Meal Plan 2013
 - Non-Department Request Form
- Budget & Financial Analysis
 - Budget Amendment Form
 - Budget Amendment Form
- Bursar
 - Application for Petty Cash
 - Borrowers Authorization to Release Plus Loan Refund Form
 - Payment Agreement Form***
 - Weekend After-Hours Cash Collection Form
 - Bursar FERPA Release Form
 - Cash Deposit Transmittal
 - Ticket Log Form
- Comptroller's Office (General)
 - Relocation & Moving Expense Agreement***
 - Reimbursement Request for Relocation Expenses
 - SSU Cash Handling Form
 - Departmental Cash Handling Form
- Grants & Contracts Compliance:
 - Including Agency & Auxiliary Accounting
 - Grant Budget Change Form
 - Agency Fund Agreement
 - Grant Budget Form
 - Agency Fund Transfer Request
- Payroll
 - Payroll Deduction Form - Spring 2013*
 - Historical Edit Form*
 - Payroll Deduction Form -- Athletics
 - W-2 Reissue Request Form
- Property Management
 - Central Stores
 - Property Transfer to Surplus
 - Property Transfer Form
 - Record Control Center Card
 - Equipment Retirement Form
 - Surplus Property Regulations
 - Surplus Property form
 - Off-Campus Use of Equipment
- Procurement
 - Sales & Use Tax Exemption Form
 - P-Card Transaction Log
 - P-Card Supervisor Approval
 - Contract Agreement
 - Vendor Registration Form**
 - P-Card Disputed Items Form

- W-9 Savannah State University
- P-Card Account Summary
- P-Card Credit Confirmation
- P-Card Missing Receipt Form
- P-Card Application
- P-Card Expense Approval Form
- University Travel
 - General Information for Travel
 - High Cost Areas in Georgia
 - Statewide Travel Regulations
 - Travel Cash Advance Request Form***
 - Non-Employee/Student Travel Reimbursement Form
 - Candidates Travel Policy and Procedures
 - Travel Expense Statement
 - Travel Authority Form & Cash Advance Request*
 - Travel Hotel Motel Exemption Form*
 - Travel Hotel Motel Exemption Form*

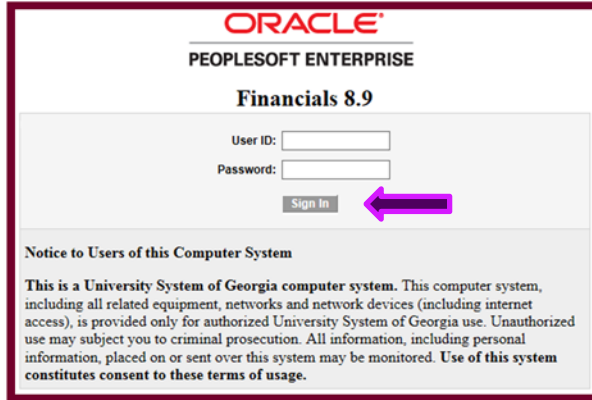
Travel Hotel Motel Exemption Form*

HOW TO ACCESS THE SOFTWARE

PEOPLE SOFT

Log into PeopleSoft

Found at: <https://dfs-fscon.gafirst.usg.edu/psp/F89PRD/?cmd=login>



ORACLE
PEOPLESOFT ENTERPRISE
Financials 8.9

User ID:
Password:

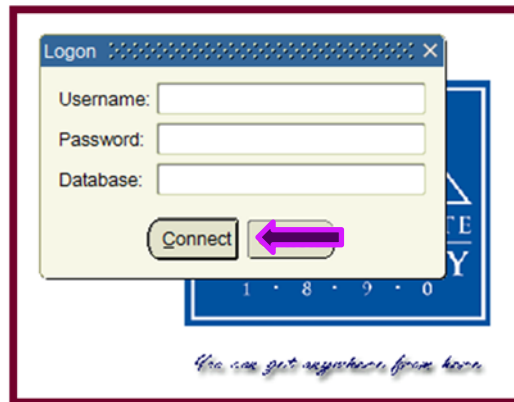
Sign In

Notice to Users of this Computer System

This is a University System of Georgia computer system. This computer system, including all related equipment, networks and network devices (including internet access), is provided only for authorized University System of Georgia use. Unauthorized use may subject you to criminal prosecution. All information, including personal information, placed on or sent over this system may be monitored. Use of this system constitutes consent to these terms of usage.

BANNER

Log into Banner



Logon

Username:
Password:
Database:

Connect

E
Y

1 · 8 · 9 · 0

We can get anywhere from here.

SCHOLARSHIP PROCEDURES

INCOMING SCHOLARSHIPS:

LOGGING, E-MAILING, SCANNING, HYPERLINKING, FILING

LOCATED ON THE RAAT DRIVE UNDER SCHOLARSHIPS RECEIVED

- Computer\raat(\csit-svr-sysctr)(Z:)\Scholarships Received\

THE CHECK AND CORRESPONDING PAPERWORK IS DELIVERED FROM THE CASHIERS OFFICE

1. LOG
 - a. Enter data for each scholarship on the Scholarship Log
 1. This will be found under the file for the current academic year (i.e. Academic Year 2012-2013)
 - ii. Look up Detail Code corresponding to the M Code and the Account Name
 1. This will be found in the most recent edition of the .txt file **“Detail Codes DATE”**
 - iii. If more multiple awards are listed and do not have separate packets, log each student separately but prepare the packet as if only one student.
 - iv. The funds are split between Fall and Spring Term unless specified in the packet.
 - v. Copy the data for the cells just entered and paste onto the Tab “Email Template”
2. E-MAIL
 - a. Copy and paste the email template into an email and address it to Ms. Adrienne Brown in Financial Aid (brownad@savannahstate.edu) and CC: Ms. Erika Ancrum in Restricted Accounts (ancrume@savannahstate.edu)
 - b. Email Text should read something along the lines of:
 - i. “The following scholarships have been awarded, please fund to the respective student accounts.”
 - ii. All standard netiquette should be used.
3. SCAN
 - a. Prepare Packets for Scanning and Filing
 - i. Make X number of Copies of the Front Page (One for each scholarship in the packet)
 - ii. Place a copy of the front page with each scholarship in the packet. Highlight the individual scholarship in **yellow**.
 - iii. Print out X copies of the above mentioned email to Financial Aid (One for each scholarship)
 - iv. Remove any and all staples.
 - v. Scan each scholarship separately and save the file in the Support Received folder
 1. Computer\raat(\csit-svr-sysctr)(Z:)\Scholarships Received\Academic Year 20XX-20XX\Support Received
 2. Save File as “Scholarship Name - FIMILastName TermA.and/or.TermB”
 - a. i.e. “Thurgood Marshall – AZBagwell 201308.201402”
 - i. If more than one student is listed and there are not separate packets list multiple initials and names.
 1. i.e.-“Annual Fund Scholarship
AZell.BYoung.CXanadu.DWillard.EVasquez 201308.201402”
 - vi. Staple Each Packet in the order of: Cover Page – Packet – Email
4. HYPERLINK
 - a. Return to the Scholarship Log and Hyperlink the scanned scholarship files to the entry.
 - i. Right-click → Hyperlink... → Support Received → “Thurgood Marshall – AZBagwell 201308.201402”
 - ii. Save file.
5. FILE
 - a. File in Correct Academic Year Fan File in Filing Cabinet.
 - i. Filed alphabetically, then chronologically, under the name of the scholarship.
 1. If there has already been receipt of a scholarship from same organization, you would find that organization and then have the most recent one filed in the front of the group.

SCHOLARSHIP LOG AUDIT PROCEDURES

LOCATED ON THE RAAT DRIVE UNDER SCHOLARSHIPS RECEIVED

- Computer\raat(\csit-svr-sysctr)(Z:)\Scholarships Received\

ONCE A WEEK, AS NEEDED, THE SCHOLARSHIP LOG SHOULD BE AUDITED TO ENSURE THAT ALL SCHOLARSHIPS SENT TO FINANCIAL AID WERE POSTED AND ARE REFLECTED IN BANNER

1. Review the unaudited scholarships on the Scholarship Log
 - i. *These will be identifiable because there will be no notes in the "Audit Notes" column*
2. Log into Banner and run TGIACCD using the Student's 915#, the Detail Code, and the Term (201X08, 201Z02, 201Z05)
 - a. If it pulls up and everything looks accurate, notate it in the "Audit Notes" column
 - i. "G2G – Verified By *Your Initials* – *Today's Date*"
 - b. If it is anything other than above, notate the issue in the "Audit Notes" column and highlight all of the cells for that scholarship in **red**.
 - c. Report to supervisor regarding any discrepancies
 - i. Create a Variance Report to be sent over to FA.
 1. Print out the Variance Report by filtering the Scholarship Log by clicking any of the column headers and choosing "Filter by Color" and the "Filter by Cell Color," select the **Red Box**.
 - ii. Print and bring to Supervisor.

SCHOLARSHIP ACCOUNT STATEMENT PROCEDURES

LOCATED ON THE RAAT DRIVE UNDER SCHOLARSHIPS RECEIVED

- Computer\raat(\csit-svr-sysctr)(Z:)\Scholarships Received\Account Statements

SHOULD BE DONE EVERY PERIOD

SCHOLARSHIP LOG:

Because funds are not posted to student accounts until midterm, it will not feed over and affect the account statement. For certain accounts (i.e. Closing the Gap) add the information from the Scholarship Log, italicize, and notate that information has not posted to ledger, but that these transactions are pending, until can it can be permanently reflected in balance.

PEOPLE SOFT:

Navigate to: <https://dfs-fscon.gafirst.usg.edu/psp/F89PRD/?cmd=login>

Utilize the current statement and update relevant information.

1. Review Financial Ledger
 - a. Ledger
 1. ACCOUNT NUMBER - 251XXX
 2. FUND - 61000

Ledger Criteria

Inquiry Name	*Unit	*Ledger	*Fiscal Year	*From Period	*To Period	Currency	Stat Code
LEDGER	48000	ACTUALS	2013	1	12	USD	

Show YTD Balance Include Closing Adjustments
 Show Transaction Details Only in Base Currency Max Ledger Rows: 100

Chartfield Criteria Customize | Find | First 1-8 of 8 Last

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account	251427		Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
Department			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Code	61000		Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
Class Field			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Program Code			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Budget Reference			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Project			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Adjustment Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	

Include Adjustment Periods

Sel	Period
<input type="checkbox"/>	998

2. Print to PDF named "251XXX Balance"
3. If Only Activity in Period "0"; enter balance on the Account Statement spreadsheet. Print.
4. If there is activity other than Period "0"; Print paper copy of Balance.
 - a. Run BOR Query: 480_TP_GL_DETAIL

480_TP_GL_DETAIL

Year:

From Period:

To Period:

Account:

- i. Copy and paste into tab labeled GL Transactions.
 - ii. Transcribe information from GL Transactions tab onto formal Account Statement.
 - iii. Save. Print.
- b. Run BOR Query: 480_TP_BNR_DETL_BY_STUDENT
- i. Copy and Paste into tab labeled Banner by Student.
 - ii. "Refresh" Statement of Awards Tab.
 - iii. Save. Print.

Records Query Expressions Prompts Fields Criteria Having View SQL Run

Query Name: 480_TP_BNR_DETL_BY_STUDENT Description: Banner Student Detail

Criteria	Logical	Expression1	Condition Type	Expression 2	Edit	Delete
	✓	A.BUSINESS_UNIT - Business Unit	equal to	B.BUSINESS_UNIT - Business Unit	<input type="button" value="Edit"/>	<input type="button" value="[-"/>
AND	✓	A.BOR_GFTT_ID - ZURGFTT_ID	equal to	B.BOR_SPRI_ID - SPRIDEN_ID	<input type="button" value="Edit"/>	<input type="button" value="[-"/>
AND	✓	B.BOR_SPRI_CHNGE_IND - SPRIDEN_CHANGE_IND	is null		<input type="button" value="Edit"/>	<input type="button" value="[-"/>
AND	✓	A.BOR_GFTT_TERM_CODE - ZURGFTT_TERM_CODE	in list	('201108','201202','201205','201208','201302')	<input type="button" value="Edit"/>	<input type="button" value="[-"/>
AND	✓	A.BOR_GFTT_DTL_CODE - ZURGFTT_DETAIL_CODE	like	8%	<input type="button" value="Edit"/>	<input type="button" value="[-"/>
AND	✓	A.BOR_GFTT_ACCOUNT - ZURGFTT_ACCOUNT	like	%251427	<input type="button" value="Edit"/>	<input type="button" value="[-"/>
AND	✓	A.BOR_GFTT_TRANS_DT - ZURGFTT_TRANS_DATE	greater than	2012-07-01	<input type="button" value="Edit"/>	<input type="button" value="[-"/>

[Save As](#) [New Query](#) [Preferences](#) [Properties](#) [New Union](#)

THIRD PARTY SCHOLARSHIP PROCEDURES

Some general information can be found at: <http://www.savannahstate.edu/fiscal-affairs/thirdparty.shtml>

Currently the active Third Party Scholarships consist of:

Account Number	Name	Detail Code	M-Code	Description
251322	Vocational Rehab	8724	M116	Vocational Rehabilitation programs that assist students in education. It also provides services to help eligible persons with disabilities prepare for, start, and maintain competitive employment, thus becoming productive and independent citizens in their communities.
251324	NROTC	8910	M045	The Naval Reserve Officers Training Corps (NROTC) Program was established in 1926 to provide a broad base of citizens knowledgeable in the arts and sciences of Naval Warfare. The program provided an opportunity for young men to undertake careers in the naval profession.
251334	AROTC	8734	M445	The United States Army offers many opportunities to college students through ROTC to a commission in the Army. The Reserve Officers Training Course (ROTC) offers possibilities for prior service military personnel, Army reservists and National Guardsmen, undergraduate students, and even graduate students to earn a commission at the rank of Second Lieutenant after completion of a college degree.
251363	Disabled Veterans	8763	M198	The Georgia Department of Veterans Service is designated by law as the State Approving Agency (SAA) responsible for approving and supervising programs in educational institutions and training establishments in Georgia, which offer education and training to veterans and other eligible persons under provisions of the Veterans Education Assistance Program.
251390	Atlanta Next Step/Mayor's Youth of Atlanta	8A95	M498	The Mayor's Youth Program provides every graduating senior in the Atlanta Public School system and/or child of a City of Atlanta employee with an opportunity to plan for their future, be it a post-secondary education or meaningful employment or workforce training. Students receive assistance based on individual needs.
251426	Savannah Education Initiative	8B28	M709	The Savannah Education Initiative Scholarship was established through a collaborative partnership between the Savannah-Chatham Public School System (SCCPSS) and Savannah State University (SSU). The program is designed to identify high school graduates who meet the admissions requirement for Savannah State University, but may not attend college due to an inability to support the cost of a college education. The SEI is not accepting any new recipients and will be dissolved in 2016 when the last student finishes their fourth year at SSU.
251427	Memorial Health	8B31	M719	Memorial Health tuition assistance program assists current eligible employees with tuition assistance at approved educational institutions.
251428	Independent Living Program	8B32	M725	ILP is a DFACS sponsored program that covers student's unmet needs for tuition, mandatory fees, room, board, books and supplies.
251437	Tuition Assistance	8836	M240	Armed Forces Tuition Assistance (TA) is a benefit paid to eligible members of the Army, Navy, Marines, Air Force, and Coast Guard. Each service has its own criteria for eligibility, obligated service, application processes and restrictions. This money is usually paid directly to the institution by the individual services. TA is not a loan; it should be viewed as money the student has earned, such as base pay.
251438	AmeriCorps	8837	M261	The AmeriCorps education award program provides benefits to SCA AmeriCorps's members after they have successfully completed their service. Members are able to use this award to pay education cost at qualified institutions of higher education, educational training, or qualified student loans.
251609	Coastal Workforce of Savannah	8A55	M122	The Coastal Workforce is a program that provides employers, job seekers and those seeking training, a variety of employment and training services at one location.
251617	Florida Prepaid College Plan	8A76	M368	Florida Prepaid is a prepaid college plan account that parents set up for their child to attend college. The Florida Prepaid College Plan has been authorized to disburse benefits to Savannah State University.
251706	Savannah Education Initiative Stipends		M927	<i>See Savannah Education Initiative above.</i>
251718	GI Bill	8C07		The Department of Veterans Affairs administers a variety of education benefit programs. Many Veterans and active duty personnel can qualify for more than one education benefits program.

THIRD PARTY RECONCILIATION

LOCATED ON THE RAAT DRIVE UNDER THIRD PARTY

- Computer → raat (\\csit-svr-sysctr) (Z:) → Third Party → Reconciliations → FY20XX → Month Year\
- Z:\Third Party\Reconciliations\FY 20XX\Month 20XX

PEOPLE SOFT:

Navigate to: <https://dfs-fscon.gafirst.usg.edu/psp/F89PRD/?cmd=login>

As the reports are updated in the Excel Template, change the tab color to the light color of the month.

5. Review Financial Ledger
 - a. Ledger
 - i. ACCOUNT NUMBER
 1. 251XXX
 - ii. FUND

Ledger Criteria

Inquiry Name	*Unit	*Ledger	*Fiscal Year	*From Period	*To Period	Currency	Stat Code
LEDGER	48000	ACTUALS	2013	1	12	USD	

Show YTD Balance Include Closing Adjustments
 Show Transaction Details Only in Base Currency Max Ledger Rows: 100

Chartfield Criteria Customize | Find | First 1-8 of 8 Last

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account	251427		Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
Department			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Code	61000		Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
Class Field			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Program Code			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Budget Reference			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Project			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Adjustment Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	

Include Adjustment Periods

Sel	Period
<input type="checkbox"/>	998

1. 61000

6. Run BOR Query: 480_TP_GL_DETAIL

480_TP_GL_DETAIL

Year:

From Period:

To Period:

Account:

7. Run BOR Query: 480_TP_BNR_DETL_BY_STUDENT

Records Query Expressions Prompts Fields **Criteria** Having View SQL Run

Query Name: 480_TP_BNR_DETL_BY_STUDENT Description: Banner Student Detail

Add Criteria Group Criteria Reorder Criteria

Criteria	Expression1	Condition Type	Expression 2	Edit	Delete
	A.BUSINESS_UNIT - Business Unit	equal to	B.BUSINESS_UNIT - Business Unit	Edit	[-]
AND	A.BOR_GFTT_ID - ZURGFTT_ID	equal to	B.BOR_SPRI_ID - SPRIDEN_ID	Edit	[-]
AND	B.BOR_SPRI_CHNGE_IND - SPRIDEN_CHANGE_IND	is null		Edit	[-]
AND	A.BOR_GFTT_TERM_CODE - ZURGFTT_TERM_CODE	in list	('201108','201202','201205','201208','201302')	Edit	[-]
AND	A.BOR_GFTT_DTL_CODE - ZURGFTT_DETAIL_CODE	like	8%	Edit	[-]
AND	A.BOR_GFTT_ACCOUNT - ZURGFTT_ACCOUNT	like	%251427	Edit	[-]
AND	A.BOR_GFTT_TRANS_DT - ZURGFTT_TRANS_DATE	greater than	2012-07-01	Edit	[-]

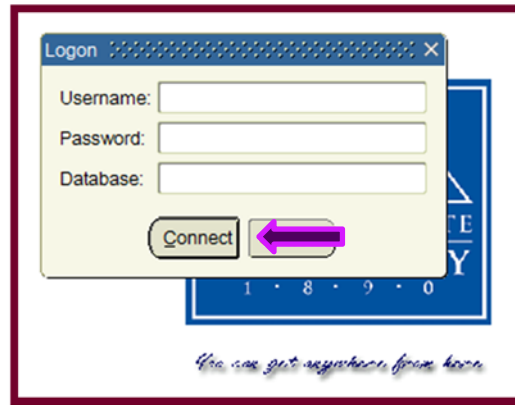
Customize | Find | First 1-7 of 7 Last

Save Save As New Query Preferences Properties New Union Return to Search

BANNER:

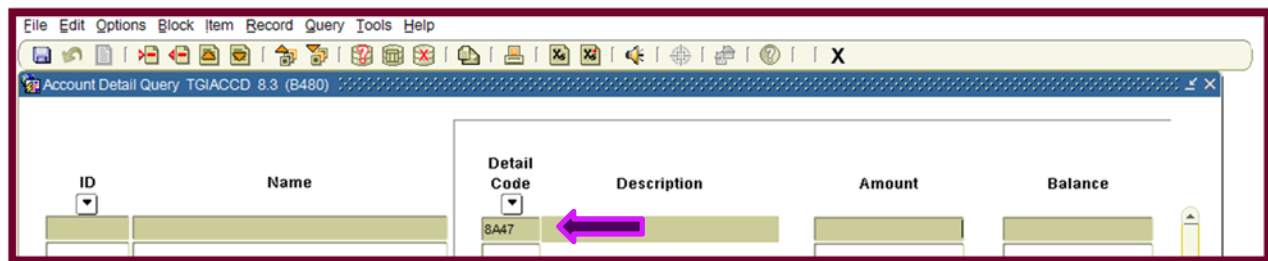
Navigate to: <http://savstate-admin.gabest.usg.edu>

8. Run ReconbyTerms
 - a. SSU Query Tool: <https://simba.savannahstate.edu/querytool>
 - i. NEED Query Password
9. Log into Banner

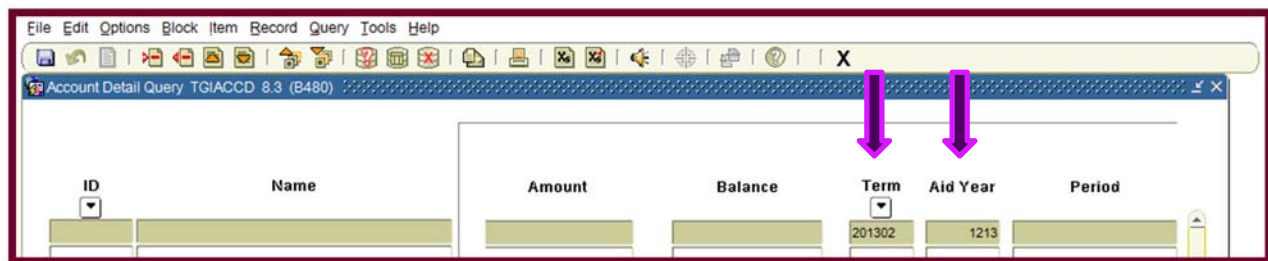


10. Run TGIACCD by Detail Code and Aid Year or Term

- a. Enter Detail Code in the correct box

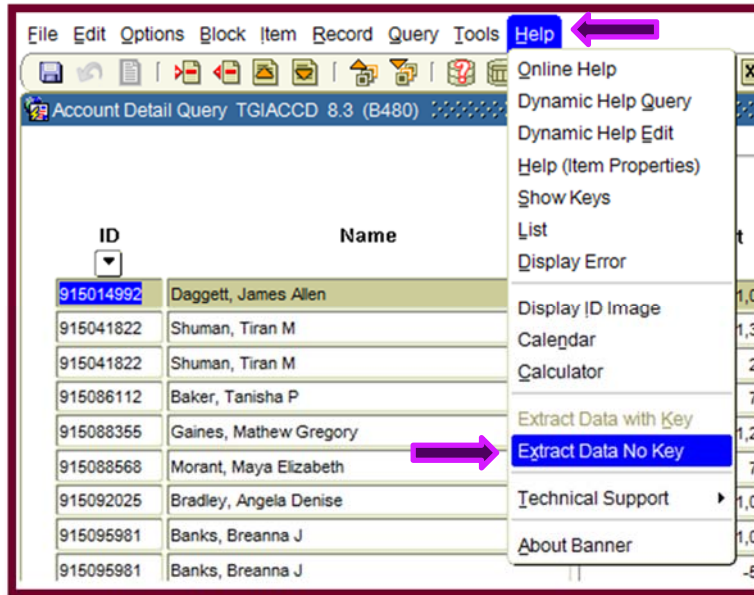


- b. Keep hitting "Tab" on the keyboard until you reach the box for either Aid Year or Term. If by Term; Enter the term in the format of 201208 (Fall 2012), 201302 (Spring 2013), or 201305 (Summer 2013). If by Aid Year; Enter the aid year in the format of 1213 (AY 2012-2013) or 1415 (AY 2014-2015).

