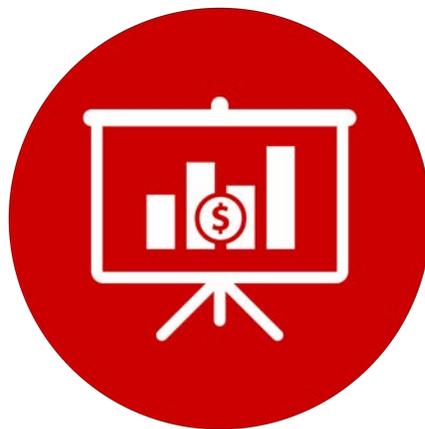


**NC STATE UNIVERSITY**

# **OMAR Reconciliation and Tracking Guide**

(Revised February 2023)



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# CHAPTER 1: Introduction

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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 **Online Monthly Activity Reconciliation (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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# CHAPTER 2: Reconciliation

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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
<b>Receipts</b>	<ul style="list-style-type: none"> <li>&gt; Did we receive the money we expected?</li> <li>&gt; Was it posted to the correct project?</li> <li>&gt; If it was then redistributed, was that done timely?</li> <li>&gt; Is there something posted that we can't identify?</li> </ul>
<b>Payroll Expenses</b>	<ul style="list-style-type: none"> <li>&gt; Are the expenses for each employee what we would expect?</li> <li>&gt; Are we paying anyone that we should not be?</li> <li>&gt; Has there been a change in salary that should or should not be there?</li> <li>&gt; Were annual increases applied correctly?</li> <li>&gt; Has an employee left, or is on unpaid leave and we are still paying them? Was their final payout correct?</li> <li>&gt; Has longevity or additional compensation been paid as appropriate?</li> <li>&gt; Is there any activity that was not generated by the HR system? Why?</li> </ul>
<b>Non-Payroll Expenses</b>	<ul style="list-style-type: none"> <li>&gt; Were expenses coded to the correct project and account?</li> <li>&gt; Was the expense appropriate for the type of funds used?</li> <li>&gt; Is there appropriate documentation and approvals to support the expense?</li> <li>&gt; For internal billings, do they match expectations or agreements?</li> <li>&gt; Are there expenses posted that you cannot identify? Or did not expect?</li> <li>&gt; Are there expenses missing that you expected to post?</li> <li>&gt; Is there a duplication? Was the same invoice paid twice, or was it paid with p-card and again via small purchase?</li> <li>&gt; Are there old pending journals or vouchers that need to either be posted or deleted/closed?</li> </ul>
<b>Transfers</b>	<ul style="list-style-type: none"> <li>&gt; Are there transfers posted that we can't identify?</li> <li>&gt; Are there transfers expected that are not showing?</li> <li>&gt; Was the transfer account used appropriately?</li> <li>&gt; Was the transfer account used for moving a specific expense?</li> </ul>

## **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.

# CHAPTER 3: Tracking

---

## 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-to-date 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

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The starting point for reconciling and tracking financial transactions is the **Online Monthly Activity Reconciliation (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

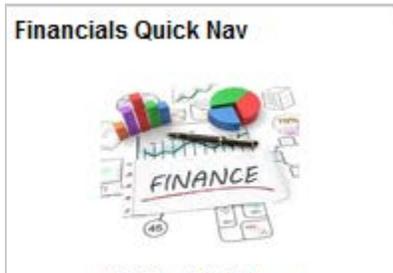
It is recommended that you familiarize yourself with these terms to expedite your transaction search process.

<b>Project ID or Department</b>	Either of these fields is required to start your search. Department can be at any level (two to six digits).
<b>Fiscal Year and Accounting Period(s)</b>	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.
<b>From Account / To Account</b>	Limits the search to transactions posted to a specific account number or range of account numbers.
<b>WRS Account Group</b>	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).
<b>Source</b>	Limits the search to transactions posted using a specific source code.
<b>Reference</b>	Limits the search to the transactions posted using a specific reference.
<b>Journal OperID</b>	Limits the search to transactions entered by a specific Unity ID.
<b>Recon Status</b>	Limits the search to transactions with the specified status: <ul style="list-style-type: none"> <li>&gt; <b>Blank:</b> no reconciliation status has been assigned</li> <li>&gt; <b>Investigate:</b> transaction needs further investigation to determine status</li> <li>&gt; <b>Correction Needed:</b> transaction is in error and a correcting entry needs to be done.</li> <li>&gt; <b>Corrected:</b> transaction in error has been corrected</li> <li>&gt; <b>Reconciled:</b> transaction is accurate and appropriate and needs no further action</li> </ul>
<b>Recon OperID</b>	Limits the search to transactions reconciled by a specific unity ID.
<b>Tracking Category</b>	Limits the search to transactions tagged with a specific category.
<b>Tracking Category OperID</b>	Limits the search to transactions tagged by a specific person.
<b>Show Reconciled Items checkbox</b>	Default is that items that have a reconciled status are not shown. Click to show these items.
<b>Show Auto-Reconciled items checkbox</b>	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.**



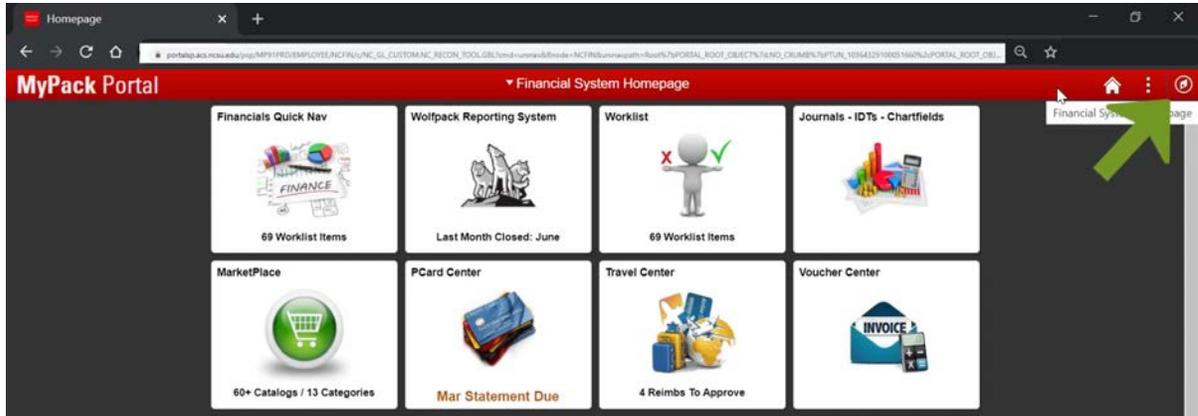
4. Click on **Online Monthly Activity Recon.**



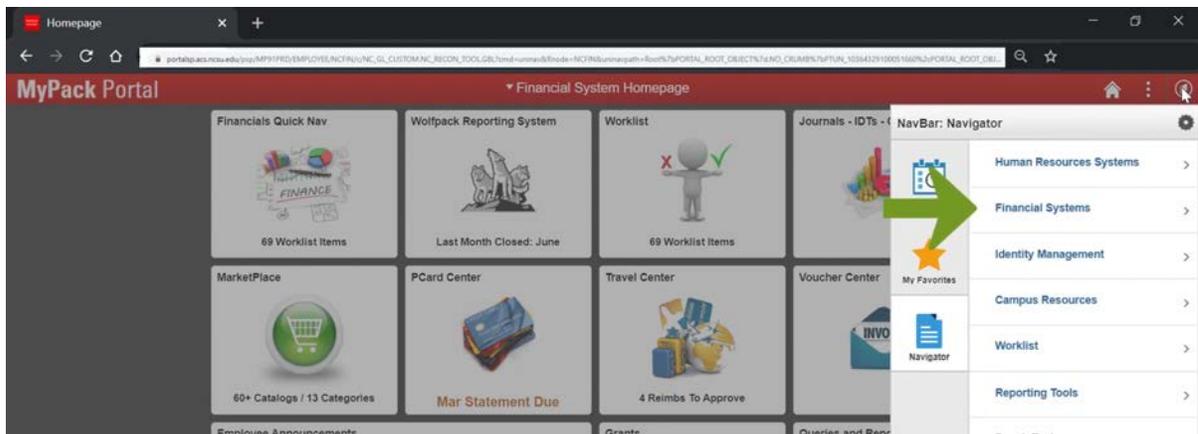


## Option B: Through the Nav Bar

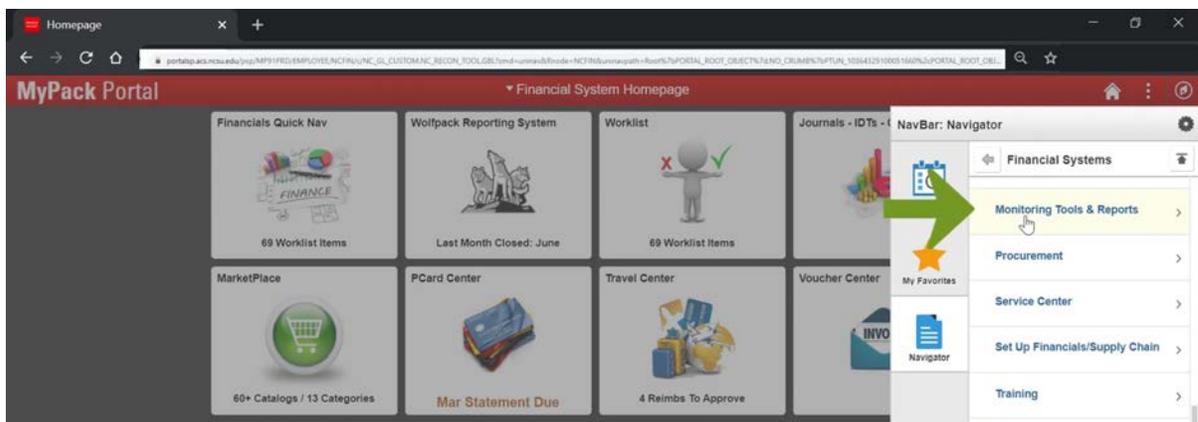
1. Click on the **Nav Bar** on the upper right corner.



