NC STATE UNIVERSITY

OMAR Reconciliation and Tracking Guide

(Revised February 2023)



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CHAPTER 1: Introduction

NC State's Financial System contains official university records that are used by management at all levels, as well as by stakeholders such as the State of North Carolina, the UNC System, grantors, investors, and contributors.

The financial strength and viability of the university is shown in the financial statements. To maintain the integrity of those numbers, each unit must do its part in accurately recording, reconciling, and documenting all financial activity.

A recommended best practice for each department/college is to establish and document a control process for tracking and reconciliation of all financial transactions, with approval and review by the appropriate levels. This process should ensure that all financial transactions under the department's/college's control are recorded accurately and appropriately, and that review, reconciliation, and tracking is done on a regular and timely basis.

Tracking COVID-19 Expenses

As a result of the coronavirus pandemic, as of March of 2020, the university is required by multiple stakeholders to track all COVID-19 related expenses. In response to this emergency, the university's EAS team has updated the **O**nline **M**onthly **A**ctivity **R**econciliation (OMAR) system to allow for easy and accurate tracking and reporting of these and other expenses.

The ability to track specific financial activities, such as those generated by the recent world health crisis, has opened up a myriad of possibilities to increase transparency and facilitate efficient reporting and analysis of financial transactions across campus.

Need Help?

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What is "reconciliation"?

- It is part of the control process which, when done promptly and properly, prevents and detects errors and fraud.
- It can help departments/colleges understand their financial position and spending availability throughout the fiscal year and not just at year-end.
- It can help a manager understand their employee's training level when incorrect or missing entries are discovered during reconciliation, revealing a need for additional training for the staff member creating those entries. Repeated errors or evidence of noncompliance with university standards need to be addressed with additional training or other actions, as appropriate.

Why do we reconcile?

It is the responsibility of each department's/college's leadership to ensure that financial records are complete, accurate, and that they follow university guidelines.

The Financial System has a number of controls and approvals already in place for processing vouchers, purchase orders, PCard transactions, MarketPlace orders, journal entries, and Interdepartmental Transactions (IDTs). If the approver of these transactions has done their job correctly, the financial activity will be listed in the correct Project ID.

The reconciliation process allows departments/colleges to make sure that transactions are posted correctly. In addition, this process allows the review of other financial activity, such as funds deposited, interdepartmental charges, and payroll expenses, which do not have an approval workflow built into their processes.

Which transactions do we reconcile?

The table below displays a few examples of items to review and questions to ask during the reconciliation process.

Expense	Questions to Ask
Receipts	 > Did we receive the money we expected? > Was it posted to the correct project? > If it was then redistributed, was that done timely? > Is there something posted that we can't identify?
Payroll Expenses	 Are the expenses for each employee what we would expect? Are we paying anyone that we should not be? Has there been a change in salary that should or should not be there? Were annual increases applied correctly? Has an employee left, or is on unpaid leave and we are still paying them? Was their final payout correct? Has longevity or additional compensation been paid as appropriate? Is there any activity that was not generated by the HR system? Why?
Non-Payroll Expenses	 > Were expenses coded to the correct project and account? > Was the expense appropriate for the type of funds used? > Is there appropriate documentation and approvals to support the expense? > For internal billings, do they match expectations or agreements? > Are there expenses posted that you cannot identify? Or did not expect? > Are there expenses missing that you expected to post? > Is there a duplication? Was the same invoice paid twice, or was it paid with p-card and again via small purchase? > Are there old pending journals or vouchers that need to either be posted or deleted/closed?
Transfers	 > Are there transfers posted that we can't identify? > Are there transfers expected that are not showing? > Was the transfer account used appropriately? > Was the transfer account used for moving a specific expense?

When should we reconcile transactions?

Reconciliation can be done as early as the day after the transaction is posted. It is recommended that departments/colleges track projects on a regular basis with **monthly** being the standard interval.

Corrections for inaccurate transactions should be made promptly so that they will be picked up in the next reconciliation cycle.

Who can reconcile transactions?

Users with the **Online Monthly Activity Recon** role in the Financial System will be able to use OMAR for reconciling financial activity.