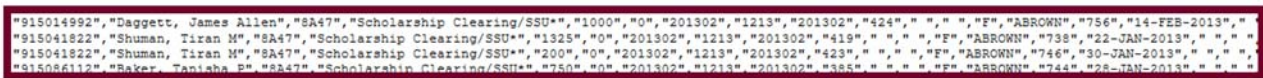


- c. F8 to Run
- d. F7 to Clear
- e. Ctrl Q to Cancel

- f. Go to the Menu: "Help" then down and select "Extract Data No Key".



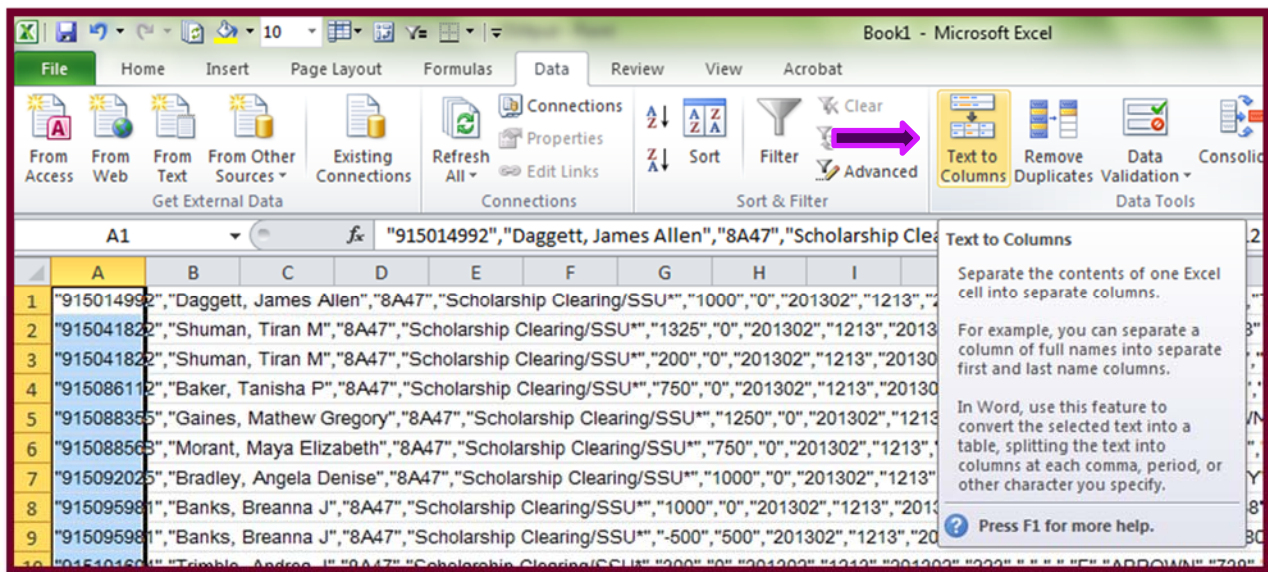
- g. The output will look like nonsensical drivel:



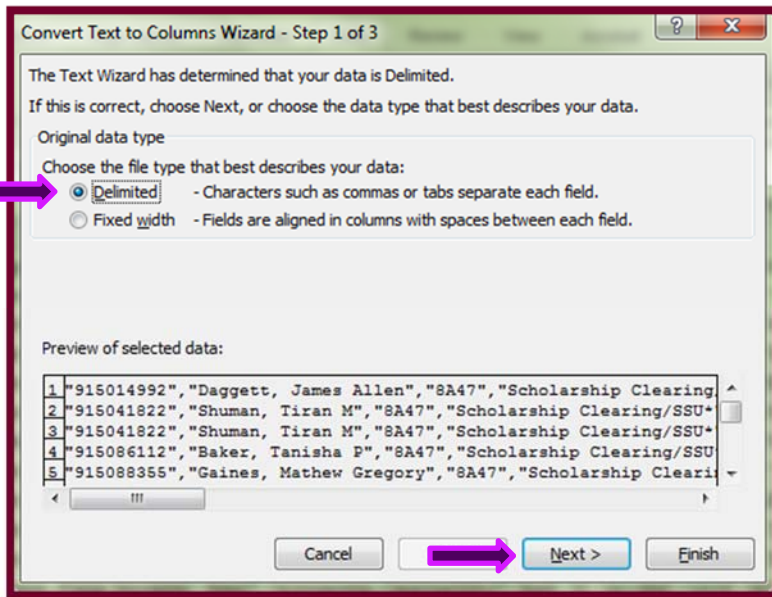
- h. Ctrl A to select all.
i. Ctrl V to past into excel spreadsheet.

FORMATTING TGIACCD IN EXCEL

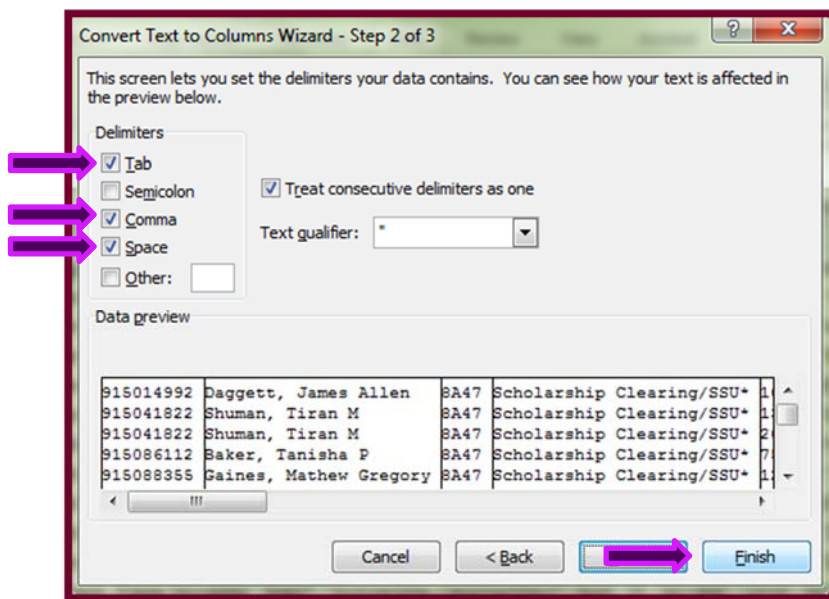
1. Select "Column A" and on the "Data" tab select "Text to Columns"



- The Text to Column Wizard dialog box will pop up, select "Delimited". Click "Next >".



- Then ensure that the check boxes for Tab, Comma, and Space. Click "Finish"



- Now insert a row at the top of the data, copy the header row from the TGIACCD Headers Template, paste the header row above the data.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Student I	Student N	Detail	Coc	Descriptio	Amount	Balance	Term	Aid Year	Period	Transactio	Receipt	Source Co	Cashier U	Cashier Se	Cashier Er	Course
2	(Ctrl) -	Daggett, J	8A47	Scholarsh	1000	0	201302	1213	201302	424		F	ABROWN	756	#####		
3	(Ctrl) -	Shuman, T	8A47	Scholarsh	1225	0	201302	1213	201302	410		F	ABROWN	756	#####		

RECONCILIATION: (ALWAYS USE TEMPLATE FROM PRIOR MONTH)

As the reports are reconciled in the Excel Template, change the tab color to the dark color of the month.

11. Reconcile using Pivot Tables

- a. Update GL Pivots (Refresh)
- b. Reconcile GL_DETAIL vs. BNR_DETL_BY_STUDENT
- c. Reconcile BNR_DETL_BY_STUDENT vs. TGIACCD/*ReconbyTerms*
- d. Reconcile Misc. Revenue vs. TGIACCD/*ReconbyTerms*
 - i. This is also your Variance Report if you need to send one to Financial Aid.
- e. Update Cover Report Sheet, explaining with **detailed** notes the balance in the account.
 - i. The tab that is just the Account Number
- f. Copy prior month's Reconciliation Cover Sheet and place in the back of the reconciliation.
- g. Prepare Packet in order of this list.
- h. Place "Yellow" sheet in the very back, Paper Clip together.
- i. Sign, Date, and Submit for Approval.

Example included in Appendix:

THIRD PARTY RECONCILIATION: SPECIAL INSTRUCTIONS

VERIFICATION OF AP ACCRUAL:

Run AP History Report in PeopleSoft:

AP History Report

Run Control ID: AP_Hist [Report Manager](#) [Process Monitor](#) **Run**

Range Criteria

Date From: 03/20/2013 Date To: 04/22/2013

From Account: 251427 To Account: 251427

From Department: % To Department: %

Chart Criteria

Fund Code: 61000 Class Field: % Program Code: %

Project: % Budget Ref: %

Voucher Criteria

Voucher ID: % Business Unit: 48000

Save **Return to Search** **Previous in List** **Next in List** **Add** **Update/Display** **Include History** **Correct History**

Example of Output included in Appendix

TUITION ASSISTANCE (251718):

1. Must do "Crosswalk" of Outstanding Scholarships.
 - a. Some awards will sit in account until after the awarded term because we cannot invoice without final term grades.

Example Included in Appendix

SAVANNAH EDUCATION INITIATIVE STIPEND ACCOUNT (251706):

1. Cannot use AP History Report, Must Use :
 - a. ITS_BOR_AP_HISTORY_RPT_MIMIC

ITS_BOR_AP_HISTORY_RPT_MIMIC

Acctg Date from: 03/22/2013

Acctg Date to: 04/22/2013

Account from: 251706

Account to: 251706

Dept from(spacebar for blank): %

Dept to (% for all): %

Fund (enter value or %): 61000

Class (enter value or %): %

Program (enter value or %): %

Project (enter value or %): %

Bud Ref (enter value or %): %

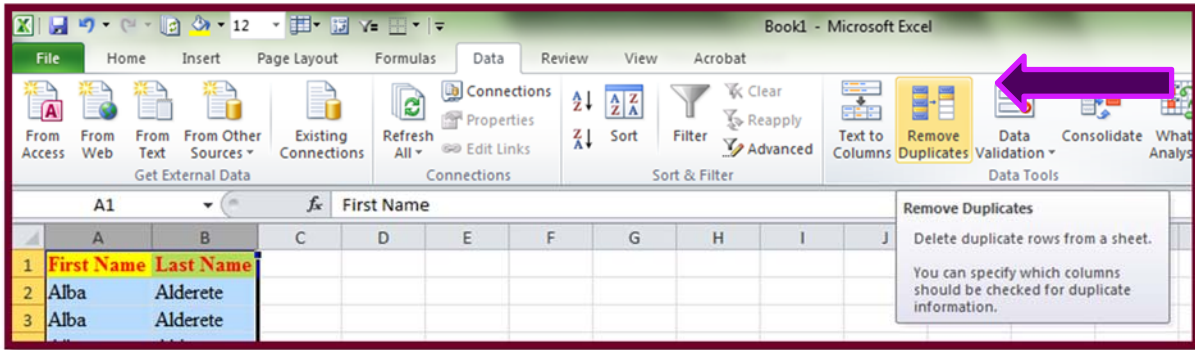
Voucher (enter value or %): %

Unit: 48000

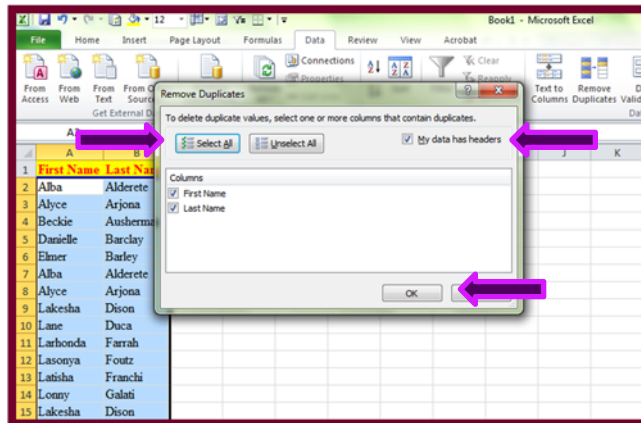
OK Cancel

- i. Spits out duplicates

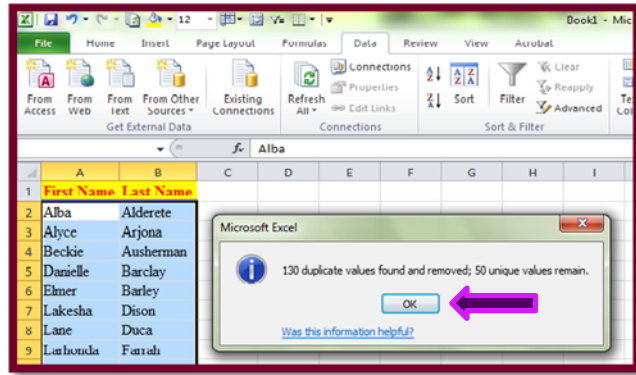
1. Under “Data” tab in excel select “Remove Duplicates”



2. When the window pops up, ensure to click “Select All”, and that the checkbox for “My data has headers” is selected. Click “Ok”.



3. When the dialog box pops up, it will state how many duplicates were found and how many have been removed. Click “Ok”.



2. Only Need to Reconcile:

- a. LEDGER vs. GL_DETAIL
- b. ITS_BOR_AP_HISTORY_RPT_MIMIC vs. Student List

Example of Reconciliation included in Appendix

GI BILL (251718):

1. Must also reconcile Misc. Revenue vs. GI Bill Authorization Sheet/ReconbyTerms
2. Must also reconcile TGIACCD/ReconbyTerms vs. GI Bill Authorization Sheet

GI Bill List will look similar to this:

as of:		18-Mar-13		Master Spring 2013 Active GI Bill Receipts Certification List																						
NPI	Chap	In Stat	In State	Valuer	Student		Name			Original Certification			Final Certification			VA Payment	VA Payment of MHA									
					SSU ID	SSN	Last	First	Date	Cre dit	Orig Amt	Cost of Original	Date	T&F, SC H, GPNT	Potential	Final Amount	T&F's	Jan	Feb	Mar	Apr	May				
1	33	I/S	N/A	915102884	XXXXX6928	Abdulkhaalis	Antar		15	23-Jan-13	0	\$3,096.00	18-Feb-13	\$(1,823.30)	\$ 1,172.70	\$ 1,172.70	\$ 1,172.70									
2	35	I/S	N/A	915113696	XXXXX2446	Alexander	Larsena		15	16-Jan-13	0	\$ 3,134.00		\$ -	\$ 3,134.00	\$ -	\$ -	\$ 789.60	\$ 987.00							
3	33	I/S	N/A	915066153	XXXXX9676	Alvarez	Jennifer		12	12-Dec-12	0	\$ 3,146.00	19-Feb-13	\$ -	\$ 3,146.00	\$ 3,146.00	\$ 1,887.60									
4	1606	I/S	N/A	915126199	XXXXX3402	Appia	Richard		16	28-Jan-13	0	\$ 1,233.20		\$ -	\$ 1,233.20	\$ -	\$ -	\$ 284.80		\$ 356.00						
5	1606	I/S	N/A	915092199	XXXXX5120	Aris	Algernon		17	15-Jan-13	0	\$3,224.00		\$ -	\$ 3,224.00	\$ -	\$ -	\$ 564.80		\$ 706.00						
6	35	I/S	N/A	915126362	XXXXX2434	Averette	Ashley		14	11-Jan-13	0	\$ 3,013.60		\$ -	\$ 3,013.60	\$ -	\$ -	\$ 789.60	\$ 987.00							

Amounts are not relevant. The only thing that must be verified is that the students that receive funds are on this list. The Reconciliation template is set up to accomplish this.

THIRD PARTY POSTING AND INVOICING PROCEDURES

251324 – NROTC

NROTC POSTING PROCESS

The **NROTC** Scholarship covers **tuition** and **mandatory fees only**.

The NROTC office will send an authorization form at the beginning of the semester of students eligible for the NROTC scholarship.

- 1) Print a copy of the Student bill from SSU Online Query Tool found at
<https://simba.savannahstate.edu/querytool/schedule-bill.aspx>
 - a) Print.
- 2) Attach the student schedule/bill and any additional supplemental information as necessary
- 3) The amount awarded consists of the following components:
 - a) Tuition fee (per credit hour)
 - b) Athletic fee
 - c) Institutional fee
 - d) Transportation fee
 - e) Technology fee
 - f) Health fee
 - g) Student Activity fee
 - h) Student center/Stadium fee
- 4) To ensure documentation reflects a proper audit trail
 - a) Run tape on each student bill for auditing purposes.
 - b) Submit Scholarship Posting Request to Financial Aid via e-mail.
 - c) Submit like any other award posting:
 - i) Utilize the e-mail template from the Scholarship Log.
(1) Include Detail Code, Scholarship Name, Student Name, Student ID Number, Term, and Amount)
- 5) Verify that Scholarships are Posted in Banner

NROTC INVOICING PROCESS

When invoicing for NROTC you must:

- 1) Invoice in bulk for all recipients.
- 2) Identify amount of scholarship by the calculating the students tuition and fees only.
- 3) Invoice directly following monthly reconciliation to ensure that all expenses are captured.
- 4) Prepare the invoices and assign invoice numbers.
 - a) Utilize invoice template from prior term and follow form
- 5) Convert into .pdf format.
- 6) Print.
- 7) Log and hyperlink to Invoice Log.
- 8) Submit to NROTC office via e-mail to verify and approve invoice
 - a) Make sure to include AASU on the invoice
 - i) Submit AASU invoice that is received for review to the NROTC office also.
- 9) NROTC office will return the invoice approved.
- 10) Submit invoice into WAWF
- 11) Print.
- 12) File both invoices (internal and WAWF) in the Outstanding Invoices binder.

AASU INVOICE

- 1) AASU invoice will be submitted via e-mail from AASU Bursar's Office
- 2) After funds are received from the Navy, prepare an AP voucher for AASU invoice
 - a) Make a copy of the voucher apron for your records
- 3) Send an approved copy of the voucher apron to Accounts Payable for processing and posting
AASU should NOT get paid until after funds are received from the Navy

AROTC POSTING PROCESS

The authorization form specify what the Army will pay for.

Scholarship authorizations come from AROTC department via email. Some authorizations come directly from the students.