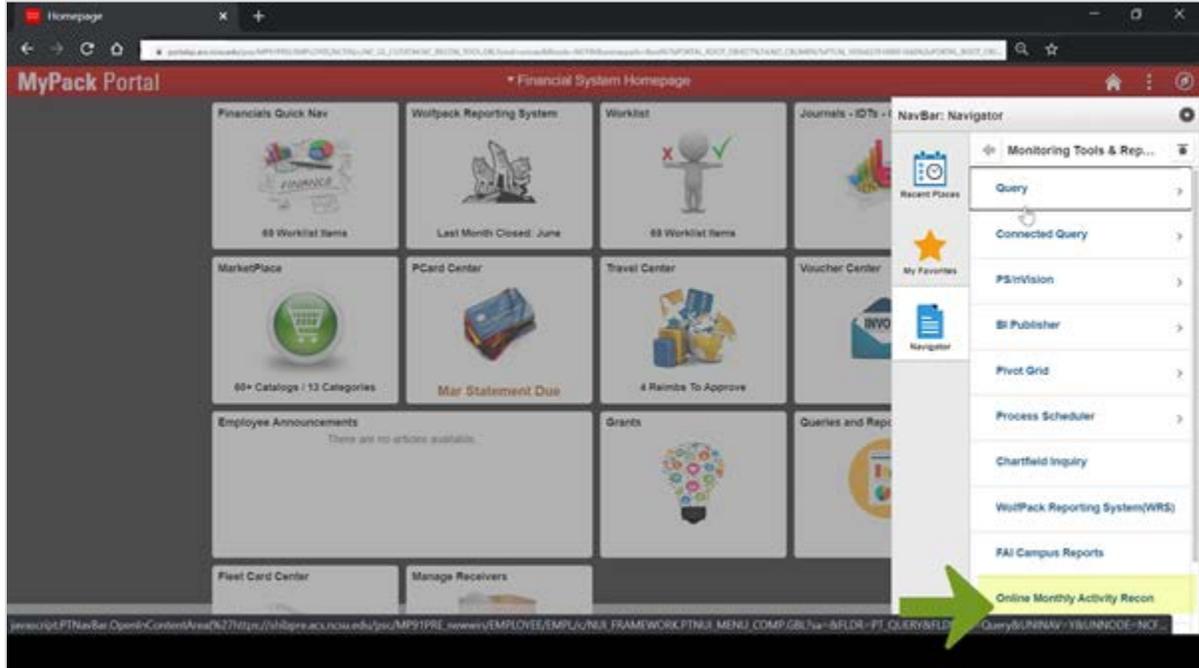
2. Click on **Financial Systems**.



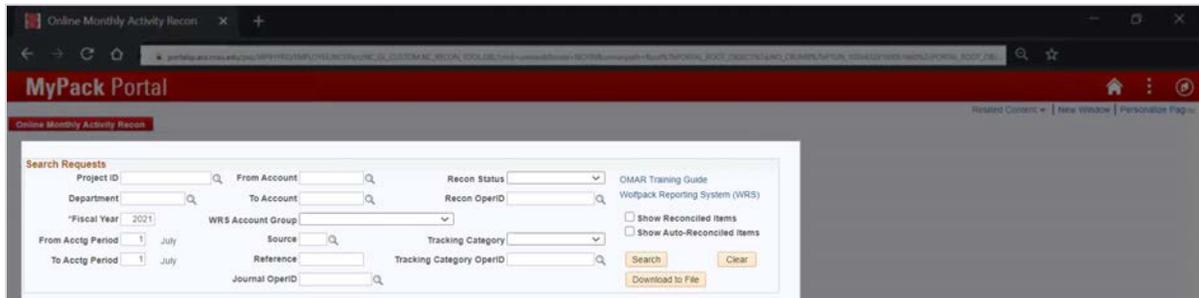
3. Click on **Monitoring Tools & Reports**.



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



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



## 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.

Online Monthly Activity Recon

MyPack Portal

Online Monthly Activity Recon

Search Requests

Project ID: 201510 From Account: To Account: Recon Status: WRS Account Group: Source: Tracking Category: Journal OperID: Reference: Tracking Category OperID: Search Clear Download to File

OSAR Training Guide  
Wolpack Reporting System (WRS)

Show Reconciled Items  
 Show Auto-Reconciled Items

- > 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.

Online Monthly Activity Recon

MyPack Portal

Online Monthly Activity Recon

Search Requests

Project ID: 201510 From Account: To Account: Recon Status: WRS Account Group: Source: Tracking Category: Journal OperID: Reference: Tracking Category OperID: Search Clear Download to File

OSAR Training Guide  
Wolpack Reporting System (WRS)

Show Reconciled Items  
 Show Auto-Reconciled Items

Search Results

Select All Deselect All Change Recon Status of Selected Rows To Apply Show Dept/Acct/Source Descriptions Change Tracking Category of Selected Rows To

Reconciliation	Tracking Category	Select	Dept	Acctg Period	Project ID	Acct	Source	Journal ID	Journal Dt	Posted Dt	Amount	Reference	Line Description	OperID	Recon Status	Recon OperID	Recon Date
		<input type="checkbox"/>	150101	7	201510	52600	SUB	WCC0829000	01/15/2020	01/16/2020	1.05	Copy 7616	7616 201510 WolCopy December	PSPROD			
		<input type="checkbox"/>	150101	7	201510	53210	SUB	CTS0829497	01/21/2020	01/22/2020	329.01	90062710	Local/Long Dist Phone Service	PSPROD	Investgate	LAJOHNSO	08/13/2020 11:53AM
		<input type="checkbox"/>	150101	7	201510	53232	SUB	CTS0829497	01/21/2020	01/22/2020	1,553.00	90062710	Network Connectivity Service	PSPROD			
		<input type="checkbox"/>	150101	7	201510	53510	SUB	FAC0829620	01/22/2020	01/24/2020	-2,000.00		19-057471-007	PSPROD			
		<input type="checkbox"/>	150101	7	201510	53616	H61	UT2R14	01/17/2020	01/22/2020	78.40	U011700030	University Temporary Service	PSPROD			
		<input type="checkbox"/>	150101	7	201510	53616	H61	UT2R15	01/23/2020	01/23/2020	158.40	U012300031	University Temporary Service	PSPROD			
		<input type="checkbox"/>	150101	7	201510	53616	O60	BRINKS0719	01/09/2020	01/09/2020	12.32	CALS	Administrative Services	SRKONYES			

Save

- > Search Results will be displayed in the bottom half portion of the screen in two tabs: **Reconciliation** and **Tracking Category**.

You can combine these into one tab by clicking on the blue box on the right of the tabs.

To return to the original layout, simply click on the blue box again.

**Online Monthly Activity Recon**

**MyPack Portal**

Online Monthly Activity Recon

**Search Requests**

Project ID: 201510 From Account: Recon Status: OMAR Training Guide  
 Department: To Account: Recon OperID: Workpack Reporting System (WRS)  
 \*Fiscal Year: 2020 WRS Account Group:  Show Reconciled Items  
 From Acctg Period: 7 January Source: Tracking Category:  Show Auto-Reconciled Items  
 To Acctg Period: 7 January Reference: Tracking Category OperID: Search Clear  
 Journal OperID: Download to File

**Search Results**

Change Recon Status of Selected Rows To:  Apply  Show Dept/Acct/Source Descriptions  
 Change Tracking Category of Selected Rows To:

Selected	Show tabs	Project ID	Acct	Source	Journal ID	Journal Dt	Posted Dt	Amount	Reference	Line Description	OperID	Recon Status	Recon OperID	Recon Date	Tracking Category			
<input type="checkbox"/>		150101	7	201510	52600	SUB	WCC0829000	01/15/2020	01/16/2020	1.05	Copy 7516	7616	201510	WorkCopy December	PSPROD			
<input type="checkbox"/>		150101	7	201510	53210	SUB	CT50829497	01/21/2020	01/22/2020	329.01	50062710	Local/Long Dist Phone Service	PSPROD	Investigate	LAJOHNSO	08/13/2020	11:53AM	
<input type="checkbox"/>		150101	7	201510	53232	SUB	CT50829497	01/21/2020	01/22/2020	1,553.00	50062710	Network Connectivity Service	PSPROD					
<input type="checkbox"/>		150101	7	201510	53510	SUB	FAC0829820	01/22/2020	01/24/2020	-2,000.00	19-057471-007		PSPROD					
<input type="checkbox"/>		150101	7	201510	53616	IS1	UT2R14	01/17/2020	01/22/2020	70.40	U011700030	University Temporary Service	PSPROD					
<input type="checkbox"/>		150101	7	201510	53616	IS1	UT2R15	01/23/2020	01/23/2020	158.40	U012300031	University Temporary Service	PSPROD					
<input type="checkbox"/>		150101	7	201510	53616	O60	BRINKS0719	01/09/2020	01/09/2020	12.32	CALS	Administrative Services	SRKONYES					

Save

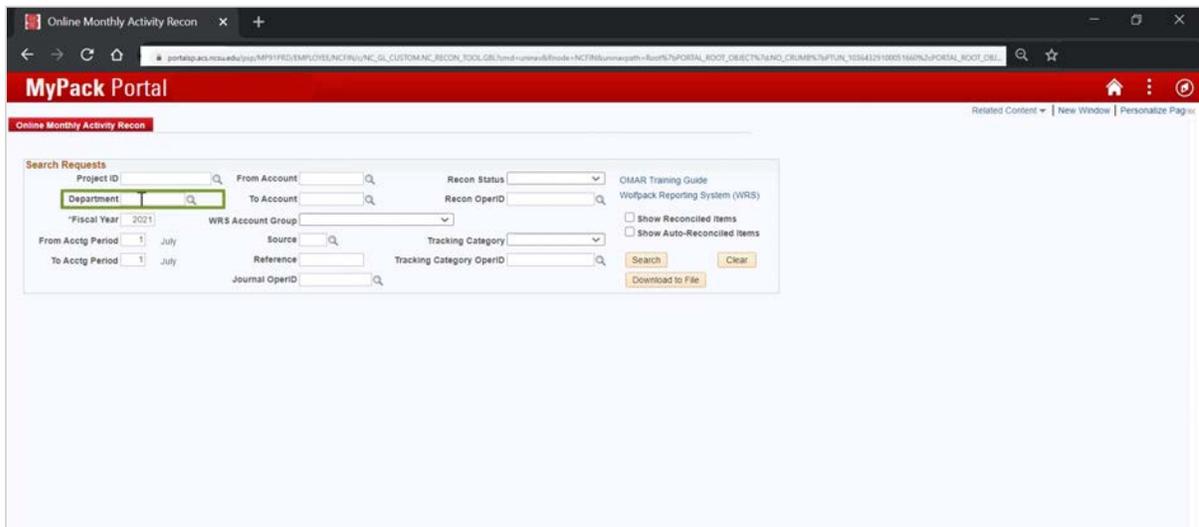
## Option A: Search by Department

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.