To obtain this role, submitting a SAR request indicating the OUC for the individual needed access. The only information the user will see will be those transactions posted within the OUC access assigned through SAR.

What is "tracking" of financial activity?

- Tracking is the ability to "tag" certain financial transactions and group them by categories (such as COVID-19) for use in reporting, analysis, and recordkeeping.
- Tracking does not change the Project ID or the account the transactions are recorded in.

Why do we track financial activity?

- As of March of 2020, the Office of State Budget Management (OSBM) requires that state agencies and universities report on a monthly basis all COVID-19 related costs.
- University management is evaluating and analyzing costs on a biweekly basis to prioritize resources.
- When the time comes for the university to request reimbursement from FEMA, proof of transactions will be essential to secure funds.

Which transactions do we track?

Transactions can be allocated to multiple categories. Currently, the available categories are:

- > **COVID-19** (COVID-19 related revenue and expenses)
- > **Cost Share** (To track non-payroll expenses for grants with mandatory cost share)

New university-level categories will be added as the need arises. In addition, future enhancements will allow colleges and departments to add college/department-level categories, which will be visible only by their assigned OUCs to. These features will allow additional tracking and reporting.

Any and all transactions (both revenue and expense) related to COVID-19 need to be tracked.

When should we track financial activity?

Tracking can be done as early as the day after the transaction is posted. It is recommended that departments/colleges track projects on a regular basis.

The Budget Office pulls COVID-19 data on a biweekly basis for management reporting and analysis so prompt tracking is strongly encouraged. Because the tracking categorization will be used to report to outside stakeholders, this functionality is open only for **30 days** after the quarter in which the transaction is posted, as illustrated in the table below.

MONTH TRANSACTION POSTED	TRACKING CATEGORY FUNCTION OPEN
January, February, March	January, February, March, April
April, May, June	April, May, June, July
July, August, September	July, August, September, October
October, November, December	October, November, December, January

For example:

- Transactions posted July September: can be categorized through the end of October.
- > Transaction posted January March: can be categorized through the end of April.

The university will be asked to report these specific expenses frequently so having up-todate information is **vital**. The query BUD_COVID_OMAR_RPT is available in Reporting as an alternative way to see what transactions have been tagged.

Who can track financial activity?

Users with the **Online Monthly Activity Recon** role in the Financial System will be able to use OMAR for tracking financial activity.

To obtain this role, submitting a SAR request indicating the OUC for the individual needed access. The only information the user will see will be those transactions posted within the OUC access assigned through SAR.

CHAPTER 4: Transaction Search Process

The starting point for reconciling and tracking financial transactions is the **O**nline **M**onthly **A**ctivity **R**econciliation (OMAR) system **> Online Monthly Activity Recon**, which is accessed through the Financial System. OMAR is the university's reconciliation and tracking tool for financial reporting.

Recently upgraded, OMAR allows departments to:

- > Access detailed financial activity according to Project IDs or department OUCs.
- Document reconciliation status, including issues that require additional research or correction.
- > Track specific types of transactions for reporting purposes.

Search Fields Table

It is recommended that you familiarize yourself with these terms to expedite your transaction search process.

Project ID or Department	Either of these fields is required to start your search. Department can be at any level (two to six digits).
Fiscal Year and Accounting Period(s)	Will default to the previous month. The user can change this to a specific fiscal year and month or a range of months. Will limit search to transactions posted within the time range specified.
From Account / To Account	Limits the search to transactions posted to a specific account number or range of account numbers.
WRS Account Group	Limits the search to transactions posted in the range of accounts under the same groupings as used in the Wolfpack Reporting System (i.e. Contracted Services, Supplies and Materials, Current Services, Travel, etc).
Source	Limits the search to transactions posted using a specific source code.
Reference	Limits the search to the transactions posted using a specific reference.
Journal OperId	Limits the search to transactions entered by a specific Unity ID.
Recon Status	 Limits the search to transactions with the specified status: Blank: no reconciliation status has been assigned Investigate: transaction needs further investigation to determine status Correction Needed: transaction is in error and a correcting entry needs to be done. Corrected: transaction in error has been corrected Reconciled: transaction is accurate and appropriate and needs no further action
Recon OperID	Limits the search to transactions reconciled by a specific unity ID.
Tracking Category	Limits the search to transactions tagged with a specific category.
Tracking Category OperID	Limits the search to transactions tagged by a specific person.
Show Reconciled Items checkbox	Default is that items that have a reconciled status are not shown. Click to show these items.
Show Auto-Reconciled items checkbox	Default is that items that are system generated are not shown. Click to show these items.