- 6) Print a copy of the Student bill from SSU Online Query Tool found at
<https://simba.savannahstate.edu/querytool/schedule-bill.aspx>
 - a) Print.
- 7) Attach the student schedule/bill, bookstore itemized receipt, and any additional supplemental information as necessary
- 8) The amount awarded consists of the following components:
 - a) Tuition Fee (per credit hour)
 - b) Mandatory FeesAthletic fee
 - i) Institutional fee
 - ii) Transportation fee
 - iii) Technology fee
 - iv) Health fee
 - v) Student Activity fee
 - vi) Student center/Stadium fee
- 9) To ensure documentation reflects a proper audit trail
 - a) Run tape on each student bill for auditing purposes.
 - b) Submit Scholarship Posting Request to Financial Aid via e-mail.
 - c) Submit like any other award posting:
 - i) Utilize the e-mail template from the Scholarship Log.
(1) Include Detail Code, Scholarship Name. Student Name, Student ID Number, Term, and Amount)
- 10) Verify that Scholarships are Posted in Banner

AROTC INVOICING PROCESS

When invoicing for AROTC you must:

- 1) Invoice by individual student.
- 2) Identify amount of scholarship by the calculating the students tuition and fees only.
- 3) Invoice directly following monthly reconciliation to ensure that all expenses are captured.
- 4) Prepare the invoices and assign invoice numbers
 - a) Utilize invoice template from prior term and follow form
- 5) Convert into .pdf format
- 6) Print.
- 7) Log and hyperlink to Invoice Log.
- 8) Submit to AROTC office via e-mail
- 9) Print.
- 10) File in the Outstanding Invoices binder.

DISABLED VETERAN POSTING PROCESS

Review authorization form to see how much funds are authorized for the student and to determine if there are any restrictions to how much funds the students are authorized to receive..

- 1) Print a copy of the Student bill from SSU Online Query Tool found at <https://simba.savannahstate.edu/querytool/schedule-bill.aspx>
 - a) Print.
- 2) Attach the student schedule/bill, bookstore itemized receipt, and any additional supplemental information as necessary
 - a) Verify books Purchased on receipt were for classes enrolled in for the semester.
 - i) On the Student Schedule/Bill, click the link to View or Purchase books. This will display the books required for the enrolled courses.
 - ii) Proof this list against the student itemized receipt received from Bookstore.
 - iii) Only charges incurred for textbooks (plus 7% tax) of currently enrolled classes can be included in scholarship award amount.
- 3) The amount awarded consists of the following components and what ever else is specified on the authorization form from the VA:
 - a) Tuition Fee (per credit hour)
 - b) Mandatory FeesAthletic fee
 - i) Institutional fee
 - ii) Transportation fee
 - iii) Technology fee
 - iv) Health fee
 - v) Student Activity fee
 - vi) Student center/Stadium fee
- 4) To ensure documentation reflects a proper audit trail
 - a) Run tape on each student bill for auditing purposes.
 - b) Submit Scholarship Posting Request to Financial Aid via e-mail.
 - c) Submit like any other award posting:
 - i) Utilize the e-mail template from the Scholarship Log.
(1) Include Detail Code, Scholarship Name. Student Name, Student ID Number, Term, and Amount)
- 5) Verify that Scholarships are Posted in Banner

DISABLED VETERAN INVOICING PROCESS

When invoicing for Disabled Veteran you must:

- 1) Invoice by individual student.
- 2) Identify amount of scholarship by the calculating the students tuition and fees only.
- 3) Add any other supplemental assistance provided by the VA.
- 4) Invoice directly following monthly reconciliation to ensure that all expenses are captured.
- 5) Prepare the invoices and assign invoice numbers.
 - a) Utilize invoice template from prior term and follow form
- 6) Convert into .pdf format
- 7) Print.
- 8) Log and hyperlink to Invoice Log.
- 9) Submit to the contact person applicable to each student at the Department of Veterans Affairs office via e-mail and or certified mail.
- 10) Print.
- 11) File in the Outstanding Invoices binder.

When invoicing for Atlanta Next Step/Mayors Youth Program you must

251426 – SAVANNAH EDUCATION INITIATIVE

SEI POSTING PROCESS

The SEI Scholarship covers **Unmet Need** for tuition, mandatory fees, room and board, as well as cost of text books.

- 1) Print a copy of the Student bill from SSU Online Query Tool found at
<https://simba.savannahstate.edu/querytool/schedule-bill.aspx>
 - a) Print.
- 2) Obtain an itemize receipt for bookstore purchases from Bookstore. Submit SEI Roster list which includes, Student Name, Student ID, And Semester Term via e-mail to Bookstore Manager.
- 3) Attach the student schedule/bill, bookstore itemized receipt, and any additional supplemental information as necessary
 - a) Verify books Purchased on receipt were for classes enrolled in for the semester.
 - i) On the Student Schedule/Bill, click the link to View or Purchase books. This will display the books required for the enrolled courses.
 - ii) Proof this list against the student itemized receipt received from Bookstore.
 - iii) Only charges incurred for textbooks (plus 7% tax) of currently enrolled classes can be included in scholarship award amount.
 - b) Complete the Scholarship Unmet Need Calculation Forms for all participants. Use Student Schedule/Bill to obtain financial information. **All financial aid received must be used when calculating unmet need** (i.e. private scholarships, Hope, Pell, Loans, etc...)
 - c) **If the student's financial aid exceeds the cost of tuition, mandatory fees, room and board, the scholarship will pay for textbooks only.**
- 4) To ensure documentation reflects a proper audit trail
 - a) Run tape on each student bill for auditing purposes.
 - b) Submit Scholarship Posting Request to Financial Aid via e-mail.
 - c) Submit like any other award posting:
 - i) Utilize the e-mail template from the Scholarship Log.
(1) Include Detail Code, Scholarship Name. Student Name, Student ID Number, Term, and Amount)
- 5) Verify that Scholarships are Posted in Banner

SEI INVOICING PROCESS

When invoicing for SEI you must:

- 1) Recheck all students account to make sure additional qualified charges were not added.
 - a) If additional charges were added, update the unmet need calculations and print to file
 - b) Send the adjustment to financial aid, however, reflect the adjustment it on the invoice.
- 2) Prepare individual donor invoices and assign invoice numbers to each individual donor invoice
- 3) Include a
 - a) Statement of Account
 - b) Memo
- 4) Convert all to .pdf.
- 5) Print.
- 6) Submit Invoice to **Vice President's Administrative Assistant** for processing via e-mail.
 - 1) Log and hyperlink to invoice log.
 - 2) File in the Outstanding Invoices binder.

INVOICES DUE DATE

- October 1- Fall semester
- March 1- Spring semester

251427 – MEMORIAL HEALTH

When invoicing for Memorial Health you must

251428 – INDEPENDENT LIVING PROGRAM

When invoicing for the ILP Program you must

251437 – TUITION ASSISTANCE

When invoicing for TA you must

251438 – AMERICORPS

When invoicing for Americorps you must

251609 – COASTAL WORKFORCE OF SAVANNAH

When invoicing for Coastal WF you must

251617 – FLORIDA PREPAID COLLEGE PLAN

When invoicing for FL Prepaid you must

251706 – SAVANNAH EDUCATION INITIATIVE STIPEND

To invoice for the SEIS you must refer to invoicing instructions above regarding 251426 – Savannah Education Initiative invoicing procedures.

251718 – GI BILL

When invoicing for the GI Bill you must

ALTERNATIVE LOAN, SALLIE MAE & STUDENT ACCESS PROCEDURES

The current active Alternatice Loan options are:

Account Number	Name	Detail Code	M-Code
251375	Alternative Loans Clearing	8A56	
	Wells Fargo Student Loans	8B98	
	Discover Student Loans	8B99	
	Chase Student Loans	8C04	
251703	Sallie Mae Student Loan	8B08	
	Sallie Mae Smart Option Loan	8B39	
251708	GSFC Student Access Loan	8B79	

RECONCILIATION OF ALTERNATIVE LOANS

LOCATED ON THE RAAT DRIVE UNDER AGENCY ACCOUNTS

- Computer\raat(\\csit-svr-sysctr)(Z:)\Agency Accounts\Agency Accounts\Loans

PEOPLE SOFT:

As the reports are updated in the Excel Template, change the tab color to the light color of the month.

1. Review Financial Ledger
 - a. Ledger
 - i. ACCOUNT NUMBER
 1. 251XXX
 - ii. FUND
 1. 61000

Ledger Criteria

Inquiry Name	*Unit	*Ledger	*Fiscal Year	*From Period	*To Period	Currency	Stat Code
LEDGER	48000	ACTUALS	2013	1	12	USD	

Show YTD Balance Include Closing Adjustments
 Show Transaction Details Only in Base Currency Max Ledger Rows: 100

Chartfield Criteria							Include Adjustment Periods	
ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By	Sel	Period
Account	251427		Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	<input type="checkbox"/>	998
Department			Update/New	<input type="checkbox"/>	<input type="checkbox"/>			
Fund Code	61000		Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2		
Class Field			Update/New	<input type="checkbox"/>	<input type="checkbox"/>			
Program Code			Update/New	<input type="checkbox"/>	<input type="checkbox"/>			
Budget Reference			Update/New	<input type="checkbox"/>	<input type="checkbox"/>			
Project			Update/New	<input type="checkbox"/>	<input type="checkbox"/>			
Adjustment Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>			

2. Run BOR Query: 480_TP_GL_DETAIL

480_TP_GL_DETAIL

Year:

From Period:

To Period:

Account:

3. Run BOR Query: 480_TP_BNR_DETL_BY_STUDENT

Records Query Expressions Prompts Fields **Criteria** Having View SQL Run

Query Name: 480_TP_BNR_DETL_BY_STUDENT Description: Banner Student Detail

Add Criteria Group Criteria Reorder Criteria

Criteria	Logical	Expression1	Condition Type	Expression 2	Edit	Delete
	▼	A.BUSINESS_UNIT - Business Unit	equal to	B.BUSINESS_UNIT - Business Unit	Edit	[-]
AND	▼	A.BOR_GFTT_ID - ZURGFTT_ID	equal to	B.BOR_SPRI_ID - SPRIDEN_ID	Edit	[-]
AND	▼	B.BOR_SPRI_CHNGE_IND - SPRIDEN_CHANGE_IND	is null		Edit	[-]
AND	▼	A.BOR_GFTT_TERM_CODE - ZURGFTT_TERM_CODE	in list	('201108','201202','201205','201208','201302')	Edit	[-]
AND	▼	A.BOR_GFTT_DTL_CODE - ZURGFTT_DETAIL_CODE	like	8%	Edit	[-]
AND	▼	A.BOR_GFTT_ACCOUNT - ZURGFTT_ACCOUNT	like	%251427	Edit	[-]
AND	▼	A.BOR_GFTT_TRANS_DT - ZURGFTT_TRANS_DATE	greater than	2012-07-01	Edit	[-]

Customize | Find | First 1-7 of 7 Last

Save Save As New Query Preferences Properties New Union Return to Search

BANNER:

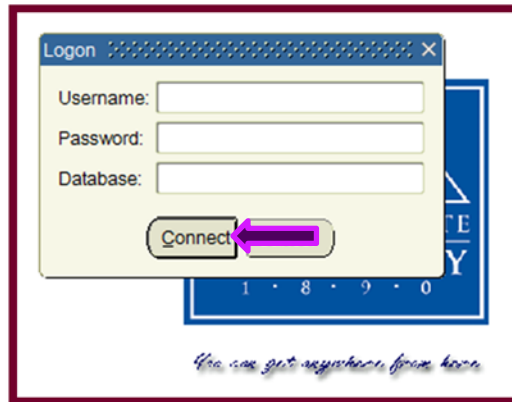
Navigate to: <http://savstate-admin.gabest.usg.edu>

12. Run ReconbyTerms

a. SSU Query Tool: <https://simba.savannahstate.edu/querytool>

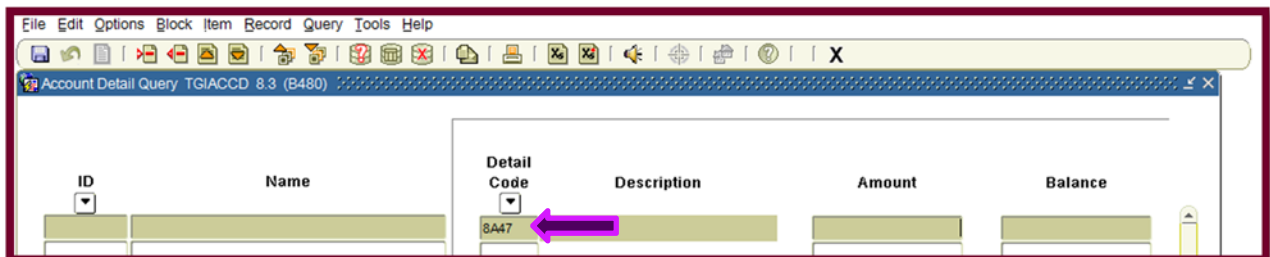
i. NEED Query Password

13. Log into Banner

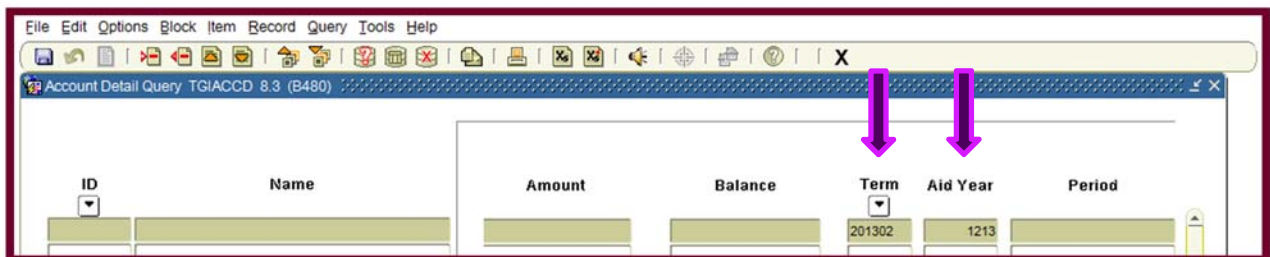


14. Run TGIACCD by Detail Code and Aid Year or Term

a. Enter Detail Code in the correct box

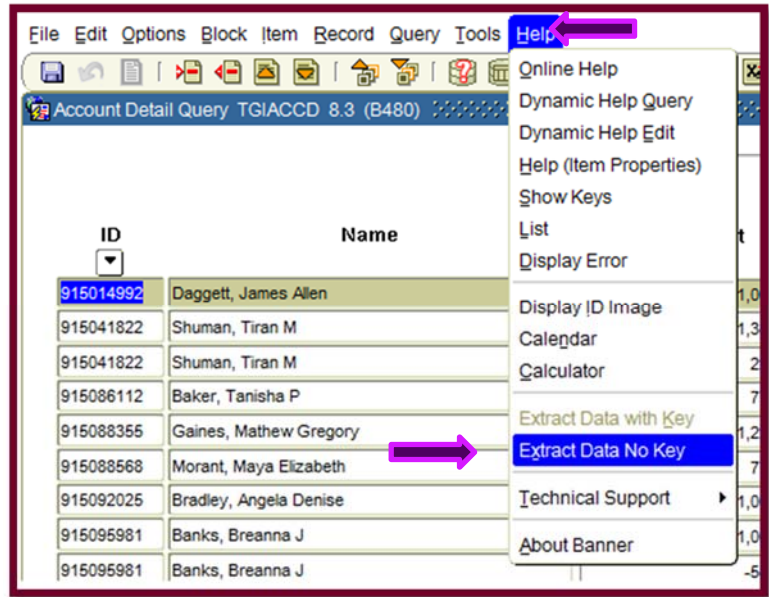


b. Keep hitting "Tab" on the keyboard until you reach the box for either Aid Year or Term. If by Term; Enter the term in the format of 201208 (Fall 2012), 201302 (Spring 2013), or 201305 (Summer 2013). If by Aid Year; Enter the aid year in the format of 1213 (AY 2012-2013) or 1415 (AY 2014-2015).

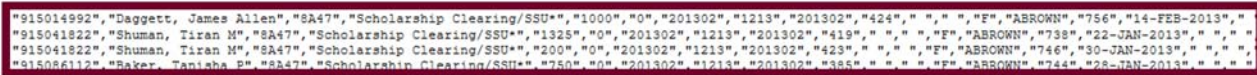


- j. F8 to Run
- k. F7 to Clear
- l. Ctrl Q to Cancel

- m. Go to the Menu: "Help" then down and select "Extract Data No Key".



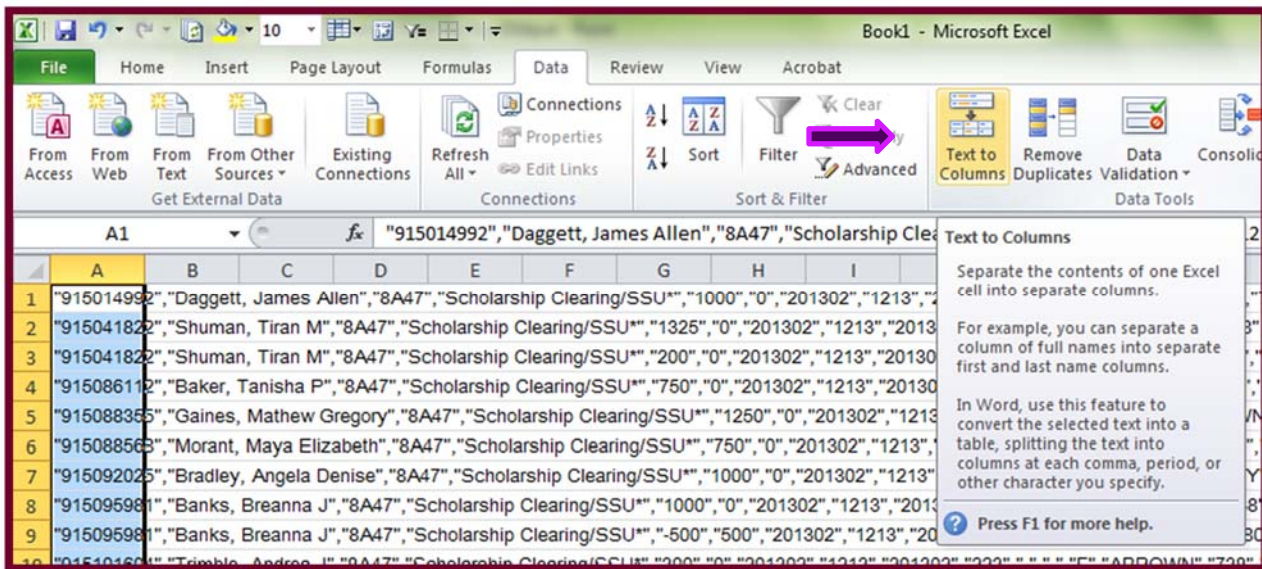
- n. The output will look like nonsensical drivel:



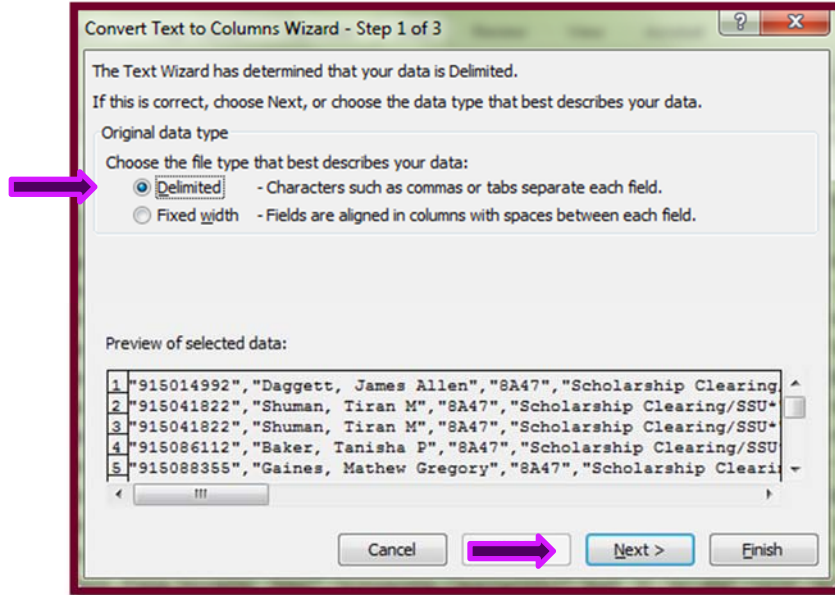
- o. Ctrl A to select all.
- p. Ctrl V to paste into excel spreadsheet.

FORMATTING TGIACCD IN EXCEL

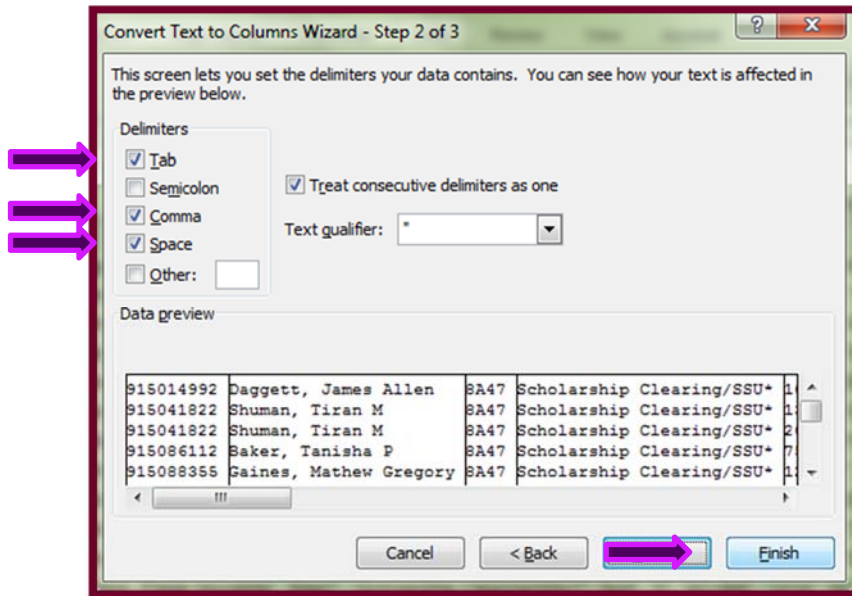
- 5. Select "Column A" and on the "Data" tab select "Text to Columns"



- The Text to Column Wizard dialog box will pop up, select "Delimited". Click "Next >".