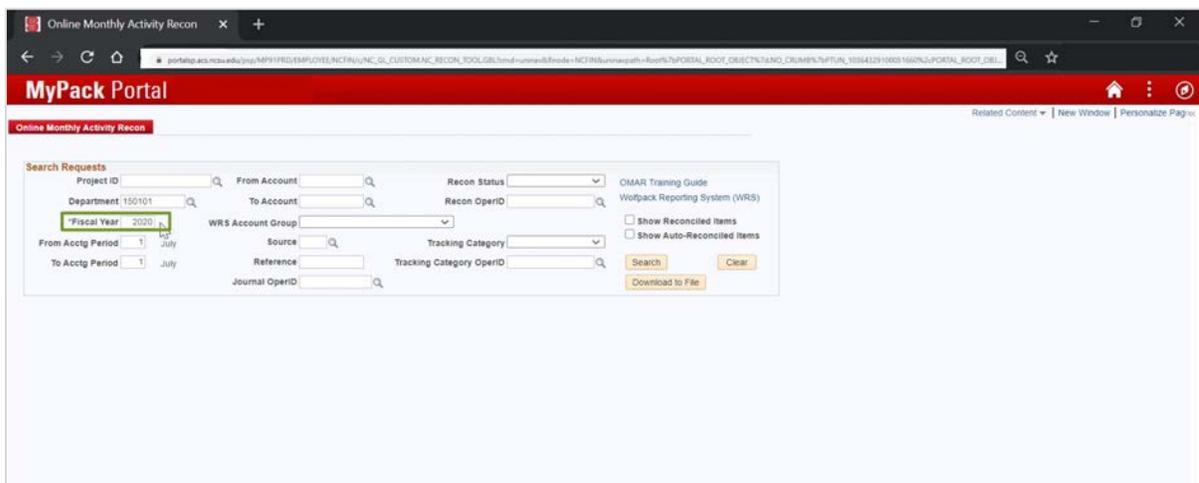
## INSTRUCTIONS

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



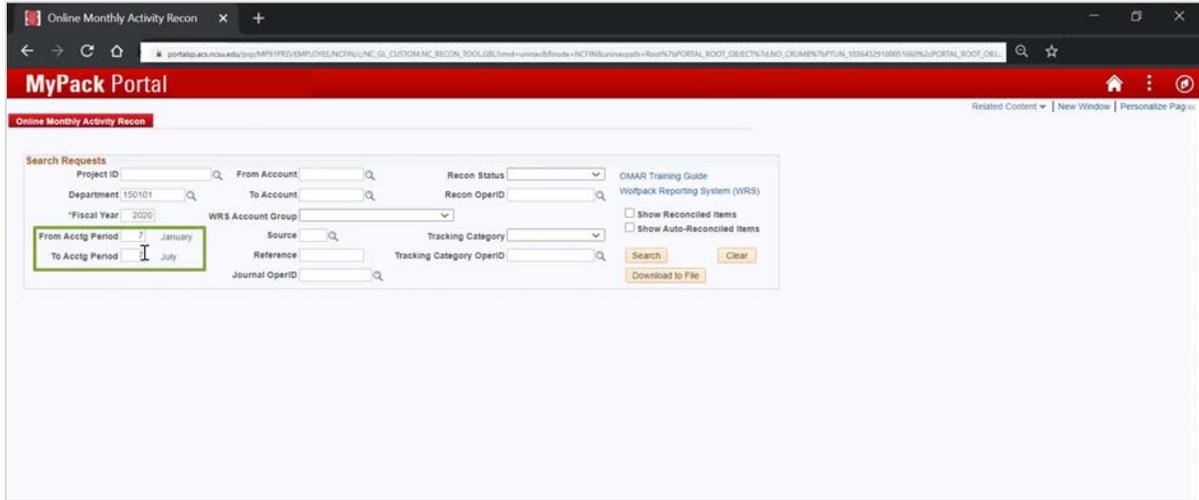
The screenshot shows the 'Online Monthly Activity Recon' page in a browser. The 'MyPack Portal' header is visible. The search form is titled 'Search Requests' and contains several input fields: Project ID, Department (highlighted with a green box), From Account, To Account, WRS Account Group, Fiscal Year (set to 2021), From Acctg Period (1 July), To Acctg Period (1 July), Source, Reference, Journal OperID, Recon Status, Recon OperID, Tracking Category, and Tracking Category OperID. There are also checkboxes for 'Show Reconciled Items' and 'Show Auto-Reconciled Items', and buttons for 'Search', 'Clear', and 'Download to File'.

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

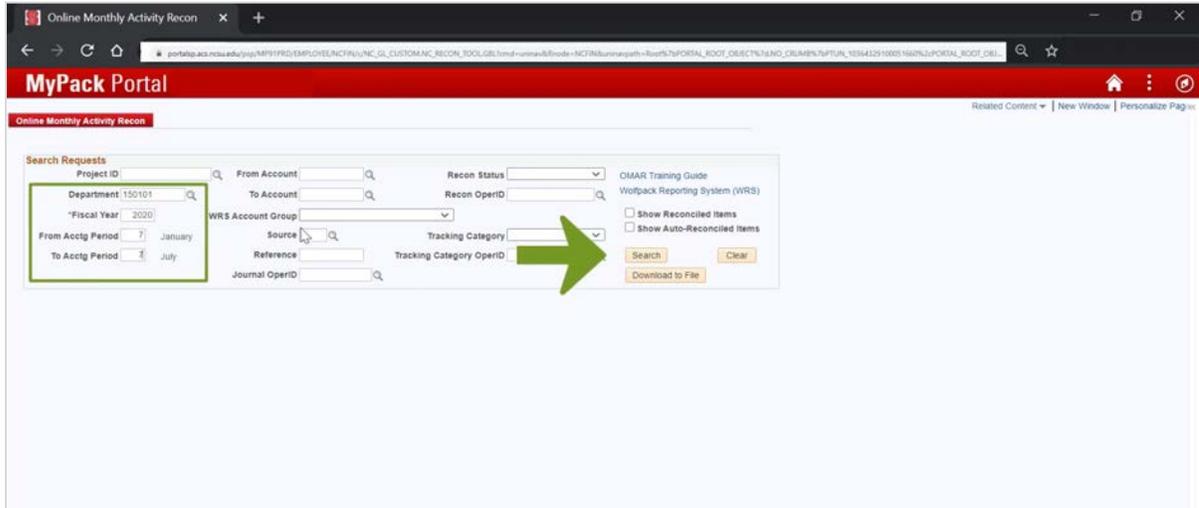


The screenshot shows the same 'Online Monthly Activity Recon' page. In this view, the 'Fiscal Year' field is highlighted with a green box and contains the value '2020'. The 'Department' field now contains the value '150101'. All other fields and buttons remain the same as in the previous screenshot.

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



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



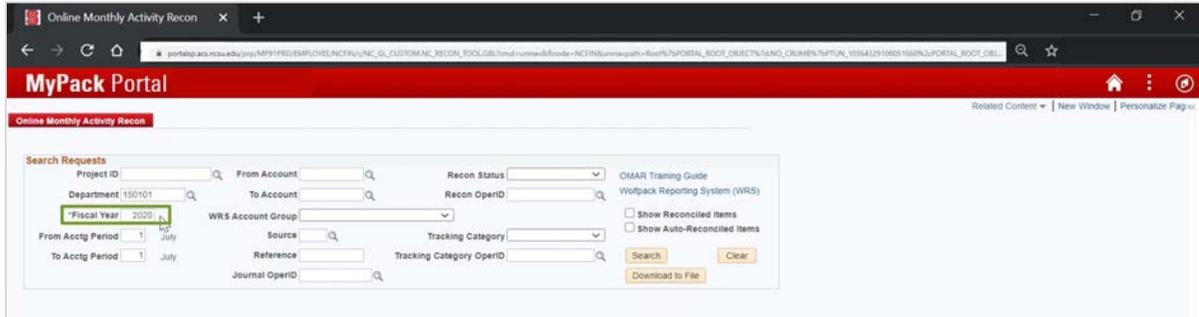
The Search Results will be displayed in the bottom half of the screen. As mentioned earlier, the maximum number of rows returned in any search is **300**.

If you need to narrow down the search you can use the [Search Fields Table](#) 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.

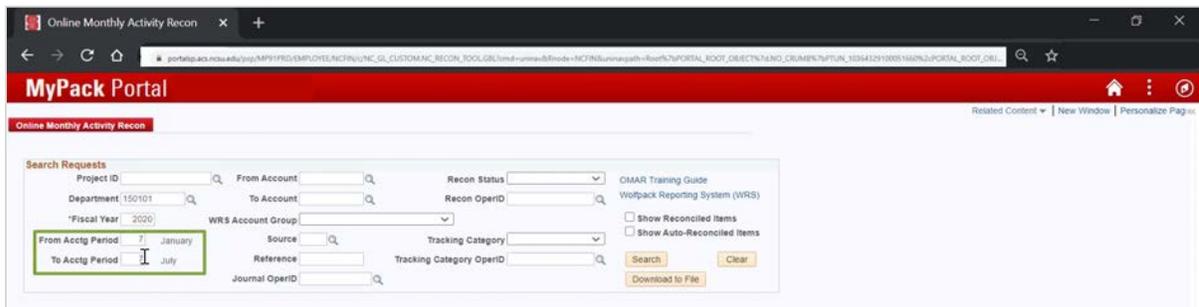
## Option B: Search by Project ID

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



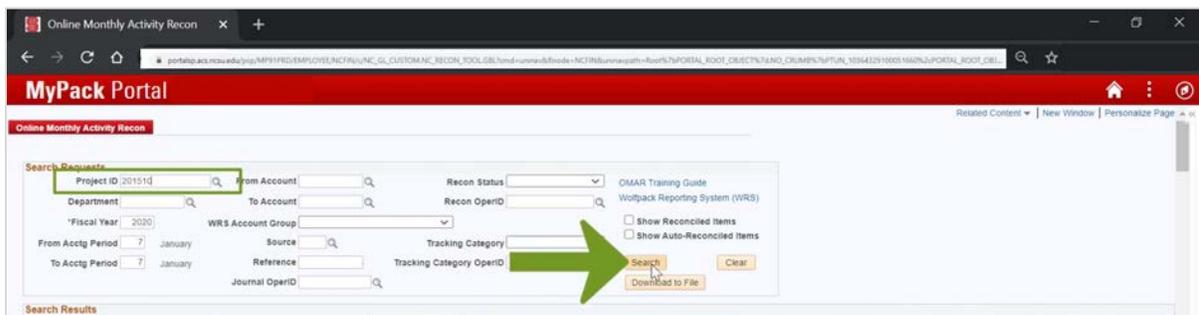
The screenshot shows the 'Online Monthly Activity Recon' search form. The 'Fiscal Year' field is highlighted with a green box and contains the value '2020'. Other fields include Project ID, Department (150101), From Account, To Account, Recon Status, Recon OperID, WRS Account Group, Source, Tracking Category, From Acctg Period (1 July), To Acctg Period (1 July), Reference, and Tracking Category OperID. There are 'Search' and 'Clear' buttons, and a 'Download to File' link.

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



The screenshot shows the same search form as above, but with the 'From Acctg Period' and 'To Acctg Period' fields highlighted with a green box. The 'From Acctg Period' is set to '7 January' and the 'To Acctg Period' is set to '1 July'. The 'Fiscal Year' field is now set to '2020'.

4. Click on **Search**.



The screenshot shows the search form with the 'Project ID' field highlighted by a green box and containing the value '201510'. A green arrow points to the 'Search' button. The 'Fiscal Year' field is set to '2020' and the 'From Acctg Period' and 'To Acctg Period' are set to '7 January'.

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.