STEP 1: Navigate to OMAR

Option A: Through the Financials Quick Nav Tile

- 1. Navigate to **MyPack Portal > Financial Systems Homepage**.
- 2. Click on the Financials Quick Nav tile



3. Click on the Monitoring Tools & Reports.

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4. Click on Online Monthly Activity Recon.



The **Search Requests** screen will be displayed.

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Option B: Through the Nav Bar

1. Click on the **Nav Bar** on the upper right corner.



2. Click on Financial Systems.



3. Click on Monitoring Tools & Reports.





4. Click on Online Monthly Activity Recon (OMAR).

The Search Requests screen will be displayed.

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STEP 2: Begin a Search

A few items to keep in mind before and during your search:

- > To begin a search for financial transactions, the minimum you will need at this point is either a **Project ID** or a **Department ID**.
- Search Results will display information related to the user's OUC access granted through a Security Access Request (SAR).
- By default, Reconciled and Auto-Reconciled items are NOT included. If you need these items, make sure to check them on. IMPORTANT: some transactions, such as PCard and Marketplace, will show as Auto-Reconciled, so you will need to check the box to be able to see them.

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If at any time you want to change your search criteria, you can simply re enter the information in the fields OR you can click on the Clear button to start over.

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Option A: Search by Department

You will want to search by department whenever you need to receive the largest amount of information back. However, keep in mind that the maximum number of rows returned in any search is **300**.

To narrow down the search, enter additional fields, as needed. The more fields used, the less information will be populated. In contrast, the fewer fields used, the more results will be populated.

INSTRUCTIONS

1. Enter the Department ID in the **Department** field.

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2. Enter the **Fiscal Year** that you are interested in looking into.

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3. You can also filter down by one month or many months in the fiscal year, depending on the accounting periods that you need.

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4. Once you have filled out the needed fields, click on **Search**.

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The Search Results will be displayed in the bottom half of the screen. As mentioned earlier, the maximum number of rows returned in any search is **300**.

If you need to narrow down the search you can use the <u>Search Fields Table</u> to determine which fields best suit your search needs.

You can also follow the instructions outlined in the next section to Search by Project ID.

Option B: Search by Project ID

- 1. Enter the Project ID in the **Project ID** field.
- 2. Enter the Fiscal Year that you are interested in looking into.

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3. You can also filter down by one month or many months in the fiscal year, depending on the accounting periods that you need.

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4. Click on **Search**.

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The information displayed in the Search Results includes transaction information much like the one displayed in the journal line drill down in the WolfReport System.

- a. Text in **blue** has clickable links and gives you the ability to drill down to the supporting transactions and documents.
- b. Clicking on the **Download to File** button will download the search results to an excel file for further review, if desired.

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Next Steps

- > Advance to <u>Chapter 5</u> for instructions on how to **reconcile** financial transactions.
- Advance to <u>Chapter 6</u> for instructions on how to track financial transactions. Current Tracking Categories are COVID-19 and Cost Share.

CHAPTER 5: How to Reconcile Transactions

STEP 1: Navigate to the Reconciliation Tab

- 1. Follow the steps outlined in <u>Chapter 4</u> to initiate your transaction search.
- 2. Once the Search Results are populated, click on the **Reconciliation** tab, if not there already. When selected, the Reconciliation tab will be displayed in red.

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The reconciliation status of each transaction is displayed in the **Recon Status** column.