- Then ensure that the check boxes for Tab, Comma, and Space. Click "Finish"



- Now insert a row at the top of the data, copy the header row from the TGIACCD Headers Template, paste the header row above the data.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Student I	Student N	Detail	Coc	Descriptio	Amount	Balance	Term	Aid Year	Period	Transactio	Receipt	Source Co	Cashier U:	Cashier Se	Cashier Er	Course
2	(Ctrl) -	Daggett, J	8A47	Scholarshi	1000	0	201302	1213	201302	424		F	ABROWN	756	#####		

ALTERNATIVE LOAN RECONCILIATION: SPECIAL INSTRUCTIONS

VERIFICATION OF AP ACCRUAL:

Run AP History Report in PeopleSoft:

AP History Report

Run Control ID: AP_Hist [Report Manager](#) [Process Monitor](#) **Run**

Range Criteria

Date From: 03/20/2013 Date To: 04/22/2013
From Account: 251427 To Account: 251427
From Department: % To Department: %

Chart Criteria

Fund Code: 61000 Class Field: % Program Code: %
Project: Budget Ref: %

Voucher Criteria

Voucher ID: % Business Unit: 48000

Save **Return to Search** **Previous in List** **Next in List** **Add** **Update/Display** **Include History** **Correct History**

Example of Output included in Appendix

GSFC STUDENT ACCESS LOAN (251708):

1. Must pull report from Georgia Student Finance Commission
 - a. Paper Printout Copy

User Inbox

STUDENT ACCESS LOANS DISBURSEMENT LIST - 05/06/2013 03:07 PM
DATE RANGE (Fiscal Year 2013)

SSN	LAST NAME	FIRST NAME	DISB DATE	DISB NUM	CHECK NUM	GROSS	NET
5542	CUMBY	ALEXANDRIA	10/29/2012	1	102392-0001	\$4,474.00	\$4,424.00
6791	HOWELL	ANTHONY	09/07/2012	1	101786-0001	\$3,324.00	\$3,274.00
2821	GILBERT	RYAN	09/25/2012	1	101724-0006	\$9,874.00	\$9,824.00
2521	EVANS	ASIA	09/25/2012	1	102040-0001	\$5,900.00	\$4,950.00
0602	GREEN	BRANDIE	10/18/2012	1	102276-0001	\$2,874.00	\$2,824.00
1593	BRANCH	BREON	08/30/2012	1	101684-0007	\$6,974.00	\$6,924.00
1946	STEPHENS	BRIANA	08/30/2012	1	101684-0003	\$4,324.00	\$4,274.00
1746	TAYLOR	BRITTANY	09/19/2012	1	101970-0001	\$5,000.00	\$4,950.00
1245	HAMPSON	BRITTNEY	09/26/2012	1	102076-0001	\$1,324.00	\$1,274.00
6421	PATTERSON	BRUCE	04/11/2013	1	103234-0001	\$3,374.00	\$3,324.00
9728	WELTE	CHRISTOPHER	10/18/2012	1	102276-0004	\$4,974.00	\$4,924.00
6050	SWART	DARTMILL	10/11/2012	1	102175-0001	\$6,900.00	\$6,850.00
2154	BISHOP	DE'ANTHONY	10/31/2012	1	102425-0002	\$4,324.00	\$4,274.00
2143	MCDONALD	DETORRITAS	12/21/2012	1	102465-0001	\$4,024.00	\$3,974.00
9400	ALLARD	DUSTIN	10/19/2012	1	102276-0002	\$1,374.00	\$1,324.00
9295	COBURN	DYMON	08/31/2012	1	101724-0003	\$4,824.00	\$4,774.00
4300	ENGLISH	EBONEE'	08/30/2012	1	101684-0001	\$3,000.00	\$2,950.00
0110	WILLIAMS	GERBA	08/31/2012	1	101724-0004	\$2,000.00	\$1,950.00
0207	BOYD	GEORGE	09/29/2012	1	102040-0003	\$6,918.00	\$6,868.00
0613	DEAN	JACOB	03/21/2013	1	103310-0001	\$4,774.00	\$4,724.00
6953	BROWN	JAMES	09/29/2012	1	102040-0002	\$2,277.00	\$2,227.00
2813	ROUSE	JAMES	03/24/2013	1	103129-0003	\$4,324.00	\$4,274.00
8008	WASHINGTON	JANILIA	03/20/2013	1	103093-0001	\$4,324.00	\$4,274.00
1955	SAMS	JASMINE	08/30/2012	1	01684-0004	\$4,100.00	\$4,050.00
9045	SHERBURKE	KA'DANISHA	10/30/2012	1	102413-0001	\$3,900.00	\$3,850.00
1678	DANFIELD	KENYELL	10/12/2012	1	102213-0001	\$3,200.00	\$3,150.00
0966	WHITE	KHADIRAH	10/17/2012	1	102258-0001	\$5,274.00	\$5,224.00
1777	CLARK	KI'RIE	01/28/2013	1	102914-0001	\$4,324.00	\$4,274.00
3424	MCCALL	LAWRENCE	09/03/2012	1	103193-0001	\$3,900.00	\$3,850.00
4821	GORDON	LAUREN	10/24/2012	1	102144-0001	\$5,000.00	\$4,950.00
3741	KENNEDY	LINDA	08/31/2012	1	101724-0007	\$3,000.00	\$2,950.00
2860	SCOTT	LYDIA	11/20/2012	1	102573-0001	\$5,777.00	\$5,727.00
9512	DEWIER	MARION	09/04/2012	1	103222-0001	\$3,324.00	\$3,274.00
9526	KRAUSE	MATTHEW	08/31/2012	1	101724-0001	\$6,000.00	\$5,950.00
3884	CASPER	MATTHEW	11/01/2012	1	102442-0001	\$10,000.00	\$9,950.00
2592	MCCLEUR	MICHA	09/31/2012	1	101724-0002	\$6,000.00	\$5,950.00
9556	KIRZ	OSKANA	09/31/2012	1	101724-0005	\$9,600.00	\$9,550.00
0597	THOMPSON	PERSEPHONE	08/30/2012	1	01684-0002	\$4,374.00	\$4,324.00
7850	WALDGE	QUYNDALEEN	10/19/2012	1	102276-0003	\$4,900.00	\$4,850.00
9110	ROBINSON	QUYNDAVIVIOUS	08/30/2012	1	101684-0006	\$6,500.00	\$6,450.00
4603	GRAY	RYAN	10/31/2012	1	102425-0001	\$7,874.00	\$7,824.00
5530	JONES	RYAN	08/30/2012	1	101684-0005	\$7,500.00	\$7,450.00
8123	HANSON	SARILIA	12/31/2012	1	103425-0002	\$4,000.00	\$3,950.00
8518	GRIFFIN	SHERMONICA	08/30/2012	1	101683-0001	\$4,000.00	\$3,950.00
9462	DAVIS	STEPHANIE	10/18/2012	1	102239-0001	\$4,255.00	\$4,205.00
9729	WHITE	TAYGATA	09/11/2012	1	01686-0001	\$4,324.00	\$4,274.00
9115	CUMBY	TERRENCE	08/30/2012	1	101684-0008	\$4,474.00	\$4,424.00
9030	STANBURN	TERRENCE	08/31/2012	1	103234-0002	\$2,400.00	\$2,350.00

- b. .txt File to use in Reconciliation. Copy and Paste into Excel.

	A	B	C	D	E	F	G	H
1	SSN	LAST NAME	FIRST NAME	DISB DATE	DISB NUM	CHECK NUM	GROSS	NET
2	1593	BRANCH	BREON	8/30/2012	1	101684-0007	6,974.00	6,924.00
3	1946	STEPHENS	BRIANA	8/30/2012	1	101684-0003	4,324.00	4,274.00
4	4300	ENGLISH	EBONEE'	8/30/2012	1	101684-0001	3,000.00	2,950.00
5	1955	SAMS	JASMINE	8/30/2012	1	01684-0004	4,100.00	4,050.00
6	0597	THOMPSON	PERSEPHONE	8/30/2012	1	01684-0002	4,374.00	4,324.00
7	9110	ROBINSON	QUYNDAVIVIOUS	8/30/2012	1	101684-0006	6,500.00	6,450.00
8	3530	JONES	RYAN	8/30/2012	1	101684-0005	7,500.00	7,450.00
9	8518	GRIFFIN	SHERMONICA	8/30/2012	1	101683-0001	4,000.00	3,950.00
10	9115	CUMBY	TERRENCE	8/30/2012	1	101684-0008	6,474.00	6,424.00

2. Reconcile GSFC vs Banner

Example Included in Appendix

FINANCIAL AID RECONCILIATION

GEORGIA STUDENT FINANCE COMMISSION RECONCILIATION (HOPE, HERO)

LOCATED ON THE RAAT DRIVE UNDER FINANCIAL AID

- Computer\raat(\csit-svr-sysctr)(Z:)\Financial AID\Georgia Student Finance Commission\Program Folder(i.e. Georgia Hero)\FY20XX\MONTH YEAR\

PEOPLE SOFT:

As the reports are updated in the Excel Template, change the tab color to the light color of the month.

1. Review Financial Ledger

a. Ledger

i. ACCOUNT NUMBER

1. 251XXX

ii. FUND

Ledger Criteria

Inquiry Name	*Unit	*Ledger	*Fiscal Year	*From Period	*To Period	Currency	Stat Code
LEDGER	48000	ACTUALS	2013	1	12	USD	

Show YTD Balance Include Closing Adjustments
 Show Transaction Details Only in Base Currency Max Ledger Rows: 100

Chartfield Criteria Customize | Find | First 1-8 of 8 Last

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account	251427		Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
Department			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Code	61000		Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
Class Field			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Program Code			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Budget Reference			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Project			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Adjustment Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	

Include Adjustment Periods

Sel	Period
<input type="checkbox"/>	998

1. 61000

2. Run BOR Query: 480_TP_GL_DETAIL

480_TP_GL_DETAIL

Year:

From Period:

To Period:

Account:

3. Run BOR Query: 480_TP_BNR_DETL_BY_STUDENT

Records
Query
Expressions
Prompts
Fields
Criteria
Having
View SQL
Run

Query Name: 480_TP_BNR_DETL_BY_STUDENT Description: Banner Student Detail

Criteria	Expression 1	Condition Type	Expression 2	Edit	Delete
<input type="checkbox"/>	A.BUSINESS_UNIT - Business Unit	equal to	B.BUSINESS_UNIT - Business Unit	<input type="button" value="Edit"/>	<input type="button" value="-"/>
AND <input type="checkbox"/>	A.BOR_GFTT_ID - ZURGF TT_ID	equal to	B.BOR_SPRI_ID - SPRIDEN_ID	<input type="button" value="Edit"/>	<input type="button" value="-"/>
AND <input type="checkbox"/>	B.BOR_SPRI_CHNGE_IND - SPRIDEN_CHANGE_IND	is null		<input type="button" value="Edit"/>	<input type="button" value="-"/>
AND <input type="checkbox"/>	A.BOR_GFTT_TERM_CODE - ZURGF TT_TERM_CODE	in list	('201108','201202','201205','201208','201302')	<input type="button" value="Edit"/>	<input type="button" value="-"/>
AND <input type="checkbox"/>	A.BOR_GFTT_DTL_CODE - ZURGF TT_DETAIL_CODE	like	8%	<input type="button" value="Edit"/>	<input type="button" value="-"/>
AND <input type="checkbox"/>	A.BOR_GFTT_ACCOUNT - ZURGF TT_ACCOUNT	like	%251427	<input type="button" value="Edit"/>	<input type="button" value="-"/>
AND <input type="checkbox"/>	A.BOR_GFTT_TRANS_DT - ZURGF TT_TRANS_DATE	greater than	2012-07-01	<input type="button" value="Edit"/>	<input type="button" value="-"/>

[Save As](#)
[New Query](#)
[Preferences](#)
[Properties](#)
[New Union](#)

BANNER:

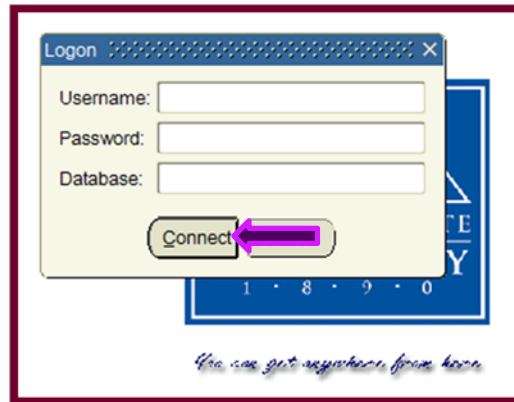
Navigate to: <http://savstate-admin.gabest.usg.edu>

15. Run ReconbyTerms

a. SSU Query Tool: <https://simba.savannahstate.edu/querytool>

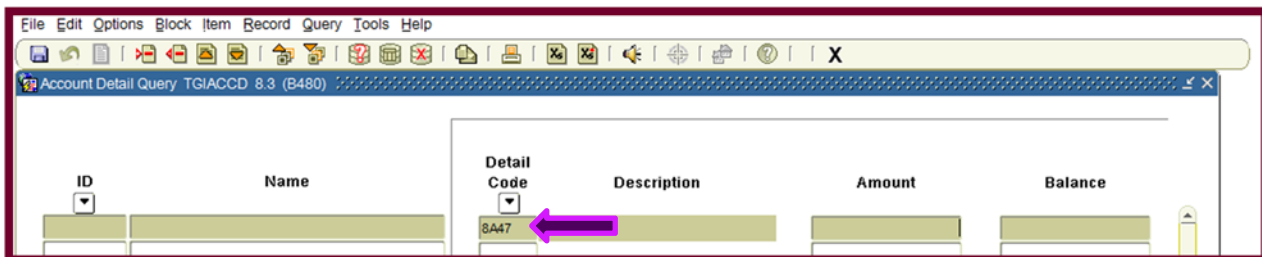
i. NEED Query Password

16. Log into Banner

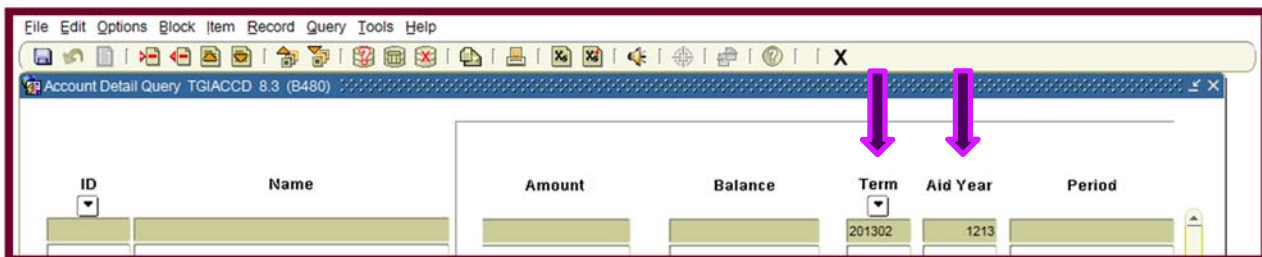


17. Run TGIACCD by Detail Code and Aid Year or Term

a. Enter Detail Code in the correct box



b. Keep hitting "Tab" on the keyboard until you reach the box for either Aid Year or Term. If by Term; Enter the term in the format of 201208 (Fall 2012), 201302 (Spring 2013), or 201305 (Summer 2013). If by Aid Year; Enter the aid year in the format of 1213 (AY 2012-2013) or 1415 (AY 2014-2015).

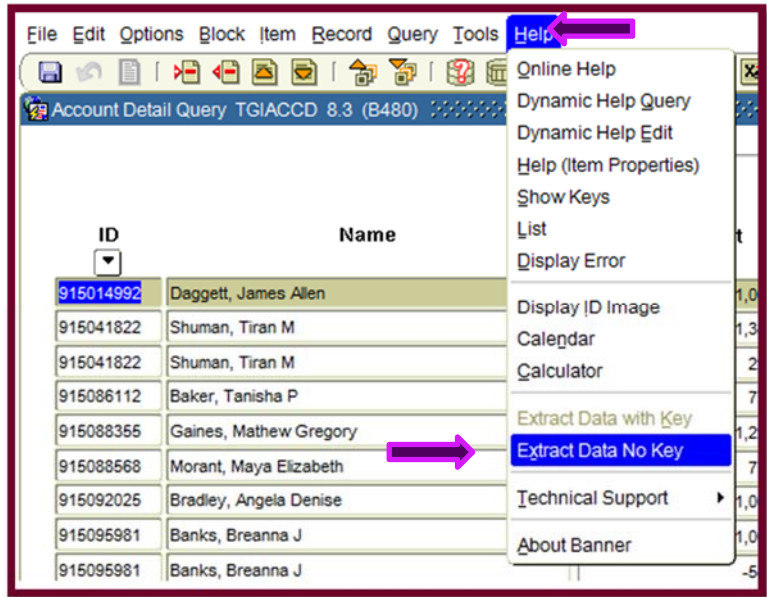


q. F8 to Run

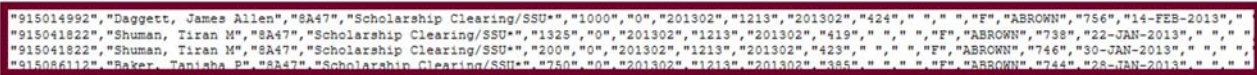
r. F7 to Clear

s. Ctrl Q to Cancel

- t. Go to the Menu: "Help" then down and select "Extract Data No Key".



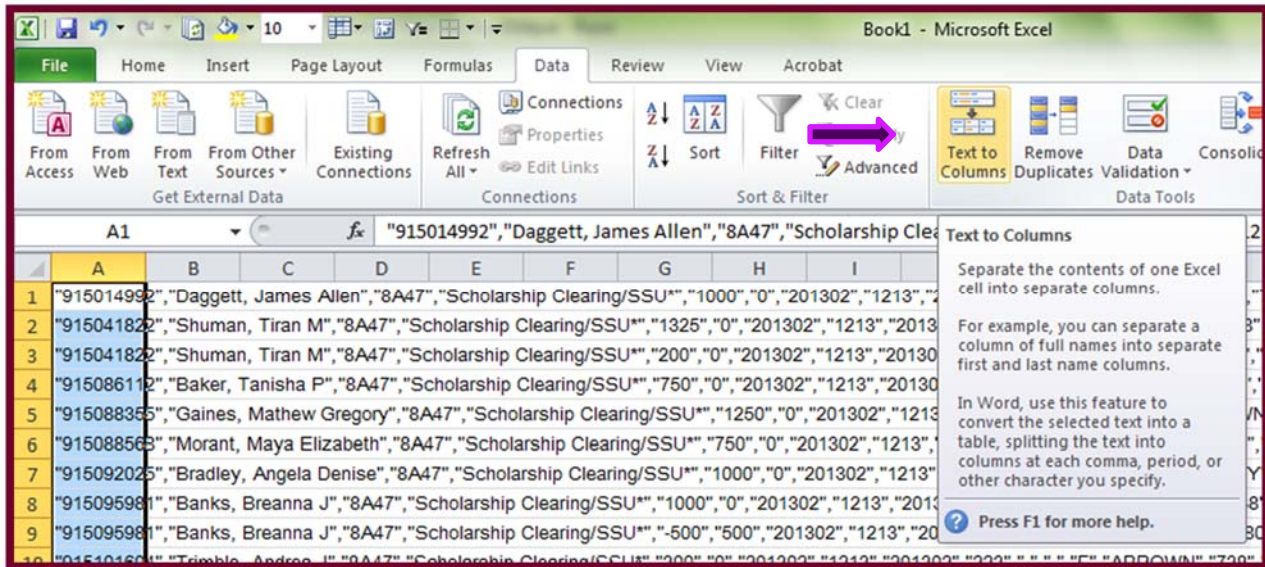
- u. The output will look like nonsensical drivel:



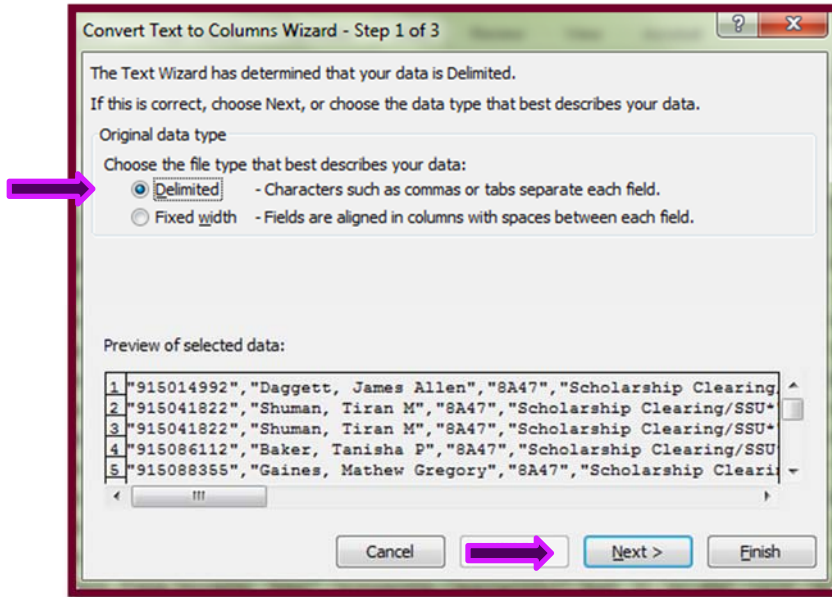
- v. Ctrl A to select all.
- w. Ctrl V to past into excel spreadsheet.