The screenshot shows the 'Online Monthly Activity Recon' interface. The search criteria are as follows:

- Project ID: 201510
- From Account: [blank]
- Recon Status: [blank]
- Department: [blank]
- To Account: [blank]
- Recon OperID: [blank]
- Fiscal Year: 2020
- WRS Account Group: [blank]
- From Acctg Period: 7 January
- To Acctg Period: 7 January
- Source: [blank]
- Tracking Category: [blank]
- Reference: [blank]
- Tracking Category OperID: [blank]
- Journal OperID: [blank]

The search results table is shown below:

Select	Dept	Acctg Period	Project ID	Acct	Source	Journal ID	Journal Dt	Posted Dt	Amount	Reference	Line Description	OperID	Recon Status	Recon OperID	Recon Date
<input type="checkbox"/>	150101	7	201510	52600	SUB	WCC0829000	01/15/2020	01/16/2020	1.05	Copy 7616	7616 201510 WolfCopy December	PSPROD	[dropdown]		
<input type="checkbox"/>	150101	7	201510	53210	SUB	CT50829497	01/21/2020	01/22/2020	329.01	30062710	Local/Long Dist Phone Service	PSPROD	Investigate	LAJOHNSO	08/13/2020 11:53AM
<input type="checkbox"/>	150101	7	201510	53232	SUB	CT50829497	01/21/2020	01/22/2020	1,553.00	30062710	Network Connectivity Service	PSPROD	[dropdown]		
<input type="checkbox"/>	150101	7	201510	53010	SUB	FAC0829820	01/22/2020	01/24/2020	-2,000.00		19-057471-007	PSPROD	[dropdown]		
<input type="checkbox"/>	150101	7	201510	53616	661	UT2R14	01/17/2020	01/22/2020	70.40	U011700030	University Temporary Service	PSPROD	[dropdown]		
<input type="checkbox"/>	150101	7	201510	53616	661	UT2R15	01/23/2020	01/23/2020	158.40	U012300031	University Temporary Service	PSPROD	[dropdown]		
<input type="checkbox"/>	150101	7	201510	53616	060	BRINKS0719	01/09/2020	01/09/2020	12.32	CALS	Administrative Services	SRKONYES	[dropdown]		

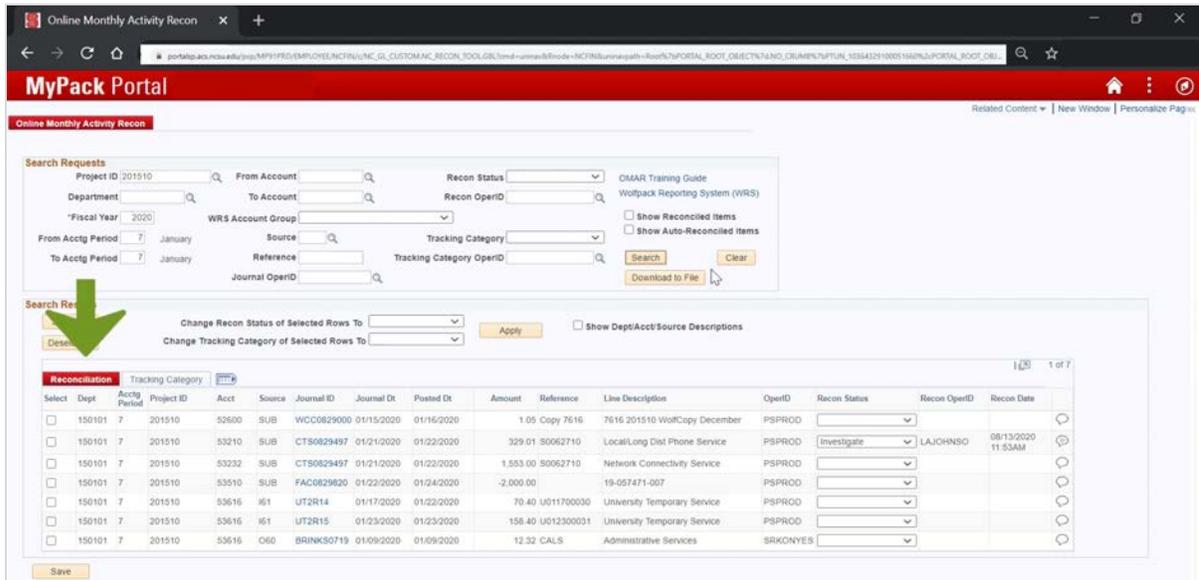
## Next Steps

- > Advance to [Chapter 5](#) for instructions on how to **reconcile** financial transactions.
- > Advance to [Chapter 6](#) for instructions on how to **track** financial transactions. Current Tracking Categories are **COVID-19** and **Cost Share**.

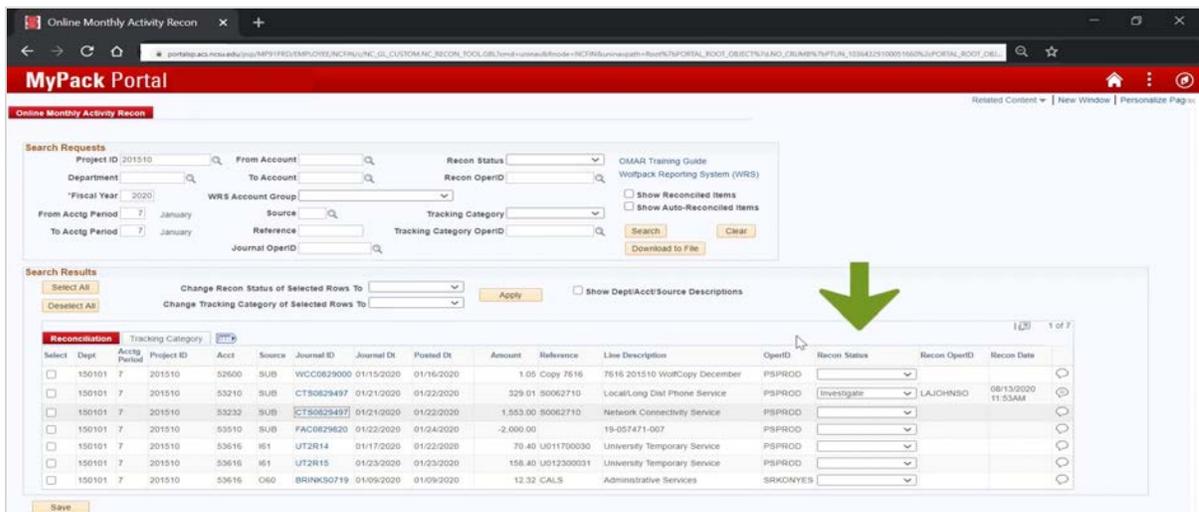
# CHAPTER 5: How to Reconcile Transactions

## STEP 1: Navigate to the Reconciliation Tab

1. Follow the steps outlined in [Chapter 4](#) 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.



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



As mentioned in the [Search Fields Table](#), there are five **Reconciliation Status** options to choose from:

- > Blank (a status has not been assigned)
- > Corrected
- > Correction Needed
- > Investigate
- > Reconciled

The screenshot displays the 'Online Monthly Activity Recon' interface. At the top, there's a search bar and navigation icons. Below that, the 'Search Requests' section contains various filters: Project ID (201510), Department, Fiscal Year (2020), From Account, To Account, WRS Account Group, Source, Reference, Journal OperID, Recon Status, and Recon OperID. There are also checkboxes for 'Show Reconciled Items' and 'Show Auto-Reconciled Items', and buttons for 'Search', 'Clear', and 'Download to File'.

The 'Search Results' section shows a table with columns: Select, Dept, Acctg Period, Project ID, Acct, Source, Journal ID, Journal Dt, Posted Dt, Amount, Reference, Line Description, OperID, Reconciliation Status, Recon OperID, and Recon Date. The table contains 7 rows of data. A dropdown menu is open over the 'Reconciliation Status' column, showing options: Blank, Corrected, Correction Needed, Investigate, and Reconciled.

Select	Dept	Acctg Period	Project ID	Acct	Source	Journal ID	Journal Dt	Posted Dt	Amount	Reference	Line Description	OperID	Reconciliation Status	Recon OperID	Recon Date
<input type="checkbox"/>	150101	7	201510	52600	SUB	WCC0829000	01/15/2020	01/16/2020	1.05	Copy 7616	7616 201510 Wul/Copy December	PSPROD			
<input type="checkbox"/>	150101	7	201510	53210	SUB	CTS0829497	01/21/2020	01/22/2020	329.01	80062710	Local/Long Dist Phone Service	PSPROD			
<input type="checkbox"/>	150101	7	201510	53232	SUB	CTS0829497	01/21/2020	01/22/2020	1,553.00	80062710	Network Connectivity Service	PSPROD			
<input type="checkbox"/>	150101	7	201510	53510	SUB	FAC0829620	01/22/2020	01/24/2020	-2,000.00		19-057471-007	PSPROD			
<input type="checkbox"/>	150101	7	201510	53616	H61	UT2R14	01/17/2020	01/22/2020	70.40	U011700030	University Temporary Service	PSPROD			
<input type="checkbox"/>	150101	7	201510	53616	H61	UT2R15	01/23/2020	01/23/2020	158.40	U012300031	University Temporary Service	PSPROD			
<input type="checkbox"/>	150101	7	201510	53616	O60	BRINKS0719	01/09/2020	01/09/2020	12.32	CALS	Administrative Services	SRKCNYS			

## 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.

The screenshot shows the MyPack Portal interface. The search results table has the following columns: Select, Dept, Acctg Period, Project ID, Acct, Source, Journal ID, Journal Dt, Posted Dt, Amount, Reference, Line Description, OperID, Recon Status, Recon OperID, and Recon Date. A dropdown menu is open for the 'Recon Status' column of the first row, showing options: Corrected, Correction Needed, Investigate, and Reconciled. A green arrow points to the 'Reconciled' option.

