Fiscal Contacts Group July 20: Ledger Reconciliation(Transaction Sampling & File Retention

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Transaction Sampling

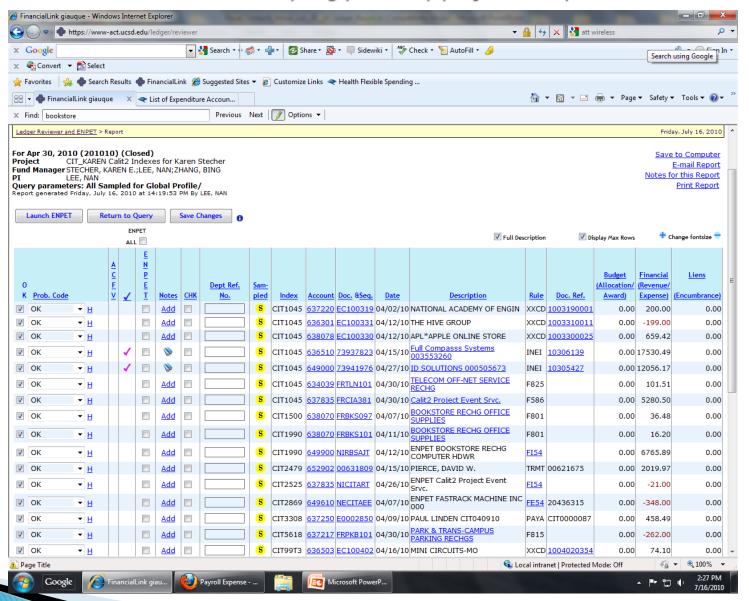
- 1. The purpose of transaction sampling is to review & reconcile expenses for its accuracy without conducting 100% reconciliation. Reviewing the sampled transaction, can be as simple as drilling down on sampled items, or pulling department hard copy backup for review.
- 2. All transaction sampling tools are located at Ledger Reviewer View Sampling under Tools (in Finlink).
- 3. Transaction sampling includes management & sampling tools:
- The Management Sampling Report & the Operating sample Activity Query allow a department or fiscal manager to review the overall status & progress of transaction sampling by IFOPAL, Org, Profile name, or Project code.
- Transacting Sampling Profile allows a department or fiscal manager to target certain account as high risk transactions. These transactions will be 100% sampled. For example, Calit2 has targeted bookstore's general supplies account code 638003 to be 100% sampled.
- 4. The Ledger Reviewer is the transaction sampling tool for the fund manager.
- Calit2 pull up monthly Transaction Sampling by Project code assigned to each fund manager. For example, Karen's project code is CIT_Karen, and this project code would consist of all indices managed by Karen. The fund managers are responsible to update their own project code according to their fund assignments for any new projects.

Transaction Sampling Continued Sampled transaction will appear with a small yellow circle next to the

- transaction.
 - The expenses that are transaction sampled are, Travel (65), Supplies (63), Entertainment (63), and Equipment (64).
 - o Financial transactions less than \$2,500 will not be 100% sampled, and Financial transactions over \$2,500 will 100%.
 - Any targeted transaction account code will be 100% sampled regardless of value.
 - Sampled transactions will be reviewed by drilling down on online recharge statements or pulling department backup.
 - An example of a sampled transaction that may be accessed (drill down) online, is UCSD bookstore recharges.
 - o An example of a sampled transaction that require department backup review are travel transactions.
- 5. Blink is also a great resource for finding information regarding transaction sampling. http://blink.ucsd.edu/finance/tools/sampling/overview.html
- 6. The next 2 slides are an example screen shots of Karen's transaction sampling for April 2010. By utilizing the transaction sampling tools, Karen's transaction review for April 2010 was reduced from 289 transaction under the 100% reconciliation method to 28 transactions to be reviewed under the Transaction sampling method.

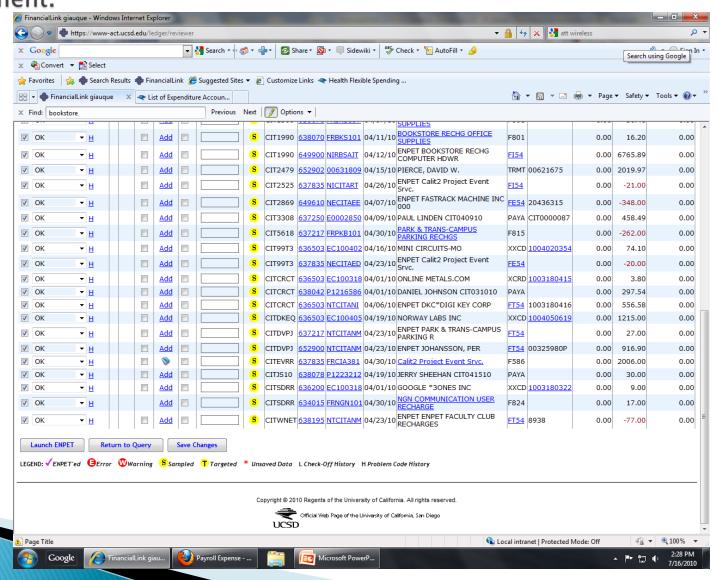
Transaction Sampling Continued

Example: Screen Shot of Transaction Sampling for Project Code CIT_Karen. The image below demonstrates transaction sampling pulled by project for April 2010.



Transaction Sampling Continued

When the transaction has been reviewed, we select OK. If there is a problem, we must use the drop down menu to select the best matched problem code. The transaction sampling for this period has been completed. If there were any transaction with account code 638003, then there would be a Yellow T to indicate it was a targeted transaction per the department.



Filing & File Retention

- 1. Calit2 has two methods of filing department backup.
- The first method is filing paper backup.
 - We file our paper documents first by PI name/fund, and then by index number. Within the index, we will break down by document type ex: travel has it's own folder.
- The second method is electronic filing.
 - We are trying to go green and conserve space by filing some of our documents electronically. An example of electronic file is Payment Authorizations, which we file by using the Pay Auth number as the reference.
- Calit2 keeps all of their financial & award backup, whether it be electronic or paper, for 7 years. For contracts & grants, then it would be 7 years after award end date.
- State & other non Research funds, files will be purged once a year base on the transaction date. This will occur at the end of the calendar year.
- For Research & Cost Share funds, files will be purged once a year base on the award end date of the research grant. Calit2 will keep track of the funds due to be purged base on the award end date from campus COEUS system.