FORMATTING TGIACCD IN EXCEL

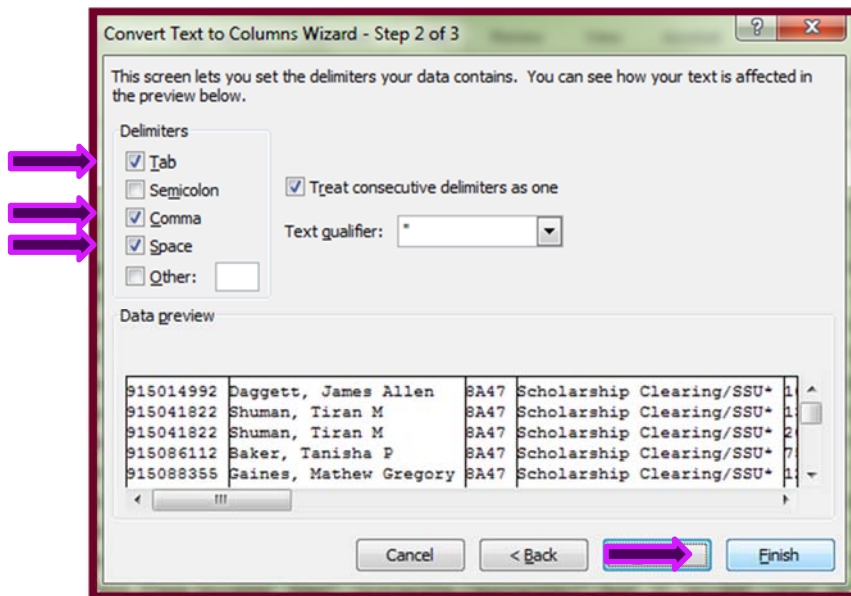
- 9. Select "Column A" and on the "Data" tab select "Text to Columns"



10. The Text to Column Wizard dialog box will pop up, select “Delimited”. Click “Next >”.



11. Then ensure that the check boxes for Tab, Comma, and Space. Click “Finish”



12. Now insert a row at the top of the data, copy the header row from the TGIACCD Headers Template, paste the header row above the data.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q		
1	Student I	Student N	Detail	Coc	Descriptic	Amount	Balance	Term	Aid	Year	Period	Transactic	Receipt	Source	Co	Cashier U:	Cashier Se	Cashier Er	Course
2	(Ctrl) -	Daggett, J	8A47	Scholarshi	1000	0	201302	1213	201302	424		F	ABROWN	756	#####				

RECONCILIATION:

(Always Use Template from Prior Month)

As the reports are reconciled in the Excel Template, change the tab color to the dark color of the month.

4. Reconcile using Pivot Tables
 - a. Update GL Pivots (*Refresh*)
 - i. Account proof **must** equal zero.
 - b. Reconcile GL_DETAIL vs. BNR_DETL_BY_STUDENT
 - c. Reconcile BNR_DETL_BY_STUDENT vs. TGIACCD/*ReconbyTerms*
 - d. Reconcile GSFC vs. TGIACCD/*ReconbyTerms*
 - e. Update Cover Report Sheet
 - i. Variances should be zero.
 - f. Support goes in the order of the front page
 - i. GSFC Reconciliation Balance
 - ii. GSFC Disbursement Balance
 - iii. Banner Balance
 - iv. PeopleSoft Disbursements (*GL Pivots*)
 - v. PeopleSoft Scholarships (*GL Pivots*)
 - vi. PeopleSoft Account Balance (*Review Financial Ledger*)
 - g. Place “Yellow” sheet in the very back, Paper Clip together.
 - h. Sign, Date, and Submit for Approval.

DIRECT LOAN RECONCILIATION

LOCATED ON THE RAAT DRIVE UNDER FINANCIAL AID

- Computer\raat(\csit-svr-sysctr)(Z:)\Financial AID\Direct Loan\FY20XX\MONTH YEAR\

PEOPLE SOFT:

As the reports are updated in the Excel Template, change the tab color to the light color of the month.

4. Review Financial Ledger

a. Ledger

i. ACCOUNT NUMBER

1. 251XXX

ii. FUND

Ledger Criteria

Inquiry Name	*Unit	*Ledger	*Fiscal Year	*From Period	*To Period	Currency	Stat Code
LEDGER	48000	ACTUALS	2013	1	12	USD	

Show YTD Balance Include Closing Adjustments
 Show Transaction Details Only in Base Currency Max Ledger Rows: 100

Chartfield Criteria							Customize Find	First <input type="button" value="◀"/> 1-8 of 8 <input type="button" value="▶"/> Last	Include Adjustment Periods
ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By			Sel Period
Account	251427		Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		1	<input type="checkbox"/>	998
Department			Update/New	<input type="checkbox"/>	<input type="checkbox"/>				
Fund Code	61000		Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>		2		
Class Field			Update/New	<input type="checkbox"/>	<input type="checkbox"/>				
Program Code			Update/New	<input type="checkbox"/>	<input type="checkbox"/>				
Budget Reference			Update/New	<input type="checkbox"/>	<input type="checkbox"/>				
Project			Update/New	<input type="checkbox"/>	<input type="checkbox"/>				
Adjustment Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>				

1. 61000

5. Run BOR Query: 480_TP_GL_DETAIL

480_TP_GL_DETAIL

Year:

From Period:

To Period:

Account:

6. Run BOR Query: 480_TP_BNR_DETL_BY_STUDENT

Records Query Expressions Prompts Fields **Criteria** Having View SQL Run

Query Name: 480_TP_BNR_DETL_BY_STUDENT Description: Banner Student Detail

Criteria	Expression1	Condition Type	Expression 2	Edit	Delete
	A.BUSINESS_UNIT - Business Unit	equal to	B.BUSINESS_UNIT - Business Unit	<input type="button" value="Edit"/>	<input type="button" value="-"/>
AND	A.BOR_GFTT_ID - ZURGFTT_ID	equal to	B.BOR_SPRI_ID - SPRIDEN_ID	<input type="button" value="Edit"/>	<input type="button" value="-"/>
AND	B.BOR_SPRI_CHNGE_IND - SPRIDEN_CHANGE_IND	is null		<input type="button" value="Edit"/>	<input type="button" value="-"/>
AND	A.BOR_GFTT_TERM_CODE - ZURGFTT_TERM_CODE	in list	('201108','201202','201205','201208','201302')	<input type="button" value="Edit"/>	<input type="button" value="-"/>
AND	A.BOR_GFTT_DTL_CODE - ZURGFTT_DETAIL_CODE	like	8%	<input type="button" value="Edit"/>	<input type="button" value="-"/>
AND	A.BOR_GFTT_ACCOUNT - ZURGFTT_ACCOUNT	like	%251427	<input type="button" value="Edit"/>	<input type="button" value="-"/>
AND	A.BOR_GFTT_TRANS_DT - ZURGFTT_TRANS_DATE	greater than	2012-07-01	<input type="button" value="Edit"/>	<input type="button" value="-"/>

[Save As](#) [New Query](#) [Preferences](#) [Properties](#) [New Union](#)

BANNER:

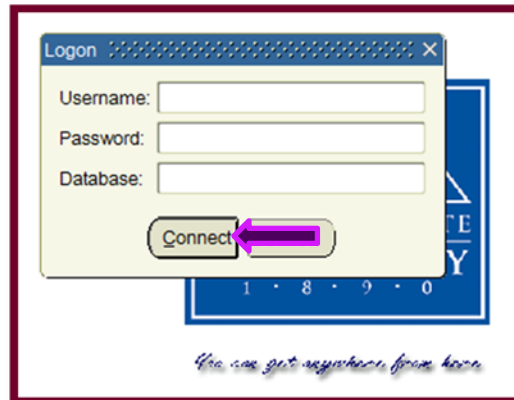
Navigate to: <http://savstate-admin.gabest.usg.edu>

18. Run ReconbyTerms

a. SSU Query Tool: <https://simba.savannahstate.edu/querytool>

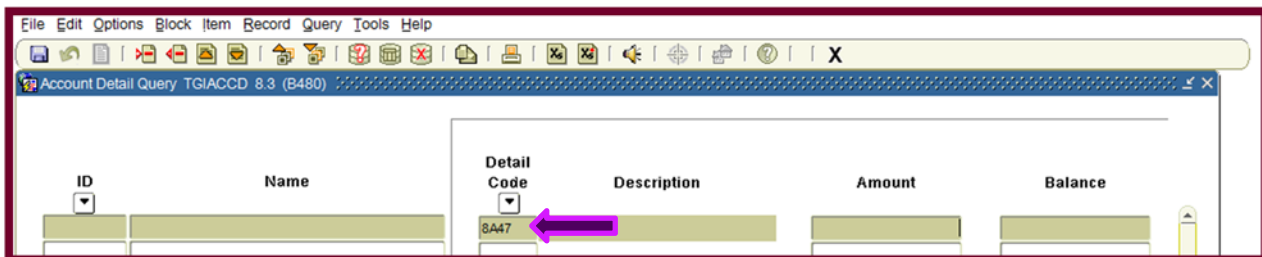
i. NEED Query Password

19. Log into Banner

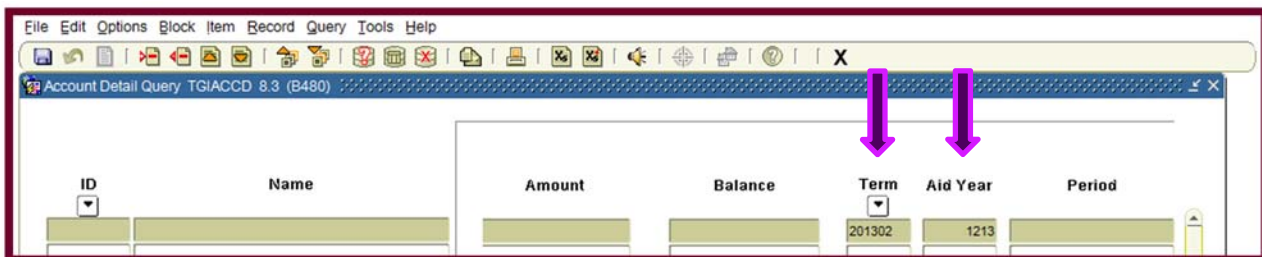


20. Run TGIACCD by Detail Code and Aid Year or Term

a. Enter Detail Code in the correct box

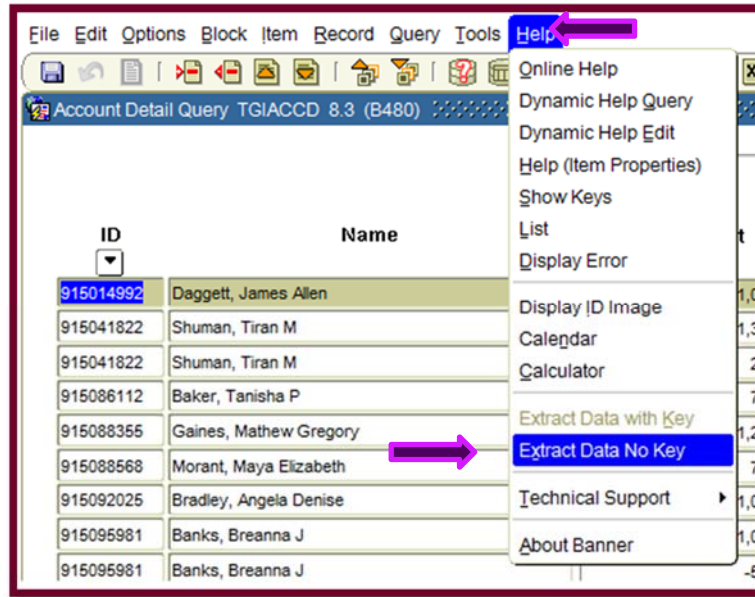


b. Keep hitting "Tab" on the keyboard until you reach the box for either Aid Year or Term. If by Term; Enter the term in the format of 201208 (Fall 2012), 201302 (Spring 2013), or 201305 (Summer 2013). If by Aid Year; Enter the aid year in the format of 1213 (AY 2012-2013) or 1415 (AY 2014-2015).

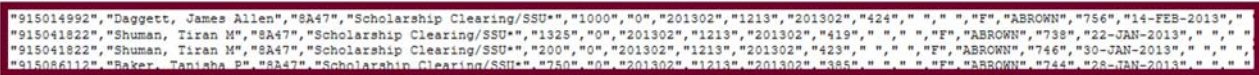


- x. F8 to Run
- y. F7 to Clear
- z. Ctrl Q to Cancel

aa. Go to the Menu: "Help" then down and select "Extract Data No Key".



bb. The output will look like nonsensical drivel:

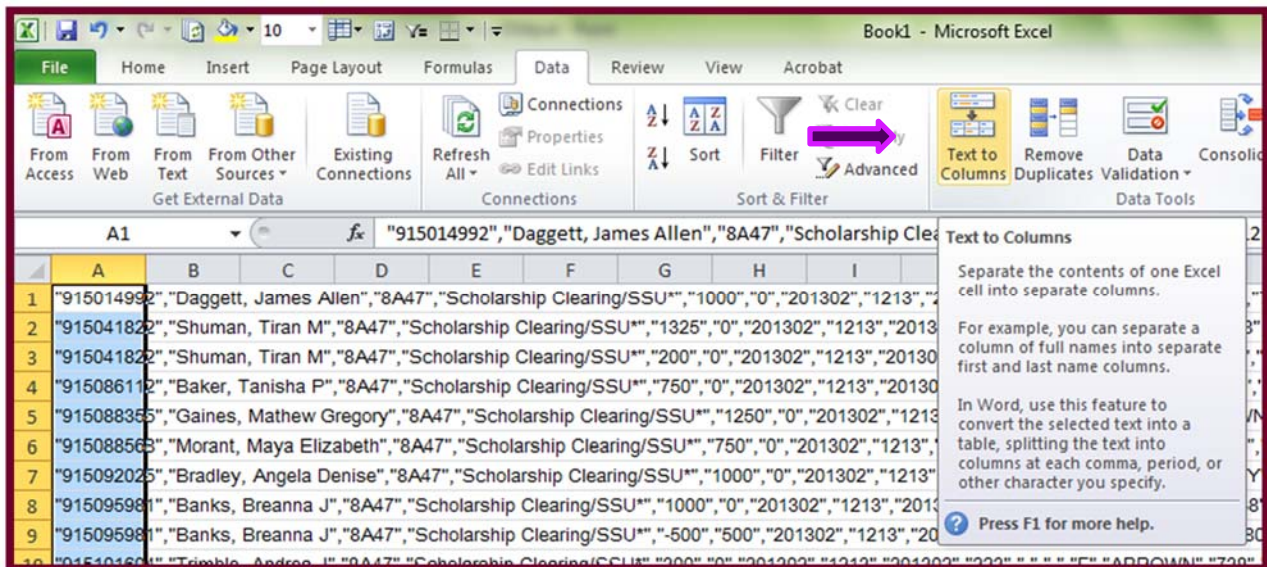


cc. Ctrl A to select all.

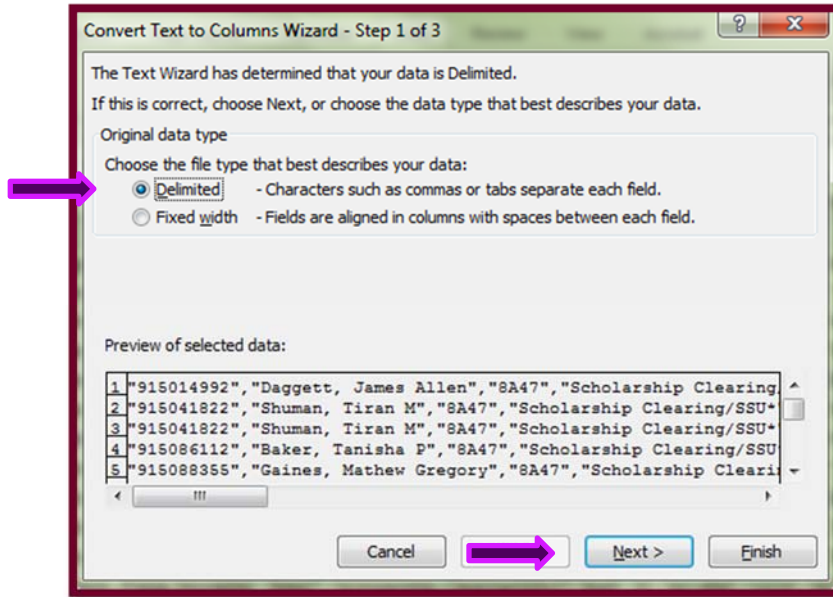
dd. Ctrl V to past into excel spreadsheet.

FORMATTING TGIACCD IN EXCEL

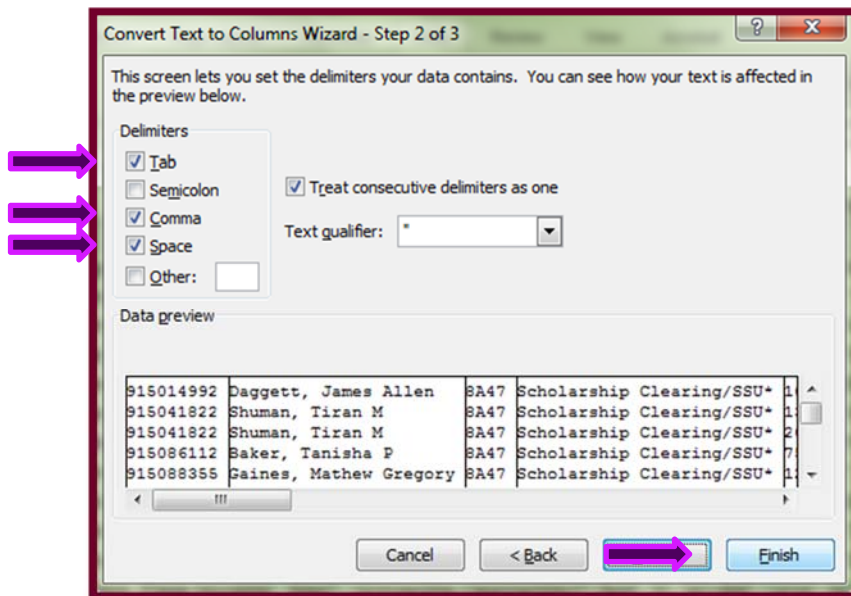
13. Select "Column A" and on the "Data" tab select "Text to Columns"



14. The Text to Column Wizard dialog box will pop up, select “Delimited”. Click “Next >”.



15. Then ensure that the check boxes for Tab, Comma, and Space. Click “Finish”



16. Now insert a row at the top of the data, copy the header row from the TGIACCD Headers Template, paste the header row above the data.

Student ID	Student Name	Detail	Coc	Descriptic	Amount	Balance	Term	Aid Year	Period	Transactic	Receipt	Source Co	Cashier U:	Cashier Se	Cashier Er	Course
(Ctrl) -	Daggett, J	8A47	Scholarshi	1000	0	201302	1213	201302	424		F	ABROWN	756	#####		

RECONCILIATION:

(Always Use Template from Prior Month)

As the reports are reconciled in the Excel Template, change the tab color to the dark color of the month.

1. Reconcile using Pivot Tables
 - a. Update GL Pivots (*Refresh*)
 - i. Account proof **must** equal zero.
 - b. Reconcile GL_DETAIL vs. BNR_DETL_BY_STUDENT
 - c. Reconcile BNR_DETL_BY_STUDENT vs. TGIACCD/*ReconbyTerms*
 - d. Reconcile COD vs. TGIACCD/*ReconbyTerms*
 - e. Update Cover Report Sheet
 - i. Variances should be zero.
 - f. Support goes in the order of the front page
 - i. COD Disbursements Balance
 - ii. COD Net Drawdowns
 - iii. COD Available to Draw
 - iv. Banner Loans
 - v. PeopleSoft Loans (*GL Pivots*)
 - vi. PeopleSoft Drawdowns (*GL Pivots*)
 - vii. PeopleSoft Account Balance (*Review Financial Ledger*)
 - g. Place “Yellow” sheet in the very back, Paper Clip together.
 - h. Sign, Date, and Submit for Approval.

PELL RECONCILIATION

LOCATED ON THE RAAT DRIVE UNDER FINANCIAL AID

- Computer\raat(\csit-svr-sysctr)(Z:)\Financial AID\Pell\FY20XX\MONTH YEAR\

PEOPLE SOFT:

As the reports are updated in the Excel Template, change the tab color to the light color of the month.