Select	Dept	Acctg Period	Project ID	Acct	Source	Journal ID	Journal Dt	Posted Dt	Amount	Reference	Line Description	OperID	Recon Status	Recon OperID	Recon Date
<input type="checkbox"/>	150101	7	201510	52600	SUB	WCC0829000	01/15/2020	01/15/2020	1.05	Copy 7616	7616 201510 WolfCopy December	PSPROD	Corrected		
<input type="checkbox"/>	150101	7	201510	53210	SUB	CT80829497	01/21/2020	01/22/2020	329.01	80062710	Local/Long Dist Phone Service	PSPROD	Corrected	LAJOHNSO	08/13/2020 11:53AM
<input type="checkbox"/>	150101	7	201510	53232	SUB	CT80829497	01/21/2020	01/22/2020	1,553.00	80062710	Network Connectivity Service	PSPROD			
<input type="checkbox"/>	150101	7	201510	53510	SUB	FAC0829620	01/22/2020	01/24/2020	-2,000.00		19-057471-007	PSPROD			
<input type="checkbox"/>	150101	7	201510	53616	H61	UT2R14	01/17/2020	01/22/2020	70.40	U011700030	University Temporary Service	PSPROD			
<input type="checkbox"/>	150101	7	201510	53616	H61	UT2R15	01/23/2020	01/23/2020	158.40	U012300031	University Temporary Service	PSPROD			
<input type="checkbox"/>	150101	7	201510	53616	O60	BRINKS0719	01/09/2020	01/09/2020	12.32	CALS	Administrative Services	SRKONYES			

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

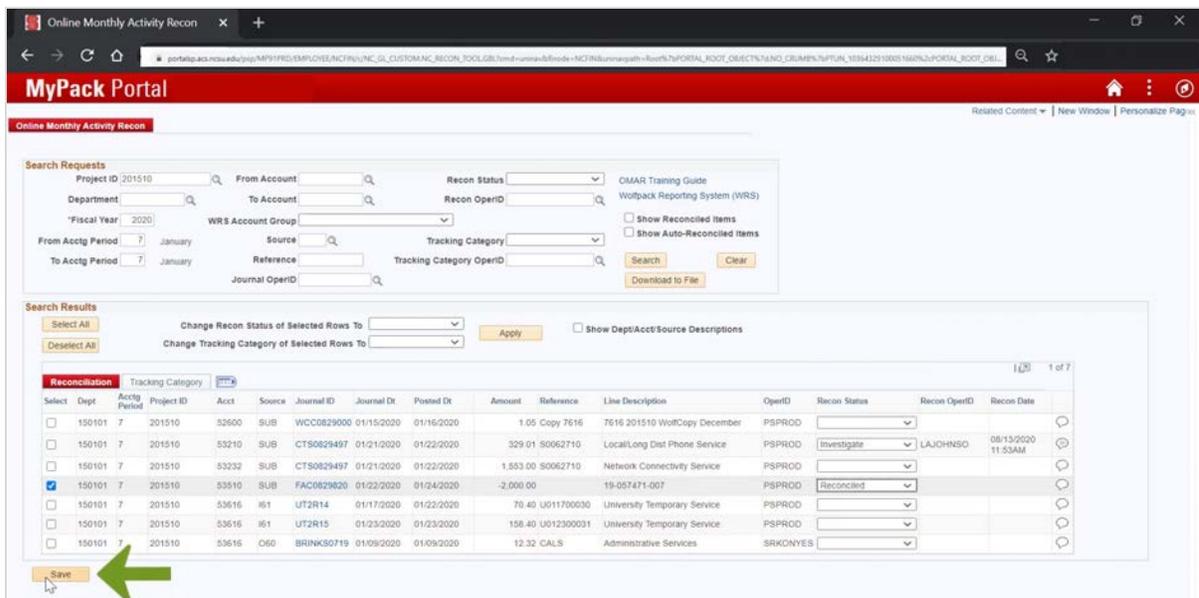
The screenshot shows the MyPack Portal interface. The search results table is the same as in the previous screenshot. The 'Recon Status' column for the first row is now 'Reconciled'. A green arrow points to the comment bubble on the far right of the first row.

Select	Dept	Acctg Period	Project ID	Acct	Source	Journal ID	Journal Dt	Posted Dt	Amount	Reference	Line Description	OperID	Recon Status	Recon OperID	Recon Date
<input type="checkbox"/>	150101	7	201510	52600	SUB	WCC0829000	01/15/2020	01/15/2020	1.05	Copy 7616	7616 201510 WolfCopy December	PSPROD	Reconciled		
<input type="checkbox"/>	150101	7	201510	53210	SUB	CT80829497	01/21/2020	01/22/2020	329.01	80062710	Local/Long Dist Phone Service	PSPROD	Corrected	LAJOHNSO	08/13/2020 12:20PM
<input type="checkbox"/>	150101	7	201510	53232	SUB	CT80829497	01/21/2020	01/22/2020	1,553.00	80062710	Network Connectivity Service	PSPROD			
<input type="checkbox"/>	150101	7	201510	53510	SUB	FAC0829620	01/22/2020	01/24/2020	-2,000.00		19-057471-007	PSPROD	Reconciled	LAJOHNSO	08/13/2020 12:19PM
<input type="checkbox"/>	150101	7	201510	53616	H61	UT2R14	01/17/2020	01/22/2020	70.40	U011700030	University Temporary Service	PSPROD			
<input type="checkbox"/>	150101	7	201510	53616	H61	UT2R15	01/23/2020	01/23/2020	158.40	U012300031	University Temporary Service	PSPROD			
<input type="checkbox"/>	150101	7	201510	53616	O60	BRINKS0719	01/09/2020	01/09/2020	12.32	CALS	Administrative Services	SRKONYES			

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**.



5. Click on **Save**.



The Operator ID and the date and time will be entered for that line.

The screenshot shows the 'Online Monthly Activity Recon' interface. The search results table is as follows:

Select	Dept	Acctg Period	Project ID	Acct	Source	Journal ID	Journal Dt	Posted Dt	Amount	Reference	Line Description	OperID	Recon Status	Recon OperID	Recon Date
<input type="checkbox"/>	150101	7	201510	52600	SUB	WCC0829000	01/15/2020	01/16/2020	1.05	Copy 7616	7616 201510 WolfCopy December	PSPROD			
<input type="checkbox"/>	150101	7	201510	53210	SUB	CTS0829497	01/21/2020	01/22/2020	329.01	50062710	Local/Long Dist Phone Service	PSPROD	Investigate	LAJOHNSO	08/13/2020 11:53AM
<input type="checkbox"/>	150101	7	201510	53232	SUB	CTS0829497	01/21/2020	01/22/2020	1.553	00	50062710	PSPROD			
<input type="checkbox"/>	150101	7	201510	53510	SUB	FAC0829820	01/22/2020	01/24/2020	-2,000.00		19-057471-007	PSPROD	Reconciled	LAJOHNSO	08/13/2020 12:19PM
<input type="checkbox"/>	150101	7	201510	53616	661	UT2R14	01/17/2020	01/22/2020	70.40	U011700030	University Temporary Service	PSPROD			
<input type="checkbox"/>	150101	7	201510	53616	661	UT2R15	01/23/2020	01/23/2020	158.40	U012300031	University Temporary Service	PSPROD			
<input type="checkbox"/>	150101	7	201510	53616	060	BRINKS0719	01/09/2020	01/09/2020	12.32	CALS	Administrative Services	SRKONYES			

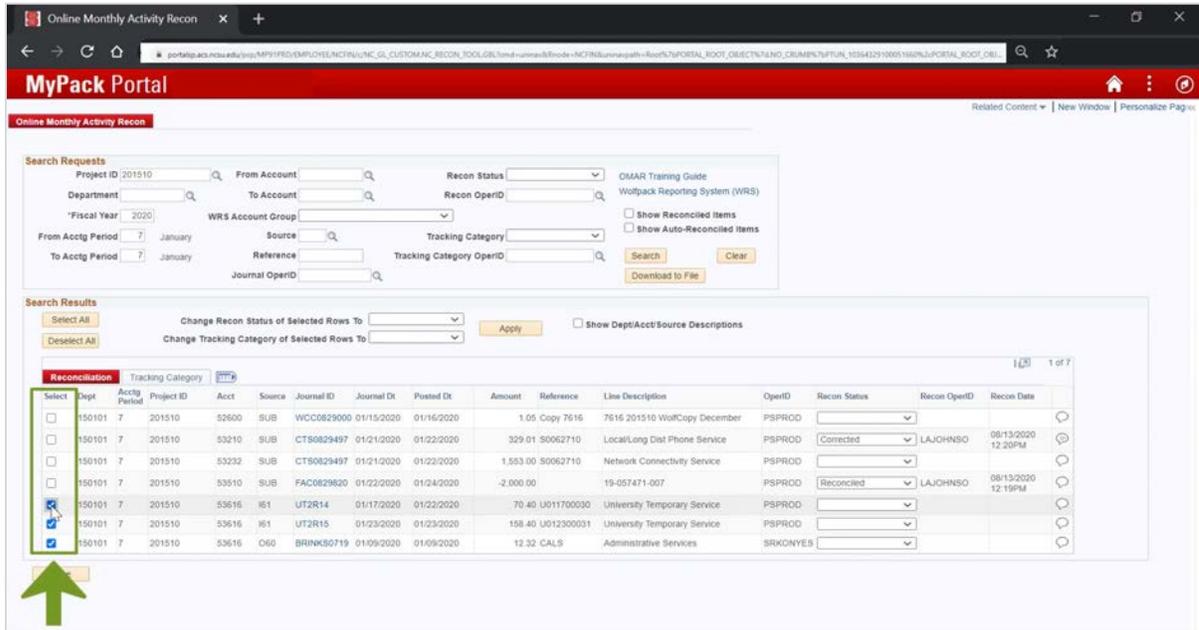
6. Click on **Save**.

The screenshot shows the same interface as above, but with a green arrow pointing to the 'Save' button at the bottom left of the search results table. The search results table is as follows:

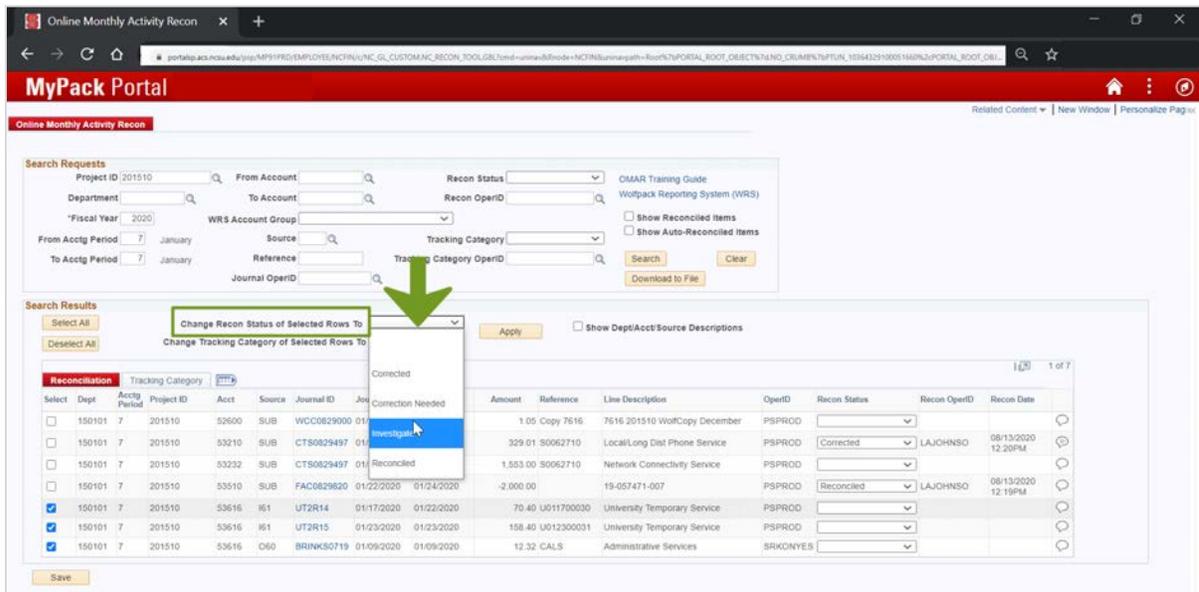
Select	Dept	Acctg Period	Project ID	Acct	Source	Journal ID	Journal Dt	Posted Dt	Amount	Reference	Line Description	OperID	Tracking Category	Tracking Category Amount	Cost Share Project	Tracking Category OperID	Tracking Category Date
<input checked="" type="checkbox"/>	150101	7	201510	52600	SUB	WCC0829000	01/15/2020	01/16/2020	1.05	Copy 7616	7616 201510 WolfCopy December	PSPROD	U - COVID-19	1.05			
<input type="checkbox"/>	150101	7	201510	53210	SUB	CTS0829497	01/21/2020	01/22/2020	329.01	50062710	Local/Long Dist Phone Service	PSPROD					
<input type="checkbox"/>	150101	7	201510	53232	SUB	CTS0829497	01/21/2020	01/22/2020	1.553	00	50062710	PSPROD					
<input type="checkbox"/>	150101	7	201510	53510	SUB	FAC0829820	01/22/2020	01/24/2020	-2,000.00		19-057471-007	PSPROD					
<input type="checkbox"/>	150101	7	201510	53616	661	UT2R14	01/17/2020	01/22/2020	70.40	U011700030	University Temporary Service	PSPROD					
<input type="checkbox"/>	150101	7	201510	53616	661	UT2R15	01/23/2020	01/23/2020	158.40	U012300031	University Temporary Service	PSPROD					
<input type="checkbox"/>	150101	7	201510	53616	060	BRINKS0719	01/09/2020	01/09/2020	12.32	CALS	Administrative Services	SRKONYES					

