

### Departmental Administrative and Financial Staff Responsibilities

- Preparing all financial transaction documents with the appropriate signatures, account numbers, project numbers, attachments and subcodes if used.
- Submitting financial transaction documents to the OFBA that are accurate and in line with the intent of funding source accounts.
- Tracking the delivery and receipt of all financial transactions including but not limited to requisitions, TABERS, cash transmittals.
- Attending University financial workshops and obtaining appropriate business certificates.
- Work with your PI to properly close out an award.
- Determining backup and contingency plans for coverage in the case of vacation and/or medical leaves of administrative and financial staff.
  - Because it is a conflict of interest to the OFBA's role as final approvers, we do not prepare any financial transaction documents for any units and thus cannot be a backup for the units.
  - We cannot identify the grant account numbers to be used for a department. We can make recommendations, but the PI, bookkeeper or chair must be involved.

The following items are the responsibility of the department and should be completed and cleared on a monthly or bi-weekly basis.

### **Unmatched actuals (Monthly)**

- Are actual payroll and non-payroll transactions that do not have a corresponding FACS document assigned to it; or is an actual transaction that was incorrectly entered into RIAS (i.e. keystroke error).
- Is the departments responsibility to research, reconcile and clear these amounts.
- To view unmatched in FACS from the main menu:
  - Select option **3** ==> **RECONCILIATION/REDISTRIBUTION**
  - Select option **4** ==> **UNMATCHED ACTUALS REPORT**
    - This report should be reviewed monthly for payroll and non payroll items.

### **1699 Payroll Suspense (Bi-weekly)**

- These are payroll transactions that have been charged to a departmental default account either because originating grant account has expired.
- To view 1699 in FACS from the main menu:
  - Select option **6** ==> **MAIN REPORT MENU**
  - Select option **1** ==> **ACCOUNT REPORT MENU – CURRENT**
  - Select option **S** ==> **1699 REPORT**
    - This report should be run every Monday after a bi-weekly benefit payroll cycle (salaried personnel with benefits–Type 1,8,9).
    - Consult with the business office accountant to move payroll suspense.