7. Review Financial Ledger

a. Ledger

i. ACCOUNT NUMBER

1. 251XXX

ii. FUND

Ledger Criteria

Inquiry Name	*Unit	*Ledger	*Fiscal Year	*From Period	*To Period	Currency	Stat Code
LEDGER	48000	ACTUALS	2013	1	12	USD	

Show YTD Balance Include Closing Adjustments
 Show Transaction Details Only in Base Currency Max Ledger Rows: 100

Chartfield Criteria Customize | Find | First 1-8 of 8 Last

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account	251427		Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
Department			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Code	61000		Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
Class Field			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Program Code			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Budget Reference			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Project			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Adjustment Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	

Include Adjustment Periods

Sel	Period
<input type="checkbox"/>	998

1. 61000

8. Run BOR Query: 480_TP_GL_DETAIL

480_TP_GL_DETAIL

Year:

From Period:

To Period:

Account:

9. Run BOR Query: 480_TP_BNR_DETL_BY_STUDENT

Records Query Expressions Prompts Fields **Criteria** Having View SQL Run

Query Name: 480_TP_BNR_DETL_BY_STUDENT Description: Banner Student Detail

Criteria	Expression1	Condition Type	Expression 2	Edit	Delete
	A.BUSINESS_UNIT - Business Unit	equal to	B.BUSINESS_UNIT - Business Unit	<input type="button" value="Edit"/>	<input type="button" value="[-"/>
AND	A.BOR_GFTT_ID - ZURGFTT_ID	equal to	B.BOR_SPRI_ID - SPRIDEN_ID	<input type="button" value="Edit"/>	<input type="button" value="[-"/>
AND	B.BOR_SPRI_CHNGE_IND - SPRIDEN_CHANGE_IND	is null		<input type="button" value="Edit"/>	<input type="button" value="[-"/>
AND	A.BOR_GFTT_TERM_CODE - ZURGFTT_TERM_CODE	in list	('201108','201202','201205','201208','201302')	<input type="button" value="Edit"/>	<input type="button" value="[-"/>
AND	A.BOR_GFTT_DTL_CODE - ZURGFTT_DETAIL_CODE	like	8%	<input type="button" value="Edit"/>	<input type="button" value="[-"/>
AND	A.BOR_GFTT_ACCOUNT - ZURGFTT_ACCOUNT	like	%251427	<input type="button" value="Edit"/>	<input type="button" value="[-"/>
AND	A.BOR_GFTT_TRANS_DT - ZURGFTT_TRANS_DATE	greater than	2012-07-01	<input type="button" value="Edit"/>	<input type="button" value="[-"/>

[Save As](#) [New Query](#) [Preferences](#) [Properties](#) [New Union](#)

BANNER:

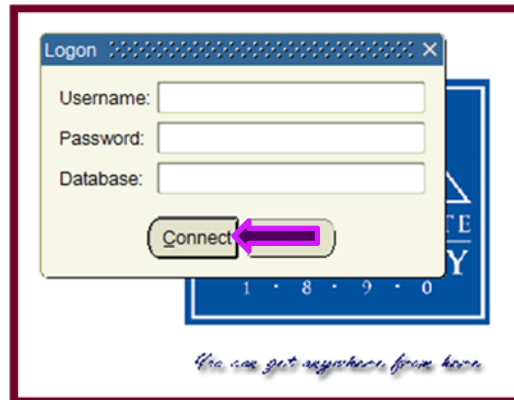
Navigate to: <http://savstate-admin.gabest.usg.edu>

21. Run ReconbyTerms

a. SSU Query Tool: <https://simba.savannahstate.edu/querytool>

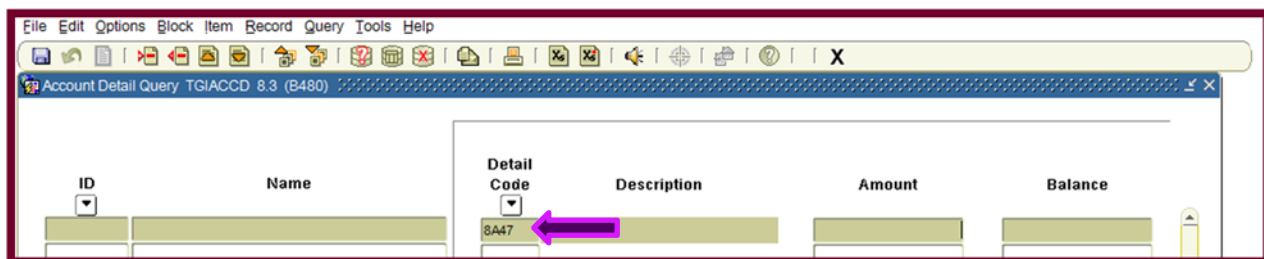
i. NEED Query Password

22. Log into Banner

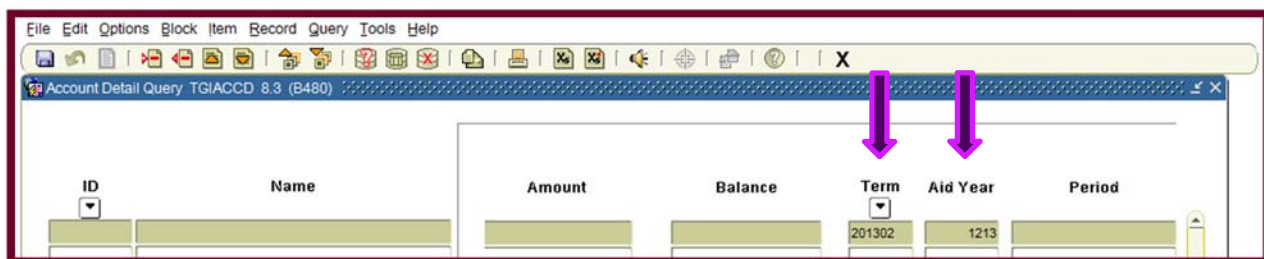


23. Run TGIACCD by Detail Code and Aid Year or Term

a. Enter Detail Code in the correct box



b. Keep hitting "Tab" on the keyboard until you reach the box for either Aid Year or Term. If by Term; Enter the term in the format of 201208 (Fall 2012), 201302 (Spring 2013), or 201305 (Summer 2013). If by Aid Year; Enter the aid year in the format of 1213 (AY 2012-2013) or 1415 (AY 2014-2015).

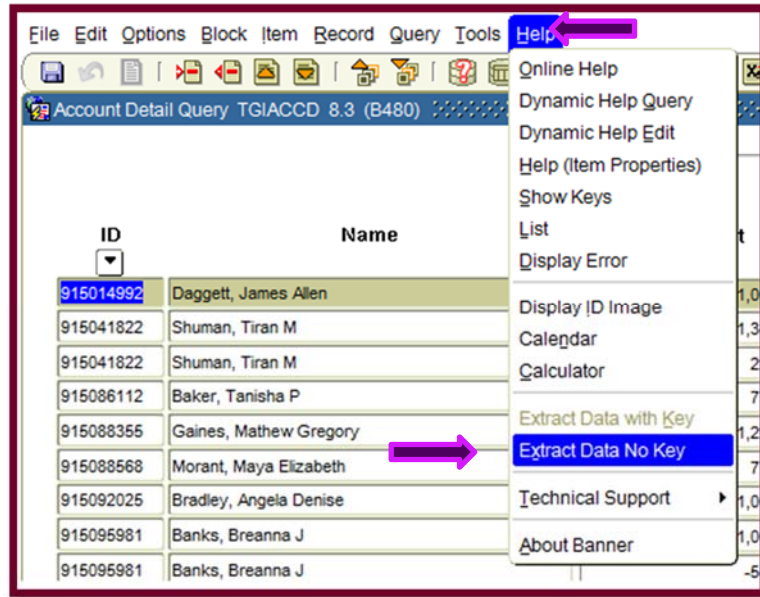


ee. F8 to Run

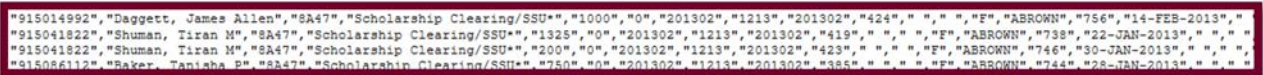
ff. F7 to Clear

gg. Ctrl Q to Cancel

hh. Go to the Menu: "Help" then down and select "Extract Data No Key".



ii. The output will look like nonsensical drivel:

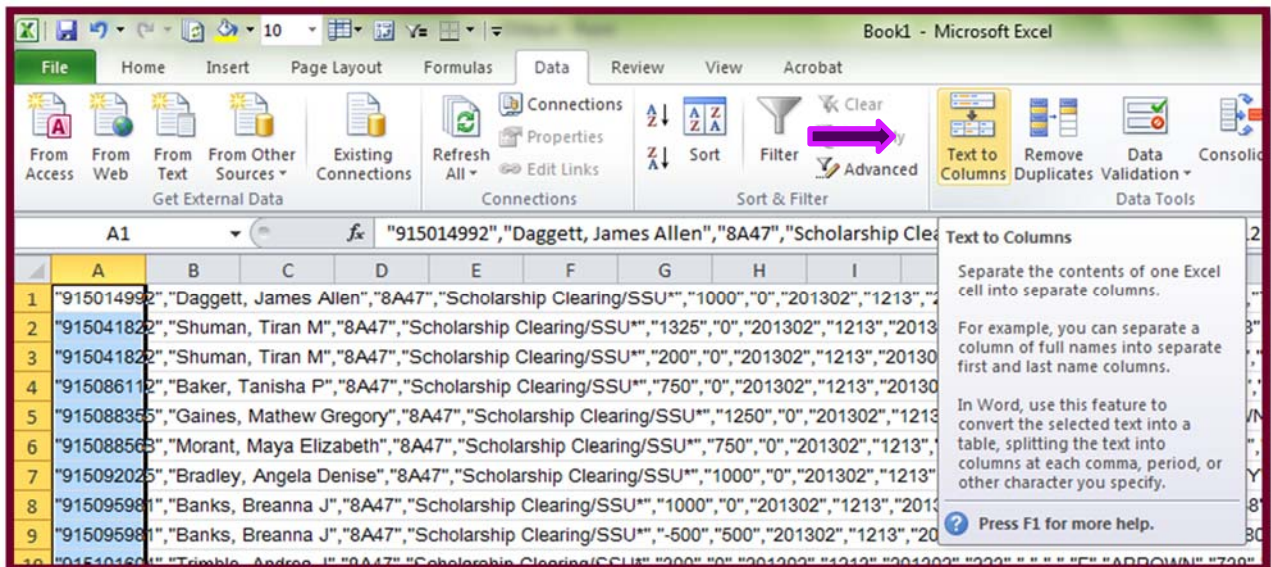


jj. Ctrl A to select all.

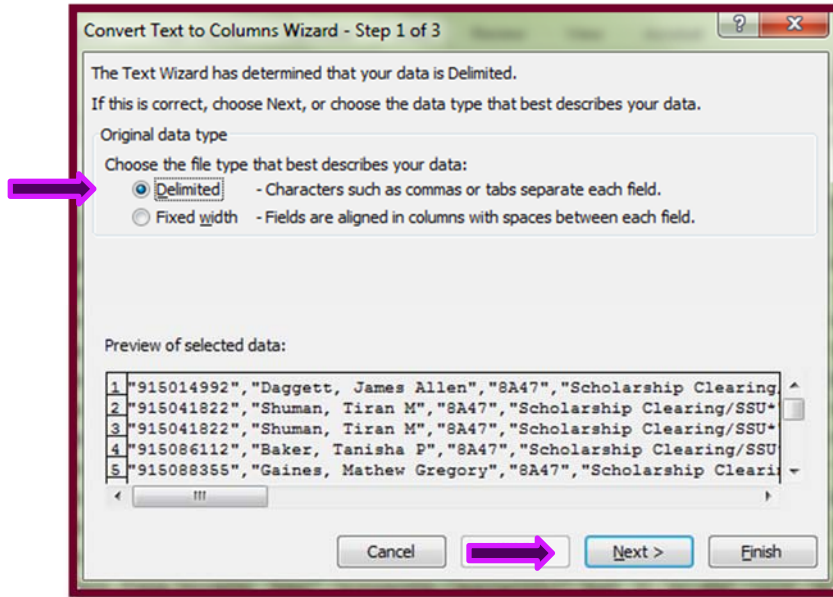
kk. Ctrl V to past into excel spreadsheet.

FORMATTING TGIACCD IN EXCEL

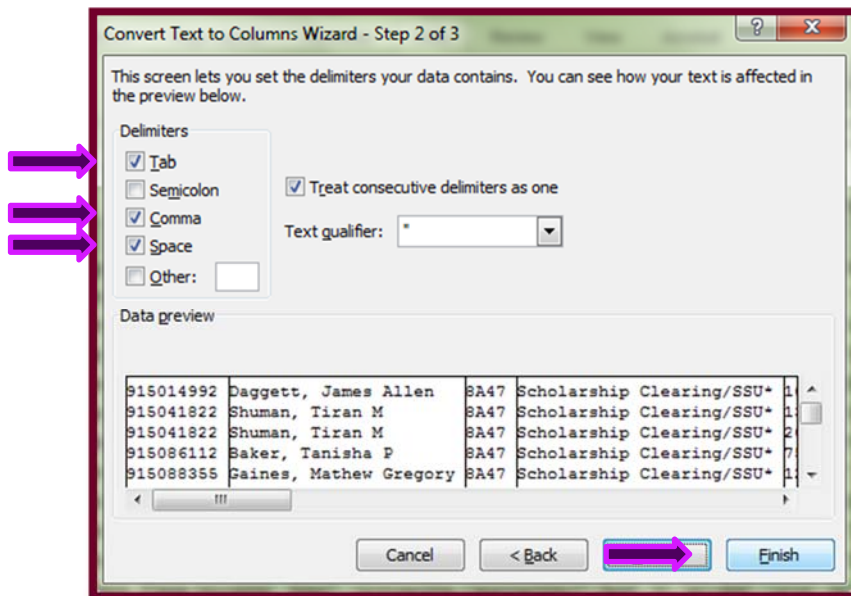
17. Select "Column A" and on the "Data" tab select "Text to Columns"



18. The Text to Column Wizard dialog box will pop up, select “Delimited”. Click “Next >”.



19. Then ensure that the check boxes for Tab, Comma, and Space. Click “Finish”



20. Now insert a row at the top of the data, copy the header row from the TGIACCD Headers Template, paste the header row above the data.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	Student ID	Student Name	Detail	Coc	Descriptic	Amount	Balance	Term	Aid Year	Period	Transactic	Receipt	Source Co	Cashier U:	Cashier Se	Cashier Er	Course
2	(Ctrl) -	Daggett, J	8A47	Scholarshi	1000	0	201302	1213	201302	424		F	ABROWN	756	#####		
3	(Ctrl) -	Shuman, T	8A47	Scholarshi	1225	0	201302	1213	201302	410		F	ABROWN	756	#####		

RECONCILIATION:

(Always Use Template from Prior Month)

As the reports are reconciled in the Excel Template, change the tab color to the dark color of the month.

1. Reconcile using Pivot Tables
 - a. Update GL Pivots (*Refresh*)
 - i. Account proof **must** equal zero.
 - b. Reconcile GL_DETAIL vs. BNR_DETL_BY_STUDENT
 - c. Reconcile BNR_DETL_BY_STUDENT vs. TGIACCD/*ReconbyTerms*
 - d. Reconcile COD vs. TGIACCD/*ReconbyTerms*
 - e. Update Cover Report Sheet
 - i. Variances should be zero.
 - f. Support goes in the order of the front page
 - i. COD Disbursements Balance
 - ii. COD Net Drawdowns
 - iii. COD Available to Draw
 - iv. Banner Loans
 - v. PeopleSoft Loans (*GL Pivots*)
 - vi. PeopleSoft Drawdowns (*GL Pivots*)
 - vii. PeopleSoft Account Balance (*Review Financial Ledger*)
 - g. Place “Yellow” sheet in the very back, Paper Clip together.
 - h. Sign, Date, and Submit for Approval.

BOOKSTORE RECONCILIATION

Account: 219815

Fund: 10600

Detail Code: 3115

LOCATED ON THE RAAT DRIVE UNDER "BOOKSTORE CHARGES"

- Computer\raat(\\csit-svr-sysctr)(Z:)\Bookstore Charges\20XX-XX\Reconciliations\
RECONCILED BY TERM: Account is zeroed out before next term charges are applied.

PEOPLE SOFT:

As the reports are updated in the Excel Template, change the tab color to the light color of the month.

1. Review Financial Ledger
 - a. Ledger
 - i. ACCOUNT NUMBER
 1. 219815
 - ii. FUND
 1. 10600

Ledger Criteria

Inquiry Name	*Unit	*Ledger	*Fiscal Year	*From Period	*To Period	Currency	Stat Code
LEDGER	48000	ACTUALS	2013	1	12	USD	

Show YTD Balance Include Closing Adjustments
 Show Transaction Details Only in Base Currency Max Ledger Rows: 100

Chartfield Criteria Customize | Find | First 1-8 of 8 Last

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account	219815		Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
Department			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Code	10600		Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
Class Field			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Program Code			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Budget Reference			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Project			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Adjustment Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	

Include Adjustment Periods

Sel	Period
<input type="checkbox"/>	998

2. Run BOR Query: 480_TP_GL_DETAIL

480_TP_GL_DETAIL

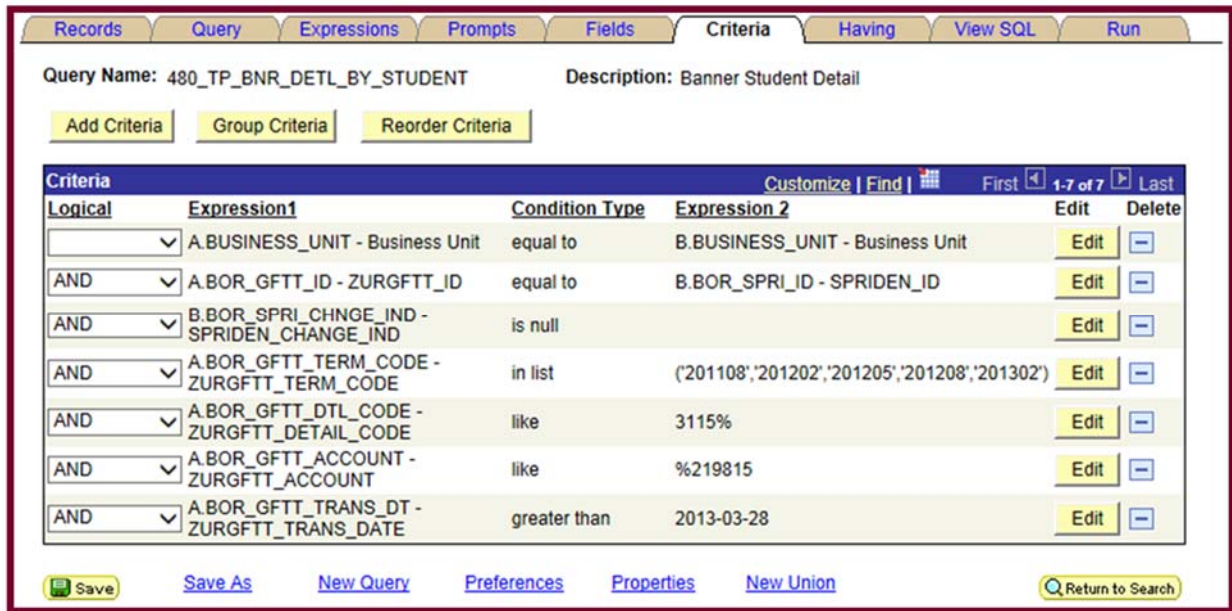
Year:

From Period:

To Period:

Account:

3. Run BOR Query: 480_TP_BNR_DETL_BY_STUDENT



4. Run ReconbyTerms

- a. SSU Query Tool: <https://simba.savannahstate.edu/querytool>
 - i. NEED Query Password

5. Run TGIACCD by Detail Code and Term

- a. F7 to Clear
- b. F8 to Run
- c. "Help" → "Extract Data No Key" to get into Excel
- d. Text to Column

6. Move/Copy (**always Copy**) current term File Log

RECONCILIATION:

(Always Use Template from Prior Month)

As the reports are reconciled in the Excel Template, change the tab color to the dark color of the month.

7. Reconcile using Pivot Tables

- a. Update GL Pivots (Refresh)
- b. Reconcile GL_DETAIL vs. BNR_DETL_BY_STUDENT
- c. Reconcile BNR_DETL_BY_STUDENT vs. TGIACCD/ReconbyTerms
- d. Reconcile File Log vs. TGIACCD/ReconbyTerms
 - i. File Log is found at:
Z:\Bookstore Charges\Bookstore File Log.xlsx
 - ii. This is also your Variance Report.
- e. Update Cover Report Sheet, explaining, with **detailed** notes, the balance in the account.
 - i. The tab that is just the Account Number
- f. Copy prior month's Reconciliation Cover Sheet and place in the back of the reconciliation.
- g. Place "Yellow" sheet in the very back, Paper Clip together.
- h. Sign, Date, and Submit for Approval.