# How to Assign a Reconciliation Status to Multiple Transactions

1. Select multiple boxes in the **Select** field.



2. Select the appropriate **Reconciliation Status** from the drop-down menu on the top section of the Search Results.



### 3. Click on **Apply**.

The screenshot shows the 'MyPack Portal' interface for 'Online Monthly Activity Recon'. The search criteria are: Project ID 201510, Department, Fiscal Year 2020, From Accty Period 7 January, To Accty Period 7 January. The search results table has the following data:

Select	Dept	Accty Period	Project ID	Acct	Source	Journal ID	Journal Dt	Posted Dt	Amount	Reference	Line Description	OperID	Recon Status	Recon OperID	Recon Date
<input type="checkbox"/>	150101	7	201510	52600	SUB	WCC0829000	01/15/2020	01/16/2020	1.05	Copy 7616	7616 201510 WolfCopy December	PSPROD			
<input type="checkbox"/>	150101	7	201510	53210	SUB	CTS0829497	01/21/2020	01/22/2020	329.01	90062710	Local/Long Dist Phone Service	PSPROD	Corrected	LAJOHNSO	08/13/2020 12:20PM
<input type="checkbox"/>	150101	7	201510	53232	SUB	CTS0829497	01/21/2020	01/22/2020	1,553.00	90062710	Network Connectivity Service	PSPROD			
<input type="checkbox"/>	150101	7	201510	53510	SUB	FAC0829620	01/22/2020	01/24/2020	-2,000.00		19-057471-007	PSPROD	Reconciled	LAJOHNSO	08/13/2020 12:19PM
<input checked="" type="checkbox"/>	150101	7	201510	53616	HE1	UT2R14	01/17/2020	01/22/2020	70.40	U011700030	University Temporary Service	PSPROD			
<input checked="" type="checkbox"/>	150101	7	201510	53616	HE1	UT2R15	01/23/2020	01/23/2020	158.40	U012300031	University Temporary Service	PSPROD			
<input checked="" type="checkbox"/>	150101	7	201510	53616	O60	BRINKS0719	01/09/2020	01/09/2020	12.32	CALS	Administrative Services	SRKONYES			

A green arrow points to the 'Apply' button in the 'Change Recon Status of Selected Rows To' dropdown menu.

### 4. Click on **Save**.

The screenshot shows the same 'MyPack Portal' interface. The search results table is identical to the previous screenshot. A green arrow points to the 'Save' button at the bottom left of the search results area.

# CHAPTER 6: How to Track Transactions

## STEP 1: Navigate to the Tracking Category Tab

1. Follow the steps outlined in [Chapter 4](#) 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.

The screenshot shows the 'Online Monthly Activity Recon' interface. The 'Tracking Category' tab is highlighted in red. A green arrow points to the 'Tracking Category' tab. The search results table is visible below.

Select	Dept	Acctg Period	Project ID	Acct	Source	Journal ID	Journal Dt	Posted Dt	Amount	Reference	Line Description	OperID	Tracking Category	Tracking Category Amount	Cost Share Project	Tracking Category OperID	Tracking Category Date	Trac Cat ID
<input type="checkbox"/>	150101	7	201510	52600	SUB	WCC0829000	01/15/2020	01/16/2020	1.05	Copy 7616	7616 201510 WolfCopy December	PSPROD						
<input type="checkbox"/>	150101	7	201510	53210	SUB	CT80829497	01/21/2020	01/22/2020	329.01	90062710	Local/Long Dist Phone Service	PSPROD						
<input type="checkbox"/>	150101	7	201510	53232	SUB	CT80829497	01/21/2020	01/22/2020	1,553.00	90062710	Network Connectivity Service	PSPROD						
<input type="checkbox"/>	150101	7	201510	53510	SUB	FAC0829620	01/22/2020	01/24/2020	-2,000.00		19-097471-007	PSPROD						
<input type="checkbox"/>	150101	7	201510	53616	HS	UT2R14	01/17/2020	01/22/2020	70.40	U011700030	University Temporary Service	PSPROD						
<input type="checkbox"/>	150101	7	201510	53616	HS	UT2R15	01/23/2020	01/23/2020	158.40	U012300031	University Temporary Service	PSPROD						
<input type="checkbox"/>	150101	7	201510	53616	OGO	BRINKS0719	01/09/2020	01/09/2020	12.32	CALS	Administrative Services	SRKONYES						

## 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).

The screenshot shows the 'Online Monthly Activity Recon' interface. The 'Search Results' table has a 'Tracking Category' column. A green arrow points to the dropdown menu for the first transaction, which is currently set to 'U - COVID-19'. The dropdown menu is open, showing 'U - COVID-19' and 'U - Cost Share' as options.

Select	Dept	Acctg Period	Project ID	Acct	Source	Journal ID	Journal Dt	Posted Dt	Amount	Reference	Line Description	OperID	Tracking Category	Tracking Category Amount	Cost Share Project	Tracking Category OperID	Tracking Category Date	Trac Cat D
<input checked="" type="checkbox"/>	150101	7	201510	52600	SUB	WCC0829000	01/15/2020	01/16/2020	1.05	Copy 7616	7616 201510 WolfCopy December	PSPROD	U - COVID-19					
<input type="checkbox"/>	150101	7	201510	53210	SUB	CTS0829497	01/21/2020	01/22/2020	329.01	90062710	Local/Long Dist Phone Service	PSPROD						
<input type="checkbox"/>	150101	7	201510	53232	SUB	CTS0829497	01/21/2020	01/22/2020	1,553.00	90062710	Network Connectivity Service	PSPROD						
<input type="checkbox"/>	150101	7	201510	53510	SUB	FAC0829820	01/22/2020	01/24/2020	-2,000.00		19-057471-007	PSPROD						
<input type="checkbox"/>	150101	7	201510	53616	H61	UT2R14	01/17/2020	01/22/2020	70.40	U011700030	University Temporary Service	PSPROD						
<input type="checkbox"/>	150101	7	201510	53616	H61	UT2R15	01/23/2020	01/23/2020	156.40	U012300031	University Temporary Service	PSPROD						
<input type="checkbox"/>	150101	7	201510	53616	O60	BRINKS0719	01/09/2020	01/09/2020	12.32	CALS	Administrative Services	SRKONYES						

For example, this transaction for \$1.05 will be assigned to COVID-19. You will see the category amount automatically defaults to the amount of the transaction.

The screenshot shows the 'Online Monthly Activity Recon' interface. The 'Search Results' table has a 'Tracking Category' column. A green arrow points to the dropdown menu for the first transaction, which is currently set to 'U - COVID-19'. The dropdown menu is open, showing 'U - COVID-19' and 'U - Cost Share' as options. The 'Tracking Category Amount' column for the first transaction is now populated with '1.05'.

Select	Dept	Acctg Period	Project ID	Acct	Source	Journal ID	Journal Dt	Posted Dt	Amount	Reference	Line Description	OperID	Tracking Category	Tracking Category Amount	Cost Share Project	Tracking Category OperID	Tracking Category Date	Trac Cat D
<input checked="" type="checkbox"/>	150101	7	201510	52600	SUB	WCC0829000	01/15/2020	01/16/2020	1.05	Copy 7616	7616 201510 WolfCopy December	PSPROD	U - COVID-19	1.05				
<input type="checkbox"/>	150101	7	201510	53210	SUB	CTS0829497	01/21/2020	01/22/2020	329.01	90062710	Local/Long Dist Phone Service	PSPROD						
<input type="checkbox"/>	150101	7	201510	53232	SUB	CTS0829497	01/21/2020	01/22/2020	1,553.00	90062710	Network Connectivity Service	PSPROD						
<input type="checkbox"/>	150101	7	201510	53510	SUB	FAC0829820	01/22/2020	01/24/2020	-2,000.00		19-057471-007	PSPROD						
<input type="checkbox"/>	150101	7	201510	53616	H61	UT2R14	01/17/2020	01/22/2020	70.40	U011700030	University Temporary Service	PSPROD						
<input type="checkbox"/>	150101	7	201510	53616	H61	UT2R15	01/23/2020	01/23/2020	156.40	U012300031	University Temporary Service	PSPROD						
<input type="checkbox"/>	150101	7	201510	53616	O60	BRINKS0719	01/09/2020	01/09/2020	12.32	CALS	Administrative Services	SRKONYES						

You can change this to an amount that is less than (but not more) than the transaction amount.