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As mentioned in the <u>Search Fields Table</u>, there are five **Reconciliation Status** options to choose from:

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- > Investigate
- > Reconciled

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STEP 2: Assign a Reconciliation Status to Transactions

How to Assign a Reconciliation Status to a Single Transaction

1. Go to the **Recon Status** column and select the appropriate status for the selected transaction.

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2. To add a comment, click on the **Recon Tool Comments** bubble on the far right side of the transaction line.

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How to Assign a Reconciliation Status to Multiple Transactions

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CHAPTER 6: How to Track Transactions

STEP 1: Navigate to the Tracking Category Tab

- 1. Follow the steps outlined in <u>Chapter 4</u> to initiate your transaction search.
- 2. Once the Search Results are populated, click on the **Tracking Category** tab, if not there already. When selected, the **Tracking Category** tab will be displayed in red.

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STEP 2: Assign a Tracking Category to Transactions

How to Assign a Tracking Category to a Single Transaction

1. Go to the **Tracking Category** drop-down menu and select the category (COVID-19 or Cost Share).

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2. To add a comment, click on the **Tracking Category Comment** bubble on the far right side of the transaction line.

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- 3. Enter any necessary comments. A best practice is to enter your initials and date, for future reference.
- 4. When you are done, click on **OK**.



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6.

Cost Share Transactions

1. When selecting the Cost Share Tracking Category, a new field will open where you can enter the **Cost Share Project**.

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Note: The option to assign Cost Share to multiple transactions at the same time is not available.

How to Assign Multiple Tracking Categories to a Transaction

It is possible to assign more than one Tracking Category to a transaction line. When this is done, there will be a blank space in the Tracking Category column.

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For this particular example, we can see that of the \$329.01 for this transaction line:

- > The full amount was assigned to Cost Share.
- > A portion (\$200) was assigned to COVID-19.

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How to Add an Additional Tracking Category to a Transaction

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- 3. Enter the information for the new line.
- 4. Click on **Apply**.

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Now that there are multiple categories assigned to that line, the boxes in the Tracking Category for that line will be blank.

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How to Assign a Tracking Category to Multiple Transactions

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1. Click on the box to select the transaction lines.

2. Select the appropriate **Tracking Category** from the drop down menu. (Only COVID-19, since the option to assign Cost Share to multiple transactions at the same time is not available.)

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CHAPTER 7: Best Practices

1. Reconcile projects monthly.

- Regular reconcilement can ensure that money received and spent is booked to the correct project and account.
- > To make sound data-driven decisions, it is imperative that the data be correct.
- > Regular reconcilement can uncover fraud and errors.
- > A regular reconcilement process will discourage dishonesty.

2. Match source documentation to entries booked.

- > This process helps identify errors in manual entries.
- > Repeated errors reveal that additional training is required.

3. Train employees and create engagement by helping employees understand the "Why".

Employees who understand how their work fits into the "bigger picture" tend to take more care to do things right.

4. Follow up on reconciling items over 30 days old.

Errors and omissions not caught in a timely manner affect the accuracy of data for decision making and reporting.

Fraudulent entries caught quickly not only stop the perpetrator but discourage new attempts.

5. Store reconciliation electronically to allow a review by others anytime.

Using OMAR for reconciliation keeps an electronic record available and documents compliance.

6. Research unreconciled amounts.

- Seek out errors and for errors that recur multiple times, work with others to mitigate them in the future.
- > Seek out fraud and if things aren't making sense, get others involved.

CHAPTER 8: Tutorials

1. How to search transactions in OMAR (5:12)



Video URL: <u>https://youtu.be/1Yknk2rD3Zg</u> Video transcript: <u>Click here</u> 2. How to reconcile transactions in OMAR (2:19)



Video URL: <u>https://youtu.be/ZNx8rOQkgb0</u> Video transcript: <u>Click here</u> 3. How to track transactions in OMAR (3:55)



Video URL: <u>https://youtu.be/xt_chBYFqmY</u> Video transcript: <u>Click here</u>

CHAPTER 9: Resources

- > Basic Spending Guidelines
- > <u>Trust Funds</u>
- > Internal Controls Best Practices
- > <u>Source Codes</u>
- > Journal Mask Glossary