GRANTS

GRANTS: BUDGET STATEMENTS REPORTS

People Soft: (Hint: "Project"="Grant Number")

1. Run Trial Balance
 - a. (TB_DMD_Fund_20_Exp)
 - i. Expense Accounts Only (500000-999999)

Run Control ID: TB_Fund_14000 Report Manager Process Monitor Run

Language: English

Report Request Parameters

Unit: 48000 *Ledger: ACTUALS Include Adjustment Periods
Fiscal Year: 2013 Period: 12 Adjustment Period: 1
Currency Option: Base Currency: Refresh

Display Full Numeric Field

ChartField Selection Customize | Find | First 1-10 of 10 Last

Sequence	ChartField Name	Include CF	Include Closed Items	Subtotal Value	To Value
	Adjustment Type	<input type="checkbox"/>	<input type="checkbox"/>		
	Book Code	<input type="checkbox"/>	<input type="checkbox"/>		
	Budget Reference	<input type="checkbox"/>	<input type="checkbox"/>		
	Class Field	<input type="checkbox"/>	<input type="checkbox"/>		
	Department	<input type="checkbox"/>	<input type="checkbox"/>		
	Program Code	<input type="checkbox"/>	<input type="checkbox"/>		
	Statistics Code	<input type="checkbox"/>	<input type="checkbox"/>		
1	Project	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	502-48	502-48
2	Fund Code	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	20000	20000
3	Account	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	500000	999999

Save Return to Search Previous in List Next in List Notify Add Update/Display

2. Run A/P History Report
 - a. (AP_Hist)

AP History Report

Run Control ID: AP_Hist Report Manager Process Monitor Run

Range Criteria

Date From: 03/27/2013 Date To: 04/24/2013
From Account: 500000 To Account: 999999
From Department: % To Department: %

Chart Criteria

Fund Code: 20000 Class Field: % Program Code: %
Project: 502-48 Budget Ref: %

Voucher Criteria

Voucher ID: % Business Unit: 48000

Save Return to Search Previous in List Next in List Add Update/Display Include History Correct History

- 3. Req. and PO Budgetary Activity
 - a. Dated from beginning of project to *Today*

Req-PO Budgetary Activity

Run Control ID: Req [Report Manager](#) [Process Monitor](#) [Run](#)

Language: English

Report Request Parameters

*Business Unit: 48000 *Budget Date From: 01/01/1901 *To: 12/31/2013

Remaining Amount: 0.000 USD

Business Unit GL: 48000

Order By: Vendor Name Purchase Order ID

ChartField Sort Options [Customize](#) | [Find](#) | [View All](#) | First 1 of 1 Last

*ChartField	Short Name	From ChartField Value	To ChartField Value
PROJECT_ID	Project	502-48	502-48

[Save](#) [Return to Search](#) [Add](#) [Update/Display](#)

- 4. Review General Ledger Activity
 - a. Sum by:
 - i. Project/Grant
 - ii. Fund Code
 - iii. Account

Ledger Criteria

Inquiry Name: LEDGER *Unit: 48000 *Ledger: ACTUALS *Fiscal Year: 2013 *From Period: 1 *To Period: 12 Currency: USD Stat Code:

Show YTD Balance Include Closing Adjustments

Show Transaction Details Only in Base Currency Max Ledger Rows: 100

[Search](#) [Clear](#) [Delete](#)

Chartfield Criteria [Customize](#) | [Find](#) | First 1-8 of 8 Last

ChartField	Value	ChartField Value Set	Update/New	Sum By	Value Required	Order-By
Account	12%		Update/New	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3
Department			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Fund Code	20000		Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
Class Field			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Program Code			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Budget Reference			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	
Project	502-48		Update/New	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1
Adjustment Type			Update/New	<input type="checkbox"/>	<input type="checkbox"/>	

Include Adjustment Periods

Sel	Period
<input type="checkbox"/>	998

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

5. Run BOR Query 480_GC_GL_GRNT_EXP_Detail
 - a. Account → Not Like 21%

480_GC_GL_GRNT_EXP_DETAIL

Year:

From Period:

To Period:

Project:

- b. Insert 2 Columns (Type & Sub Category, i.e. Expense, Travel)

6. Run BOR Query 480_GC_PAYROLL_DETL_EMP
 - a. 52 → Salary
 - b. 55 → Fringe Benefits
 - c. Actual Check is Source Document

480_GC_PAYROLL_DETL_EMP

Project:

Jnl Date From:

To:

7. Run BOR Query 480_GC_BNR_DETL_BY_STUDENT
 - a. No Term
 - b. No Detail Code
 - c. A.BOR_GFTT_ACCOUNT - ZURGFTT_ACCOUNT is like 20000%GrantNumber%

Records Query Expressions Prompts Fields **Criteria** Having View SQL Run

Query Name: 480_GC_BNR_DETL_BY_STUDENT Description: Banner Student Detail

Logical	Expression1	Condition Type	Expression 2	Edit	Delete
<input type="checkbox"/>	A.BUSINESS_UNIT - Business Unit	equal to	B.BUSINESS_UNIT - Business Unit	<input type="button" value="Edit"/>	<input type="button" value="[-"/>
AND	<input type="checkbox"/> A.BOR_GFTT_ID - ZURGFTT_ID	equal to	B.BOR_SPRI_ID - SPRIDEN_ID	<input type="button" value="Edit"/>	<input type="button" value="[-"/>
AND	<input type="checkbox"/> B.BOR_SPRI_CHNGE_IND - SPRIDEN_CHANGE_IND	is null		<input type="button" value="Edit"/>	<input type="button" value="[-"/>
AND	<input type="checkbox"/> A.BOR_GFTT_ACCOUNT - ZURGFTT_ACCOUNT	like	20000%502-48%	<input type="button" value="Edit"/>	<input type="button" value="[-"/>
AND	<input type="checkbox"/> A.BUSINESS_UNIT - Business Unit	equal to	48000	<input type="button" value="Edit"/>	<input type="button" value="[-"/>

[Save As](#) [New Query](#) [Preferences](#) [Properties](#) [New Union](#)

GRANTS: SETTING UP A PHYSICAL FOLDER

- Pendaflex Hanging Classification Folder (or Similar)
 - Create label using grant number and name
 - Two hole punch all documents that will be in file
 - Insert documents per this directive:
 - All documents should be in chronological order with the most recent on top.
 - Inside Tab
 - Award Letter
 - Proposal
 - Contract Amendment
 - CFDA
 - Second Tab
 - Budget Information
 - Reconciliations
 - Financial Reports
 - Budget Amendments
 - Funding Receipts
 - i.e. - Checks, Journal Entries posting bank transactions, etc.
 - Third Tab
 - Correspondences
 - i.e. - E-mail, Mail, Phone notes, etc.
 - Final Tab
 - Financial Transactions Documents
 - i.e. - Check/Purchase Request, Employment Request, Journal Entries, etc.
- File folder in designated cabinet in numerical order.

GRANTS: RESLEASE TIME AUDIT

1. Run Query : 480_GC_REL_TIME_AUDIT
 - a. Verify that correct Employee IDs are “in list”; if not edit list
2. Journal Date
 - a. From first day of first month of term
 - b. To the last day of the most recent completed month
3. Download to Excel, or View All and Copy/Paste
4. Insert Column between “Pool ID” and Account
 - a. Code query results as “Fringe” “Expensed”
5. Add/Create Budgeted Data
6. Create Pivot

The screenshot shows a report configuration window with the following sections:

- Report Filter:** Pool ID, Fund
- Column Labels:** Date, Source
- Row Labels:** Name, ID, Project
- Values:** Sum of Expen...
- Buttons:** Defer Layout Update (checkbox), Update

THE GENERAL JOURNAL

CREATING A JOURNAL VOUCHER IN EXCEL

1. Open GJ Excel Spreadsheet.
2. Copy last entry template and erase irrelevant data.
3. Fill in:
 - a. Transaction Date
 - b. Description
 - c. Account
 - d. Fund
 - e. Department (Req. for Agency Accounts)
 - f. Speed Type (Required for GCA)
 - g. Student's 915-Name (if a bank disbursement)
 - h. The Debit amount(s)
 - i. The Credit amount(s)
 - j. Assign GJF NO: (Sequentially, i.e. GJ13DD0122, GJ13DD0221, etc.....)
4. Attach documentation.
5. Submit for approval.

JOURNAL VOUCHER EXAMPLES

- a. Wells Fargo Disbursement:

SAVANNAH STATE UNIVERSITY GENERAL JOURNAL FINANCIAL								
TRANSACTION DATE:		3/18/2013			GJF NO: GJ _____			
DESCRIPTION:		To post Wells Fargo disbursement on March 12, 2013						
PREPARED BY:		E. Ancrum			APPROVED BY:		POSTED BY:	
EXPLANATION:		See attached						
This journal entry is an adjustment to: ENCUMBRANCES FINANCIAL DATA (CIRCLE ONE)								
SPEED TYPE OR BP	ACCT	FUND	DEPT ID	PROG	CLASS	PROJ	DEBIT	CREDIT
	118100	61000					\$9,992.00	
	251375	61000		915079047-Alicia Bulloch				\$8,492.00
	251375	61000		915137135-James Hulik				\$1,500.00
PAGE/ENTRY TOTALS							\$9,992.00	\$9,992.00

b. Receipt of GCA Invoice Funds:

SAVANNAH STATE UNIVERSITY GENERAL JOURNAL FINANCIAL								
TRANSACTION DATE:			10/31/2012			GJF NO: GJ1 3 EA		
DESCRIPTION: Record receipt of funds from SAIC on October 31, 2012 Invoice SSU2012-10								
PREPARED BY:			E. Ancrum			APPROVED BY:		POSTED BY:
EXPLANATION: See attached documents								
This journal entry is an adjustment to: ENCUMBRANCES FINANCIAL DATA (CIRCLE ONE)								
SPEED TYPE OR BP	ACCT	FUND	DEPT ID	PROG	CLASS	PROJ	DEBIT	CREDIT
GVC101	118100						\$25,901.24	
GVC101	441920							\$25,901.24
PAGE/ENTRY TOTALS							\$25,901.24	\$25,901.24

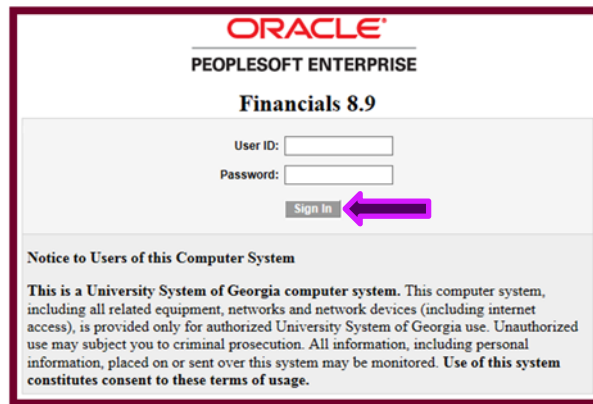
c. GCA Revenue Allocation:

SAVANNAH STATE UNIVERSITY GENERAL JOURNAL FINANCIAL								
TRANSACTION DATE:			10/31/2012			GJF NO: GJ1 3EA		
DESCRIPTION: Record Governmental & Corporate Affairs contract management fee for October 31, 2012 Receipt								
PREPARED BY:			E. Ancrum			APPROVED BY:		POSTED BY:
EXPLANATION: See attached documents								
This journal entry is an adjustment to: ENCUMBRANCES FINANCIAL DATA (CIRCLE ONE)								
SPEED TYPE OR BP	ACCT	FUND	DEPT ID	PROG	CLASS	PROJ	DEBIT	CREDIT
GVC101	441921						\$5,322.31	
GCA	441930							\$5,322.31
GCA	118100						\$5,322.31	
GVC101	118100							\$5,322.31
PAGE/ENTRY TOTALS							\$10,644.62	\$10,644.62

ENTERING JOURNAL VOUCHERS INTO PEOPLESOFT

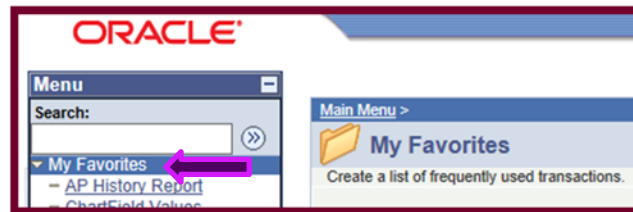
1. Log into PeopleSoft

Found at: <https://dfs-fscon.gafirst.usg.edu/psp/F89PRD/?cmd=login>



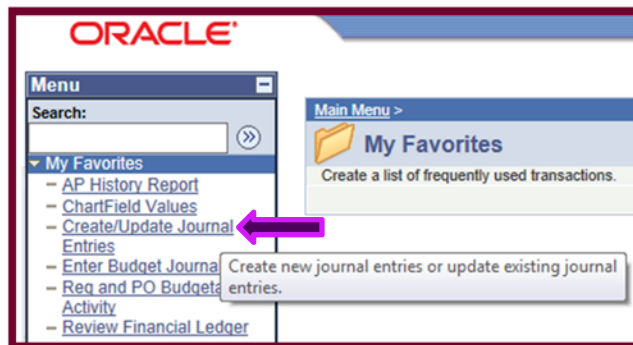
The screenshot shows the Oracle PeopleSoft Enterprise Financials 8.9 login page. At the top, it says "ORACLE" and "PEOPLESOFT ENTERPRISE Financials 8.9". Below this are fields for "User ID:" and "Password:". A "Sign In" button is highlighted with a purple arrow. Below the login fields is a "Notice to Users of this Computer System" section with a warning about unauthorized use.

2. Click on "My Favorites" on the left



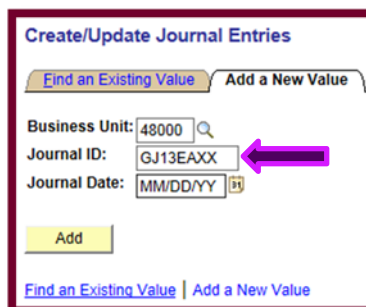
The screenshot shows the Oracle PeopleSoft Enterprise Main Menu. On the left, there is a "Menu" section with a search bar and a list of "My Favorites". A purple arrow points to the "My Favorites" link. On the right, there is a "Main Menu" section with a "My Favorites" folder icon and the text "Create a list of frequently used transactions."

3. Click on Create/Update Journal Entries



The screenshot shows the Oracle PeopleSoft Enterprise Main Menu with the "My Favorites" list expanded. A purple arrow points to the "Create/Update Journal Entries" link. A tooltip is visible over this link, containing the text: "Create new journal entries or update existing journal entries."

4. Enter the correct Journal Voucher into the system (i.e. 13GJEA0022)



The screenshot shows the "Create/Update Journal Entries" form. It has two tabs: "Find an Existing Value" and "Add a New Value". The "Add a New Value" tab is selected. The form contains the following fields: "Business Unit:" with the value "48000", "Journal ID:" with the value "GJ13EAXX" (highlighted with a purple arrow), and "Journal Date:" with the format "MM/DD/YY". There is an "Add" button at the bottom left and a "Find an Existing Value" link at the bottom.

5. Enter the date on the top of the journal voucher in MM/DD/YYYY format, or use the calendar

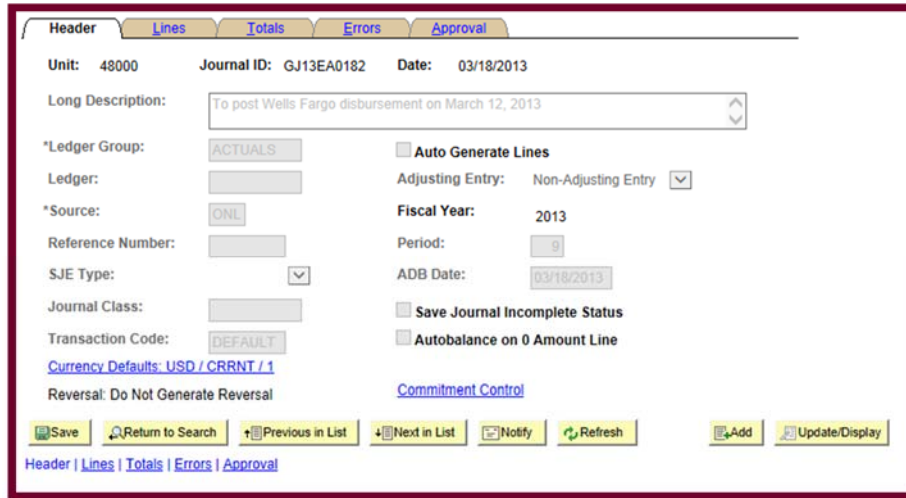
6. Click Next.
7. This should route you to the tab labeled “Headers”; if not, click the tab labeled “Headers”
 - a. In the box titled “Long Description” type the Description from the Journal Entry
 - b. In the Box titled “*Ledger Group” type:
 - i. “ACTUALS”
 - c. In the box titled “*Source” type:
 - i. “ONL”
 - d. In the box titled “Transaction Code” type:
 - i. “DEFAULT”
8. At the top of the page click the tab labeled “Lines”
9. Fill in from the Journal Entry Voucher the Account, Fund, and Amount.
 - a. If there is something written on the individual lines (usually under “Prog”), for instance a 915# and a name, enter it in the description box, exactly as written.
10. Count how many more lines you will need, enter this number in the box titled “Lines to add” and click the “+” sign to add them.
11. Debits are entered as positive numbers and credits are entered as negative numbers.
12. Add the rest of the lines.
13. Ensure the dropbox at the top is selected to “Edit Journal” (This is the default). Click the button at the top labeled “Process”

14. When the pop-up says it is saved, click the drop-down box and change from “Edit Journal” to “Submit Journal.” Click “Process” button again.

15. When “Saved” appears in blue at the top, it is complete. If there are more entries, click on Create/Update Journal Entries, and go through the steps again.

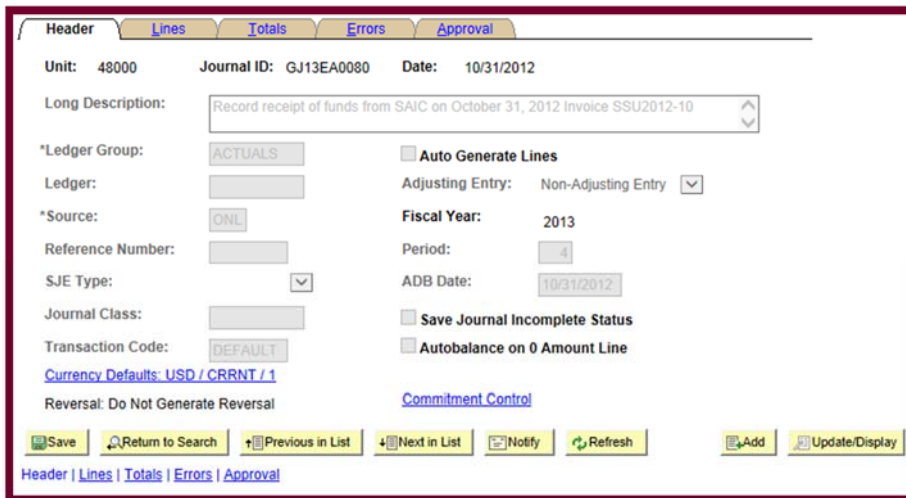
JOURNAL HEADERS IN PEOPLESFT EXAMPLES

a. Disbursement of Funds for Student



The screenshot shows the 'Header' tab of a journal entry in Peoplesoft. The journal ID is GJ13EA0182, dated 03/18/2013. The long description is 'To post Wells Fargo disbursement on March 12, 2013'. The ledger group is 'ACTUALS' and the source is 'ONL'. The fiscal year is 2013, and the period is 9. The ADB date is 03/18/2013. The transaction code is 'DEFAULT'. The currency defaults are 'USD / CRRNT / 1'. The reversal is set to 'Do Not Generate Reversal'. The interface includes buttons for Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, and Update/Display. There are also checkboxes for 'Auto Generate Lines', 'Save Journal Incomplete Status', and 'Autobalance on 0 Amount Line', and a link for 'Commitment Control'.

b. Receipt of GCA Invoice



The screenshot shows the 'Header' tab of a journal entry in Peoplesoft. The journal ID is GJ13EA0080, dated 10/31/2012. The long description is 'Record receipt of funds from SAIC on October 31, 2012 Invoice SSU2012-10'. The ledger group is 'ACTUALS' and the source is 'ONL'. The fiscal year is 2013, and the period is 4. The ADB date is 10/31/2012. The transaction code is 'DEFAULT'. The currency defaults are 'USD / CRRNT / 1'. The reversal is set to 'Do Not Generate Reversal'. The interface includes buttons for Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, and Update/Display. There are also checkboxes for 'Auto Generate Lines', 'Save Journal Incomplete Status', and 'Autobalance on 0 Amount Line', and a link for 'Commitment Control'.

c. GCA Revenue Allocation

Header | Lines | Totals | Errors | Approval

Unit: 48000 Journal ID: GJ13EA0081 Date: 10/31/2012

Long Description: Record Governmental & Corporate Affairs contract management fee for October 31, 2012 Receipt

*Ledger Group: ACTUALS Auto Generate Lines

Ledger: Adjusting Entry: Non-Adjusting Entry

*Source: ONL Fiscal Year: 2013

Reference Number: Period: 4

SJE Type: ADB Date: 10/31/2012

Journal Class: Save Journal Incomplete Status

Transaction Code: DEFAULT Autobalance on 0 Amount Line

Currency Defaults: USD / CRRNT / 1

Reversal: Do Not Generate Reversal [Commitment Control](#)

Header | Lines | Totals | Errors | Approval

d. Grant Expense Adjustment

Header | Lines | Totals | Errors | Approval

Unit: 48000 Journal ID: GJ13EA0212 Date: 04/29/2013

Long Description: To transfer D. Townsend travel expense to the correct project

*Ledger Group: ACTUALS Auto Generate Lines

Ledger: Adjusting Entry: Non-Adjusting Entry

*Source: ONL Fiscal Year:

Reference Number: Period:

SJE Type: ADB Date: 04/29/2013

Journal Class: Save Journal Incomplete Status

Transaction Code: DEFAULT Autobalance on 0 Amount Line

Currency Defaults: USD // 1

Reversal: Do Not Generate Reversal [Commitment Control](#)

Header | Lines | Totals | Errors | Approval

JOURNAL LINES IN PEOPLESFT EXAMPLES

a. Disbursement of Funds for Student

Header | Lines | Totals | Errors | Approval

Unit: 48000 Journal ID: GJ13EA0182 Date: 03/19/2013 *Process: Edit Journal Process

Template List Search Criteria Errors Only Line: 10

Select	Line	SpeedType	Account	Fund	Dept	Program	Class	Project	Bud Ref	Amount	Open Item Key	Reference	Journal Line Description
<input type="checkbox"/>	1		118100	61000					2013	9,992.00			Cash in Bank Gen Oper- Dem Dep
<input type="checkbox"/>	2		251375	61000					2013	-8,462.00			915079047-Alicia Bulloch
<input type="checkbox"/>	3		251375	61000					2013	-1,500.00			915137135-James Hulk