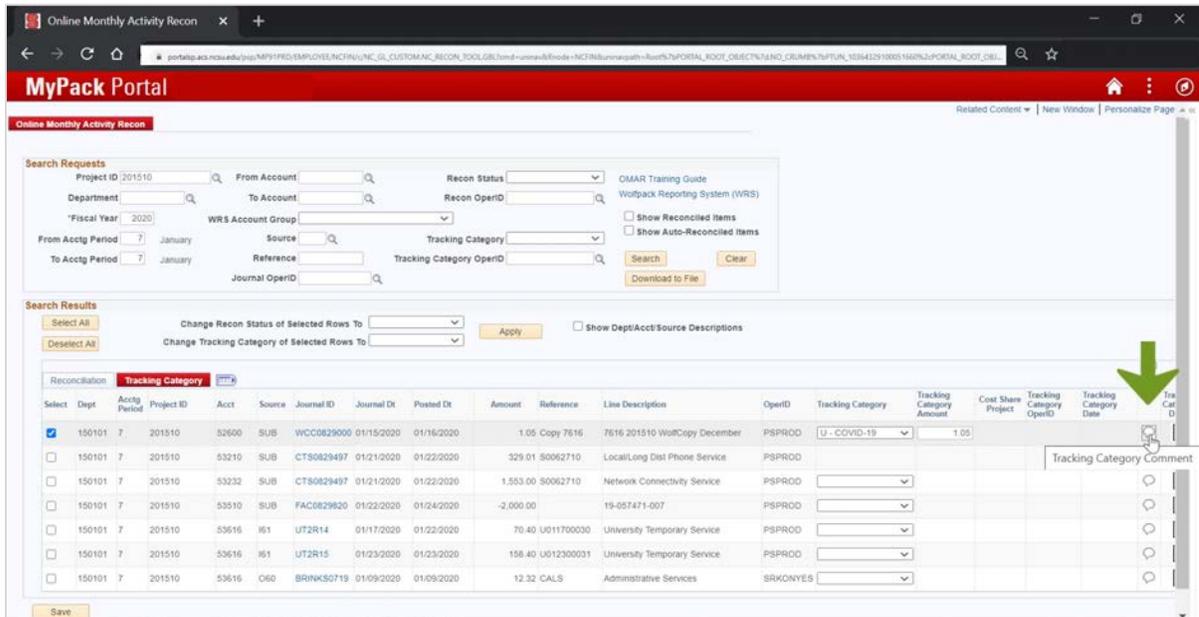
The screenshot shows the 'Online Monthly Activity Recon' interface. The search criteria are: Project ID 201510, Department 7, Fiscal Year 2020, From Acctg Period 7 January, To Acctg Period 7 January. The search results table has the following columns: Select, Dept, Acctg Period, Project ID, Acct, Source, Journal ID, Journal Dt, Posted Dt, Amount, Reference, Line Description, OperID, Tracking Category, Tracking Category Amount, Cost Share Project, Tracking Category OperID, Tracking Category Date, and Trn Cat D. The first row is selected, and the 'Tracking Category Amount' field is set to 0.80. A green arrow points to this field.

Select	Dept	Acctg Period	Project ID	Acct	Source	Journal ID	Journal Dt	Posted Dt	Amount	Reference	Line Description	OperID	Tracking Category	Tracking Category Amount	Cost Share Project	Tracking Category OperID	Tracking Category Date	Trn Cat D
<input checked="" type="checkbox"/>	150101	7	201510	52600	SUB	WCC0829000	01/15/2020	01/16/2020	1.05	Copy 7616	7616 201510 WaitCopy December	PSPROD	U - COVID-19	0.80				
<input type="checkbox"/>	150101	7	201510	53210	SUB	CTS0829497	01/21/2020	01/22/2020	329.01	30062710	Local/Long Dist Phone Service	PSPROD						
<input type="checkbox"/>	150101	7	201510	53232	SUB	CTS0829497	01/21/2020	01/22/2020	1,553.00	30062710	Network Connectivity Service	PSPROD						
<input type="checkbox"/>	150101	7	201510	53510	SUB	FAC0829620	01/22/2020	01/24/2020	-2,000.00		19-057471-007	PSPROD						
<input type="checkbox"/>	150101	7	201510	53616	HE1	UT2R14	01/17/2020	01/22/2020	70.40	U011700030	University Temporary Service	PSPROD						
<input type="checkbox"/>	150101	7	201510	53616	HE1	UT2R15	01/23/2020	01/23/2020	156.40	U012300031	University Temporary Service	PSPROD						
<input type="checkbox"/>	150101	7	201510	53616	O60	BRINKS0719	01/09/2020	01/09/2020	12.32	CALS	Administrative Services	SRKONYES						

If you try to assign more, the system will display an error message.

The screenshot shows the same search results table as above. A green arrow points to the 'Tracking Category Amount' field, which now contains the value 1.00. An error message dialog box is displayed over the table with the following text: 'Message: The Category Amount must be less than or equal to the total line amount. The PeopleCode program executed an Error statement, which has produced this message.' There is an 'OK' button in the dialog box.

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



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



5. Click on **Save**.

The screenshot shows the MyPack Portal interface. At the top, there is a search bar and navigation icons. Below that is a search filter section with various input fields for Project ID, Department, Fiscal Year, From/To Account, WRS Account Group, Source, Reference, Journal ID, and Tracking Category. There are also checkboxes for 'Show Reconciled Items' and 'Show Auto-Reconciled Items', and buttons for 'Search', 'Clear', and 'Download to File'. Below the search filters is a 'Search Results' section with buttons for 'Select All', 'Deselect All', and 'Apply', along with dropdown menus for 'Change Recon Status of Selected Rows To' and 'Change Tracking Category of Selected Rows To'. The main part of the screen is a table with columns: Reconciliation, Tracking Category, Select, Dept, Acctg Period, Project ID, Acct, Source, Journal ID, Journal Dt, Posted Dt, Amount, Reference, Line Description, OperID, Tracking Category, Tracking Category Amount, Cost Share Project, Tracking Category OperID, Tracking Category Date, and Trn Cat D. The first row is selected, and a green arrow points to the 'Save' button at the bottom left of the table area.

Reconciliation	Tracking Category	Select	Dept	Acctg Period	Project ID	Acct	Source	Journal ID	Journal Dt	Posted Dt	Amount	Reference	Line Description	OperID	Tracking Category	Tracking Category Amount	Cost Share Project	Tracking Category OperID	Tracking Category Date	Trn Cat D
		<input checked="" type="checkbox"/>	150101	7	201510	52600	SUB	WCC0829000	01/15/2020	01/16/2020	1.05	Copy 7616	7616 201510 WofCopy December	PSPROD	U - COVID-19	1.05				
		<input type="checkbox"/>	150101	7	201510	53210	SUB	CT80829497	01/21/2020	01/22/2020	329.01	80062710	Local/Long Dist Phone Service	PSPROD						
		<input type="checkbox"/>	150101	7	201510	53232	SUB	CT80829497	01/21/2020	01/22/2020	1,553.00	80062710	Network Connectivity Service	PSPROD						
		<input type="checkbox"/>	150101	7	201510	53510	SUB	FAC0829820	01/22/2020	01/24/2020	-3,000.00		19-057471-007	PSPROD						
		<input type="checkbox"/>	150101	7	201510	53616	651	UT2R14	01/17/2020	01/22/2020	70.40	U011700030	University Temporary Service	PSPROD						
		<input type="checkbox"/>	150101	7	201510	53616	651	UT2R15	01/23/2020	01/23/2020	158.40	U012300031	University Temporary Service	PSPROD						
		<input type="checkbox"/>	150101	7	201510	53616	OGD	BRINKS0719	01/09/2020	01/09/2020	12.32	CALS	Administrative Services	SRKONYES						

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**.

The screenshot shows the MyPack Portal interface. The search results table is displayed with the following data:

Select	Dept	Acctg Period	Project ID	Acct	Source	Journal ID	Journal Dt	Posted Dt	Amount	Reference	Line Description	OpertID	Tracking Category	Tracking Category Amount	Cost Share Project	Tracking Category OpertID	Tracking Category Date
<input type="checkbox"/>	150101	7	201510	52600	SUB	WCC0829000	01/15/2020	01/16/2020	1.05	Copy 7616	7616 201510 WolfCopy December	PSPROD	U - COVID-19	1.05		LAJOHNSO	08/13/2020 12:23:48PM
<input type="checkbox"/>	150101	7	201510	53210	SUB	CT80629497	01/21/2020	01/22/2020	329.01	50062710	Local/Long Dist Phone Service	PSPROD					
<input checked="" type="checkbox"/>	150101	7	201510	53232	SUB	CT80629497	01/21/2020	01/22/2020	1,553.00	50062710	Network Connectivity Service	PSPROD	U - Cost Share	1,553.00			
<input type="checkbox"/>	150101	7	201510	53510	SUB	FAC0829620	01/22/2020	01/24/2020	-2,000.00		19-057471-007	PSPROD					
<input type="checkbox"/>	150101	7	201510	53616	HE1	UT2R14	01/17/2020	01/22/2020	70.40	U011700030	University Temporary Service	PSPROD					
<input type="checkbox"/>	150101	7	201510	53616	HE1	UT2R15	01/23/2020	01/23/2020	158.40	U012300031	University Temporary Service	PSPROD					
<input type="checkbox"/>	150101	7	201510	53616	O60	BRINKS0719	01/09/2020	01/09/2020	12.32	CALS	Administrative Services	SRKONYES					

A green arrow points to the 'Cost Share Project' field in the row for Project ID 201510, Tracking Category U - Cost Share.

2. Enter the **Project ID**.

3. Click on **Save**.

The screenshot shows the MyPack Portal interface. The search results table is displayed with the following data:

Select	Dept	Acctg Period	Project ID	Acct	Source	Journal ID	Journal Dt	Posted Dt	Amount	Reference	Line Description	OpertID	Tracking Category	Tracking Category Amount	Cost Share Project	Tracking Category OpertID	Tracking Category Date
<input type="checkbox"/>	150101	7	201510	52600	SUB	WCC0829000	01/15/2020	01/16/2020	1.05	Copy 7616	7616 201510 WolfCopy December	PSPROD	U - COVID-19	1.05		LAJOHNSO	08/13/2020 12:23:48PM
<input type="checkbox"/>	150101	7	201510	53210	SUB	CT80629497	01/21/2020	01/22/2020	329.01	50062710	Local/Long Dist Phone Service	PSPROD					
<input checked="" type="checkbox"/>	150101	7	201510	53232	SUB	CT80629497	01/21/2020	01/22/2020	1,553.00	50062710	Network Connectivity Service	PSPROD	U - Cost Share	1,553.00	55698		
<input type="checkbox"/>	150101	7	201510	53510	SUB	FAC0829620	01/22/2020	01/24/2020	-2,000.00		19-057471-007	PSPROD					
<input type="checkbox"/>	150101	7	201510	53616	HE1	UT2R14	01/17/2020	01/22/2020	70.40	U011700030	University Temporary Service	PSPROD					
<input type="checkbox"/>	150101	7	201510	53616	HE1	UT2R15	01/23/2020	01/23/2020	158.40	U012300031	University Temporary Service	PSPROD					
<input type="checkbox"/>	150101	7	201510	53616	O60	BRINKS0719	01/09/2020	01/09/2020	12.32	CALS	Administrative Services	SRKONYES					

A green arrow points to the 'Cost Share Project' field in the row for Project ID 201510, Tracking Category U - Cost Share, which now contains the value '55698'. Another green arrow points to the 'Save' button at the bottom left of the table.

The Operator ID, the date and the time of the change will be added to the system.

The screenshot displays the 'MyPack Portal' interface for 'Online Monthly Activity Recon'. It includes search filters for Project ID, Department, Fiscal Year, and various account and tracking categories. Below the filters is a table of search results with columns for Select, Dept, Acctg Period, Project ID, Acct, Source, Journal ID, Journal Dt, Posted Dt, Amount, Reference, Line Description, OperID, Tracking Category, Tracking Category Amount, Cost Share Project, Tracking Category OperID, and Tracking Category Date. A green box highlights the 'Tracking Category OperID' and 'Tracking Category Date' columns for the transaction with Project ID 201510, Acct 5332, and Source CT80629497.