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
48000	3	9,992.00	9,992.00	P	Y

Header | Lines | Totals | Errors | Approval

b. Receipt of GCA Invoice

Header													
Lines													
Unit: 48000		Journal ID: GJ13EA0080		Date: 10/31/2012		*Process: Edit Journal		Process					
Template List Search Criteria													
Errors Only													
Line: 10													
Select	Line	SpeedType	Account	Fund	Dept	Program	Class	Project	Bud Ref	Amount	Open Item Key	Reference	Journal Line Description
<input type="checkbox"/>	1		118100	14000	1047107	16100	11000		2013	25,901.24			Cash in Bank Gen Oper- Dem Dep
<input type="checkbox"/>	2		441920	14000	1047107	16100	11000		2013	-25,901.24			Contract Revenue
Totals													
Unit: 48000		Total Lines: 2		Total Debits: 25,901.24		Total Credits: 25,901.24		Journal Status: P		Budget Status: Y			
Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display													

c. GCA Revenue Allocation

Header													
Lines													
Unit: 48000		Journal ID: GJ13EA0081		Date: 10/31/2012		*Process: Edit Journal		Process					
Template List Search Criteria													
Errors Only													
Line: 10													
Select	Line	SpeedType	Account	Fund	Dept	Program	Class	Project	Bud Ref	Amount	Open Item Key	Reference	Journal Line Description
<input type="checkbox"/>	1		441921	14000	1047107	16100	11000		2013	5,322.31			Contract Revenue-Contract
<input type="checkbox"/>	2		441930	14000	1047106	16100	11000		2013	-5,322.31			Contract Management Fee
<input type="checkbox"/>	3		118100	14000	1047107	16100	11000		2013	5,322.31			Cash in Bank Gen Oper- Dem Dep
<input type="checkbox"/>	4		118100	14000	1047106	16100	11000		2013	-5,322.31			Cash in Bank Gen Oper- Dem Dep
Totals													
Unit: 48000		Total Lines: 4		Total Debits: 10,644.62		Total Credits: 10,644.62		Journal Status: P		Budget Status: Y			
Save Return to Search Notify Refresh Add Update/Display													

d. Grant Expense Adjustment

Header													
Lines													
Unit: 48000		Journal ID: GJ13EA0212		Date: 04/29/2013		*Process: Edit Journal		Process					
Template List Search Criteria Change Values Inter/IntraUnit													
Errors Only													
Line: 10													
Select	Line	SpeedType	Account	Fund	Dept	Program	Class	Project	Bud Ref	Amount	Open Item Key	Reference	Journal Line Description
<input type="checkbox"/>	1		641130	20000	1018100	14800	64000	576	2013	178.50	0201516		Travel-Employees-Meals
<input type="checkbox"/>	2		641150	20000	1018100	14800	64000	576	2013	19.90	0201516		Travel-Employee-Miscellar
<input type="checkbox"/>	3		641170	20000	1018100	14800	64000	576	2013	38.00	0201516		Travel-Employee-Parking
<input type="checkbox"/>	4		641130	20000	1018100	14800	64000	577	2013	-178.50	0201516		Travel-Employees-Meals
<input type="checkbox"/>	5		641150	20000	1018100	14800	64000	577	2013	-19.90	0201516		Travel-Employee-Miscellar
<input type="checkbox"/>	6		641170	20000	1018100	14800	64000	577	2013	-38.00	0201516		Travel-Employee-Parking
<input type="checkbox"/>	7		118200	20000				576	2013	-234.40			Intraunit Offset
<input type="checkbox"/>	8		118200	20000				577	2013	234.40			Intraunit Offset
Totals													
Unit: 48000		Total Lines: 8		Total Debits: 468.80		Total Credits: 468.80		Journal Status: N		Budget Status: N			
Save Notify Refresh Add Update/Display													
Header Lines Totals Errors Approval													

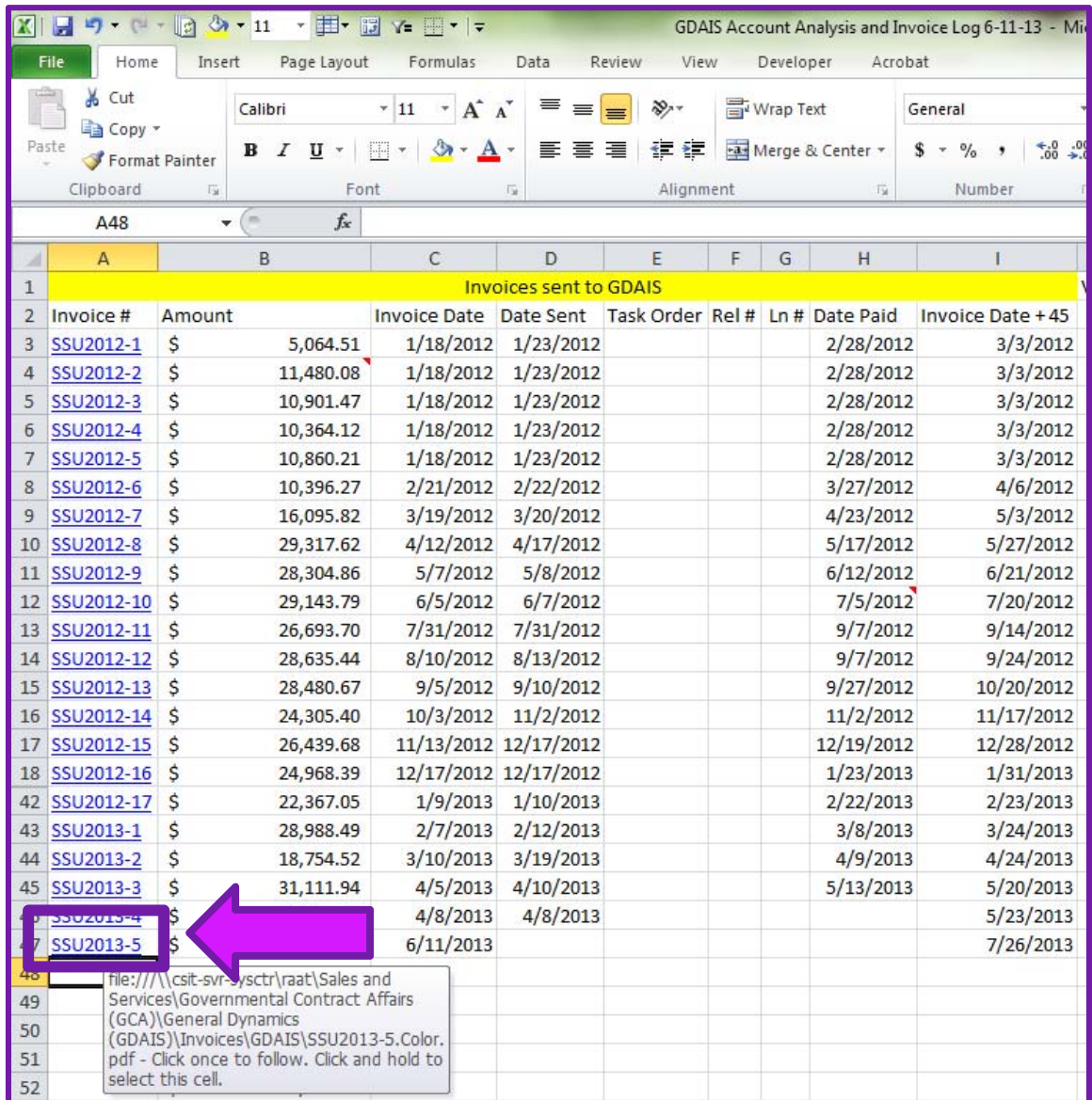
"N" means that there are errors

FINDING AN INCOMPLETE JOURNAL ENTRY IN PEOPLESOFT

1. Log into PeopleSoft
2. Click on “My Favorites” on the left
3. Click on Create/Update Journal Entries
4. Click the tab “Find an Existing Value”
5. Enter the information you know
 - a. Tip: Search by “Journal ID begins with”

GOVERNMENT AND CORPORATE AFFAIRS

- First week of the month.
 - Courier time sheets and invoices to Ms. Wilds for signatures.
 - Obtain signature from Ms. Ancrum.
 - Scan into system, save by invoice number in appropriate folder on raat drive.
 - Hyperlink to the Account Analysis and Invoice Log
1. Courier invoices over to Program Manager (Ms. Wilds) in the Colston Building. If she is not there leave them for her to sign, if she is, wait.
 2. Return and have Accountant sign.
 3. Scan invoice into folder and hyperlink.
 - a. IF GDAIS (General Dynamics Advanced Information Systems Inc.) Invoice
 - i. Scan in Color and hyperlink to appropriate spot on most recent Account Analysis and Invoice Log.



Invoices sent to GDAIS								
Invoice #	Amount	Invoice Date	Date Sent	Task Order	Rel #	Ln #	Date Paid	Invoice Date + 45
SSU2012-1	\$ 5,064.51	1/18/2012	1/23/2012				2/28/2012	3/3/2012
SSU2012-2	\$ 11,480.08	1/18/2012	1/23/2012				2/28/2012	3/3/2012
SSU2012-3	\$ 10,901.47	1/18/2012	1/23/2012				2/28/2012	3/3/2012
SSU2012-4	\$ 10,364.12	1/18/2012	1/23/2012				2/28/2012	3/3/2012
SSU2012-5	\$ 10,860.21	1/18/2012	1/23/2012				2/28/2012	3/3/2012
SSU2012-6	\$ 10,396.27	2/21/2012	2/22/2012				3/27/2012	4/6/2012
SSU2012-7	\$ 16,095.82	3/19/2012	3/20/2012				4/23/2012	5/3/2012
SSU2012-8	\$ 29,317.62	4/12/2012	4/17/2012				5/17/2012	5/27/2012
SSU2012-9	\$ 28,304.86	5/7/2012	5/8/2012				6/12/2012	6/21/2012
SSU2012-10	\$ 29,143.79	6/5/2012	6/7/2012				7/5/2012	7/20/2012
SSU2012-11	\$ 26,693.70	7/31/2012	7/31/2012				9/7/2012	9/14/2012
SSU2012-12	\$ 28,635.44	8/10/2012	8/13/2012				9/7/2012	9/24/2012
SSU2012-13	\$ 28,480.67	9/5/2012	9/10/2012				9/27/2012	10/20/2012
SSU2012-14	\$ 24,305.40	10/3/2012	11/2/2012				11/2/2012	11/17/2012
SSU2012-15	\$ 26,439.68	11/13/2012	12/17/2012				12/19/2012	12/28/2012
SSU2012-16	\$ 24,968.39	12/17/2012	12/17/2012				1/23/2013	1/31/2013
SSU2012-17	\$ 22,367.05	1/9/2013	1/10/2013				2/22/2013	2/23/2013
SSU2013-1	\$ 28,988.49	2/7/2013	2/12/2013				3/8/2013	3/24/2013
SSU2013-2	\$ 18,754.52	3/10/2013	3/19/2013				4/9/2013	4/24/2013
SSU2013-3	\$ 31,111.94	4/5/2013	4/10/2013				5/13/2013	5/20/2013
SSU2013-4	\$	4/8/2013	4/8/2013					5/23/2013
SSU2013-5	\$	6/11/2013						7/26/2013

1. Account Analysis is located:
 - a. Z:\Sales and Services\Governmental Contract Affairs (GCA)\General Dynamics (GDAIS)\Account Analysis
2. Invoice Folder is located:
 - a. Z:\Sales and Services\Governmental Contract Affairs (GCA)\General Dynamics (GDAIS)\Invoices\GDAIS
- ii. **Scan in Black & White** (Binary on the Canon DR-3080C II) for Erika to e-mail.
 1. GDAIS will not accept color invoices. (As of March 2013)
- b. If SAIC(Science Applications International Corporation, Inc) invoice
 - i. Scan in Color and hyperlink to appropriate spot on most recent Account Analysis and Invoice Log.

	A	B	C	D	E	F	G	H	I	J
46	SSU2012-9	\$ 23,774.00	8/10/2012	8/13/2012	TO37	5		10/3/2012	9/24/2012	37-4
47	SSU2012-10	\$ 25,901.24	9/5/2012	9/10/2012	TO37	5		10/31/2012	10/20/2012	37-4
48	SSU2012-11	\$ 24,738.96	10/4/2012	10/4/2012	TO37	5		11/23/2012	11/18/2012	37-4
49	SSU2012-12	\$ 22,540.98	11/13/2012	11/21/2012	TO37	5		1/9/2013	12/28/2012	37-4
50	SSU2012-13	\$ 13,505.10	12/17/2012	12/17/2012	TO37	5		2/6/2013	1/31/2013	37-4
51	SSU2012-14	\$ 13,462.50	1/9/2013	1/10/2013	TO37	5		3/1/2013	2/23/2013	37-4
52	SSU2013-1	\$ 13,270.56	2/7/2013	2/14/2013	TO37	5		4/2/2013	3/24/2013	37-4
53	SSU2013-2	\$ 13,270.56	3/10/2013	3/11/2013	TO37	5		5/1/2013	4/24/2013	37-4
54	SSU2013-3	\$ 10,768.80	4/5/2013	4/6/2013	TO37	5			5/20/2013	37-4
55	SSU2013-4		5/8/2013	5/8/2013	TO37				6/22/2013	37-4
56										
57										
58										
59										
60										
61										
62										
63										
64										
65										
66										
67										
68										

1. Account Analysis is located:
 - a. Z:\Sales and Services\Governmental Contract Affairs (GCA)\SAIC\Account Analysis and Invoice Logs
2. Invoice Folder is located:
 - a. Z:\Sales and Services\Governmental Contract Affairs (GCA)\SAIC\Invoice PDF's\SAIC Invoices
4. When Checks have been sent out, pull voucher packet from AP and Scan into folder and hyperlink.
 - a. Folder is "Checks Received"
 - i. Z:\Sales and Services\Governmental Contract Affairs (GCA)\Checks Received
 - b. If DST (Data Solutions & Technology Incorporated)
 - i. Figure out if it is for GDAIS or SAIC

ii. Scan in Color and hyperlink to appropriate spot on most recent GDAIS or SAIC Account Analysis and Invoice Log.

1. Z:\Sales and Services\Governmental Contract Affairs (GCA)\General Dynamics (GDAIS)\Account Analysis

V#01691219	Invoices from DST PO 403233/404500							V#401751	GCA Revenue
Invoice #	Amount	Invoice Date	Date Recvd	Reference	Date Paid	CK#			
001R	\$ 3,520.00	09/02/11	10/06/11	G129	12/9/2011	97238		\$ 1,544.51	
002	\$ 16,672.25	10/03/12	10/05/11	G129	12/9/2011	97238		\$ (5,192.17)	
003	\$ 8,965.00	11/02/12	11/04/11	G129	12/9/2011	97238		\$ 1,936.47	
004	\$ 8,415.00	12/02/12	12/05/11	G129	12/9/2011	97238		\$ 1,949.12	
005	\$ 5,500.00	01/02/12	01/10/12	G129	1/18/2012	98145		\$ 5,360.21	
006	\$ 8,442.50	02/02/12	02/03/12	G129	2/10/2012	98678		\$ 1,953.77	
007	\$ 13,400.90	03/02/12	03/05/12	G129	3/5/2012	99308		\$ 2,694.92	
008	\$ 28,474.39	04/02/12	04/04/12	G129	4/12/2012	100245		\$ 843.23	
009	\$ 23,862.40	05/02/12	05/03/12	G129	5/8/2012	100746		\$ 4,442.46	
010	\$ 24,506.00	06/01/12	06/05/12	G129	6/7/2012	101489		\$ 4,637.79	
011	\$ 22,822.30	07/02/12	07/05/12	G129	8/1/2012	102668		\$ 3,871.40	
012	\$ 24,164.10	07/01/12	08/03/12	G129	8/14/2012	102845		\$ 4,471.34	
013	\$ 24,015.50	08/01/12	09/05/12	G129	9/13/2012	103437		\$ 4,465.17	
014	\$ 20,346.40	10/02/12	10/03/12	G129	10/4/2012	104028		\$ 3,959.00	
015	\$ 20,167.00	11/02/12	11/13/12	G129	11/2/2012	105184		\$ 6,272.68	
016	\$ 23,199.58	12/02/12	12/05/12	G129	12/2/2012	106050		\$ 1,768.81	
017	\$ 18,712.80	01/03/13	01/08/13	G129	1/3/2013	106123		\$ 3,654.25	
018	\$ 24,537.56	02/04/13	02/06/13	G129	2/8/2013	106854		\$ 4,450.93	
019	\$ 19,061.65	03/04/13	03/05/13	G129	03/11/13	107595		\$ (307.13)	
020	\$ 22,278.81	04/02/13	04/03/13	G129	4/12/13	108111		\$ 8,833.13	
021	\$ 19,813.54	05/01/13				109218		\$ 3,874.68	
022	\$ 23,054.64	06/03/13						\$	

2. Z:\Sales and Services\Governmental Contract Affairs (GCA)\SAIC\Account Analysis and Invoice Logs

V#400374	Invoices from DST PO 402167							V#401751	GCA Revenue
Invoice #	Amount	Invoice Date	Date Recvd	Reference	Date Paid	CK#			
98142	\$ 6,374.00	01/02/12	01/10/12	TO37	1/18/2012	98145		\$ 4,174.38	
98677								\$ 4,301.40	
98676	\$ 9,313.60	02/02/12	02/03/12	TO37	2/10/2012	98678		\$ 5,451.12	
99307	\$ 9,313.60	03/02/12	03/05/12	TO37	3/5/2012	99308		\$ 5,294.80	
100244	\$ 9,313.60	04/02/12	04/05/12	TO37	4/23/2012	100520		\$ 5,700.39	
100910	\$ 9,691.67	05/02/12	05/03/12	TO37	5/10/2012	100911		\$ 5,609.96	
101488	\$ 10,099.44	6/1/2012	6/5/2012	TO37	6/7/2012	101489		\$ 5,823.29	
102667	\$ 9,328.15	7/2/2012	7/5/2012	TO37	8/1/2012	102668		\$ 4,432.11	
102844	\$ 8,585.98	8/2/2012	8/3/2012	TO37	8/14/2012	102845		\$ 5,146.90	
103360	\$ 8,236.72	9/4/2012	9/5/2012	TO37	9/11/2012	103363		\$ 5,322.31	
104027	\$ 8,847.92	10/2/12	10/10/12	TO37	10/2/12	105194		\$ 5,292.08	
105183	\$ 5,704.58	11/2/12				105812		\$ 4,563.92	
105811									
106122									
106853									
107961									
108612								\$ 2,401.20	
109217								\$ 2,806.80	

c. If Diamond Technology

- i. Scan in Color and hyperlink to appropriate spot on most recent SAIC Account Analysis and Invoice Log.
 1. Z:\Sales and Services\Governmental Contract Affairs (GCA)\SAIC\Account Analysis and Invoice Logs

SAIC Account Analysis and Invoice Log 6-13-13 - Microsoft Excel

	K	L	M	N	O	P	Q	R	S	T	U	
19	Invoices from Diamond PO 402048						V#400374	Invoices from [
	37-12312011	\$ 11,714.64	01/03/12	01/10/12	TO37	1/18/2012	98142		012	\$ 6,374.00	0	
	37-03312011	\$ 20,785.71	04/07/11	05/04/11	TO37	2/10/2012	98677					
	37-01312012	\$ 10,773.29	02/06/12	02/10/12	TO37	2/10/2012	98676		013	\$ 9,313.60	0	
	37-02282012	\$ 9,483.28	03/02/12	03/05/12	TO37	3/5/2012	99307		014	\$ 9,313.60	0	
	37-03312012	\$ 12,830.32	04/02/12	04/04/12	TO37	4/12/2012	100244		015	\$ 9,313.60	0	
	37-04302012	\$ 11,156.80	05/02/12	05/08/12	TO37	5/10/2012	100910		016	\$ 9,691.67	0	
	37-05312012	\$ 11,923.83	06/01/12	06/04/12	TO37	6/7/2012	101488		017	\$ 10,099.44	6	
	37-06302012	\$ 9,483.28	07/02/12	07/03/12	TO37	8/1/2012	102667		018	\$ 9,328.15	7	
	37-07312012	\$ 10,041.12	8/2/2012	8/2/2012	TO37	8/14/2012	102844		019	\$ 8,585.98	8	
	37-08322012	\$ 12,342.21	9/6/2012	9/7/2012	TO37	9/11/2012	103360		020	\$ 8,236.72	9	
	37-09302012	\$ 10,598.96	10/4/2012	10/4/2012	TO37	10/4/2012	104027		021	\$ 8,847.92	10	
	37-10312012	\$ 12,272.48	11/1/2012	11/6/2012	TO37	11/1/2012	105183		022	\$ 5,704.58	11	
	37-10312012	\$ 10,808.15	12/3/2012	12/3/2012	TO37	12/18/2012	105811					
	37-12312012	\$ 11,156.80	12/31/2012	1/2/2013	TO37	12/31/2012	106122					
	37-01312013	\$ 10,598.96	2/1/2013	2/5/2013	TO37	2/11/2013	106853					
	37-02282013	\$ 10,598.96	3/1/2013	3/6/2013	TO37	3/20/2013	107961					
	37-03312013	\$ 8,367.60	4/1/2013	4/3/2013	TO37	4/20/2013	108022					
	37-04302013	\$ 11,714.64	5/1/2013	5/6/2013	TO37	5/20/2013	109217					

[109217](#)
 Z:\Sales and Services\Governmental Contract Affairs (GCA)\Checks Received\109217.pdf - Click once to follow. Click and hold to select this cell.

APPENDIX