Select	Dept	Acctg Period	Project ID	Acct	Source	Journal ID	Journal Dt	Posted Dt	Amount	Reference	Line Description	OperID	Tracking Category	Tracking Category Amount	Cost Share Project	Tracking Category OperID	Tracking Category Date
<input type="checkbox"/>	150101	7	201510	52600	SUB	WCC0829000	01/15/2020	01/16/2020	1.05	Copy 7616	7616 201510 WolfCopy December	PSPROD	U - COVID-19	1.05		LAJOHNSO	01/13/2020 12:23:48PM
<input type="checkbox"/>	150101	7	201510	53210	SUB	CT80629497	01/21/2020	01/22/2020	329.01	50062710	Local Long Dist Phone Service	PSPROD					
<input type="checkbox"/>	150101	7	201510	5332	SUB	CT80629497	01/21/2020	01/22/2020	1,553.00	50062710	Network Connectivity Service	PSPROD	U - Cost Share	1,553.00	550698	LAJOHNSO	01/13/2020 12:26:06PM
<input type="checkbox"/>	150101	7	201510	53510	SUB	FAC0629820	01/22/2020	01/24/2020	-2,000.00		19-057471-007	PSPROD					
<input type="checkbox"/>	150101	7	201510	53616	HEI	UT2R14	01/17/2020	01/22/2020	70.40	U011700030	University Temporary Service	PSPROD					
<input type="checkbox"/>	150101	7	201510	53616	HEI	UT2R15	01/23/2020	01/23/2020	158.40	U012300031	University Temporary Service	PSPROD					
<input type="checkbox"/>	150101	7	201510	53616	O60	BRINKS0719	01/09/2020	01/09/2020	12.32	CALS	Administrative Services	SRKONYES					

**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.

The screenshot shows the 'Online Monthly Activity Recon' interface. The search results table is as follows:

Select	Dept	Actg Period	Project ID	Acct	Source	Journal ID	Journal Dt	Posted Dt	Amount	Reference	Line Description	OpelID	Tracking Category	Tracking Category Amount	Cost Share Project	Tracking Category OpelID	Tracking Category Date
<input type="checkbox"/>	150101	7	201510	52600	SUB	WCC0829000	01/15/2020	01/16/2020	1.05	Copy 7616	7616 201510 WolfCopy December	PSPROD	U - COVID-19	1.05		LAJOHNSO	08/13/2020 12:23:48PM
<input type="checkbox"/>	150101	7	201510	53210	SUB	CT80829497	01/21/2020	01/22/2020	329.01	80062710	Local/Long Dist Phone Service	PSPROD					
<input type="checkbox"/>	150101	7	201510	53232	SUB	CT80829497	01/21/2020	01/22/2020	1,553.00	80062710	Network Connectivity Service	PSPROD					
<input type="checkbox"/>	150101	7	201510	53510	SUB	FAC0829820	01/22/2020	01/24/2020	-2,000.00		19-057471-007	PSPROD					
<input type="checkbox"/>	150101	7	201510	53616	IS1	UT2R14	01/17/2020	01/22/2020	70.40	U011700030	University Temporary Service	PSPROD					
<input type="checkbox"/>	150101	7	201510	53616	IS1	UT2R15	01/23/2020	01/23/2020	158.40	U012300031	University Temporary Service	PSPROD					
<input type="checkbox"/>	150101	7	201510	53616	O60	BRINKS0719	01/09/2020	01/09/2020	12.32	CALS	Administrative Services	SRKONYES					

Scroll over to the right and click on the **Tracking Category Detail** icon to see what has been entered.

The screenshot shows the 'Tracking Category Detail' view for the transaction with amount 329.01. The table is as follows:

Project ID	Acct	Source	Journal ID	Journal Dt	Posted Dt	Amount	Reference	Line Description	OpelID	Tracking Category	Tracking Category Amount	Cost Share Project	Tracking Category OpelID	Tracking Category Date	Tracking Category Detail
201510	52600	SUB	WCC0829000	01/15/2020	01/16/2020	1.05	Copy 7616	7616 201510 WolfCopy December	PSPROD	U - COVID-19	1.05		LAJOHNSO	08/13/2020 12:23:48PM	
201510	53210	SUB	CT80829497	01/21/2020	01/22/2020	329.01	80062710	Local/Long Dist Phone Service	PSPROD						
201510	53232	SUB	CT80829497	01/21/2020	01/22/2020	1,553.00	80062710	Network Connectivity Service	PSPROD						
201510	53510	SUB	FAC0829820	01/22/2020	01/24/2020	-2,000.00		19-057471-007	PSPROD						
201510	53616	IS1	UT2R14	01/17/2020	01/22/2020	70.40	U011700030	University Temporary Service	PSPROD						
201510	53616	IS1	UT2R15	01/23/2020	01/23/2020	158.40	U012300031	University Temporary Service	PSPROD						
201510	53616	O60	BRINKS0719	01/09/2020	01/09/2020	12.32	CALS	Administrative Services	SRKONYES						

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.

The screenshot shows the 'Journal Line Tracking Category' dialog box in the MyPack Portal. The dialog box contains the following table:

Tracking Category	Tracking Category Amount	Cost Share Project	Tracking Category OpertID	Tracking Category Date
1   U.-Cost Share	329.01	555698	LAJOHNSO	08/12/20 3:22:00PM
2   U.-COVID-19	200.00		LAJOHNSO	08/12/20 3:22:25PM

Below the dialog box, a portion of the main journal lines table is visible:

Project ID	Acct	Source	Journal ID	Journal Dt	Posted Dt	Amount	Reference	Line Description	OpertID	Tracking Category	Tracking Category Amount	Cost Share Project	Tracking Category OpertID	Tracking Category Date	Tracking Category Detail
201510	52600	SUB	WCC0829000	01/15/2020	01/16/2020	1.05	Copy 7616	7616 201510 WorkCopy December	PSPROD	U.-COVID-19	1.05			08/13/2020 12:23:43PM	
201510	53210	SUB	CT80829497	01/01/2020	01/22/2020	329.01	80062710	Local/Long Dist. Phone Service	PSPROD						
201510	53232	SUB	CT80829497	01/01/2020	01/22/2020	1.553	00	80062710	PSPROD						
201510	53510	SUB	FAC0829620	01/22/2020	01/24/2020	-2,900.00		19-057471-007	PSPROD						
201510	53615	H61	UT2R14	01/17/2020	01/22/2020	70.49	U011700030	University Temporary Service	PSPROD						
201510	53616	H61	UT2R15	01/23/2020	01/23/2020	158.40	U012300031	University Temporary Service	PSPROD						
201510	53618	O60	BRINKS0719	01/09/2020	01/09/2020	12.32	CALS	Administrative Services	SRKONYES						

## How to Add an Additional Tracking Category to a Transaction

1. Scroll over to the right and click on the **Tracking Category Detail** for that transaction line.

The screenshot shows the MyPack Portal interface. At the top, there are search and filter options for 'From Account', 'To Account', 'Recon Status', and 'Recon OperID'. Below these are checkboxes for 'Show Reconciled Items' and 'Show Auto-Reconciled Items'. A table of transactions is displayed with columns: Project ID, Acct, Source, Journal ID, Journal Dt, Posted Dt, Amount, Reference, Line Description, OperID, Tracking Category, Tracking Category Amount, Cost Share Project, Tracking Category OperID, Tracking Category Date, and Tracking Category Detail. A green arrow points to the 'Tracking Category Detail' icon in the rightmost column of the table.

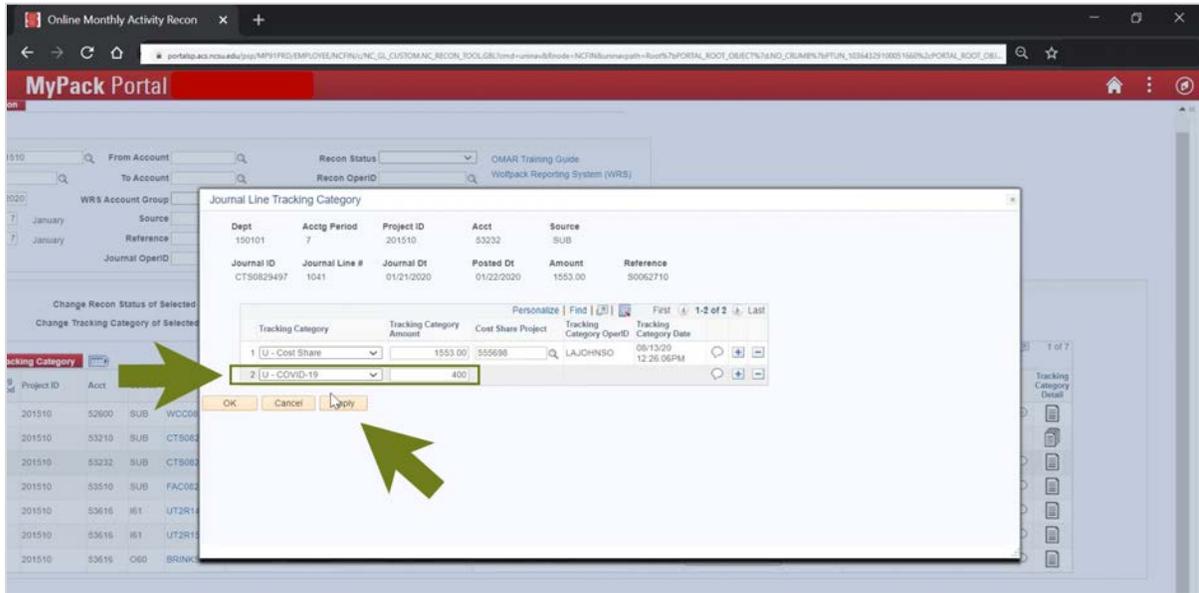
Project ID	Acct	Source	Journal ID	Journal Dt	Posted Dt	Amount	Reference	Line Description	OperID	Tracking Category	Tracking Category Amount	Cost Share Project	Tracking Category OperID	Tracking Category Date	Tracking Category Detail
201510	53200	SUB	WCC0829000	01/15/2020	01/16/2020	1.05	Copy 7616	7616 201510 WolfCopy December	PSPROD	U - COVID-19	1.05		LAJOHNSO	08/13/2020 12:23:48PM	
201510	53210	SUB	CT80829497	01/21/2020	01/22/2020	329.01	S0062710	Local/Long Dist Phone Service	PSPROD						
201510	53232	SUB	CT80829497	01/21/2020	01/22/2020	1,553.00	S0062710	Network Connectivity Service	PSPROD	U - Cost Share	1,553.00	555696	LAJOHNSO	08/13/2020 12:26:06PM	
201510	53510	SUB	FAC0829620	01/22/2020	01/24/2020	-2,000.00		19-057471-007	PSPROD						
201510	53616	IE1	UT2R14	01/17/2020	01/22/2020	70.40	U011700030	University Temporary Service	PSPROD						
201510	53616	IE1	UT2R15	01/23/2020	01/23/2020	158.40	U012300031	University Temporary Service	PSPROD						
201510	53616	O60	BRINKS0719	01/09/2020	01/09/2020	12.32	CALS	Administrative Services	SRKONYES						

2. Click on the **plus (+)** sign to add a line.

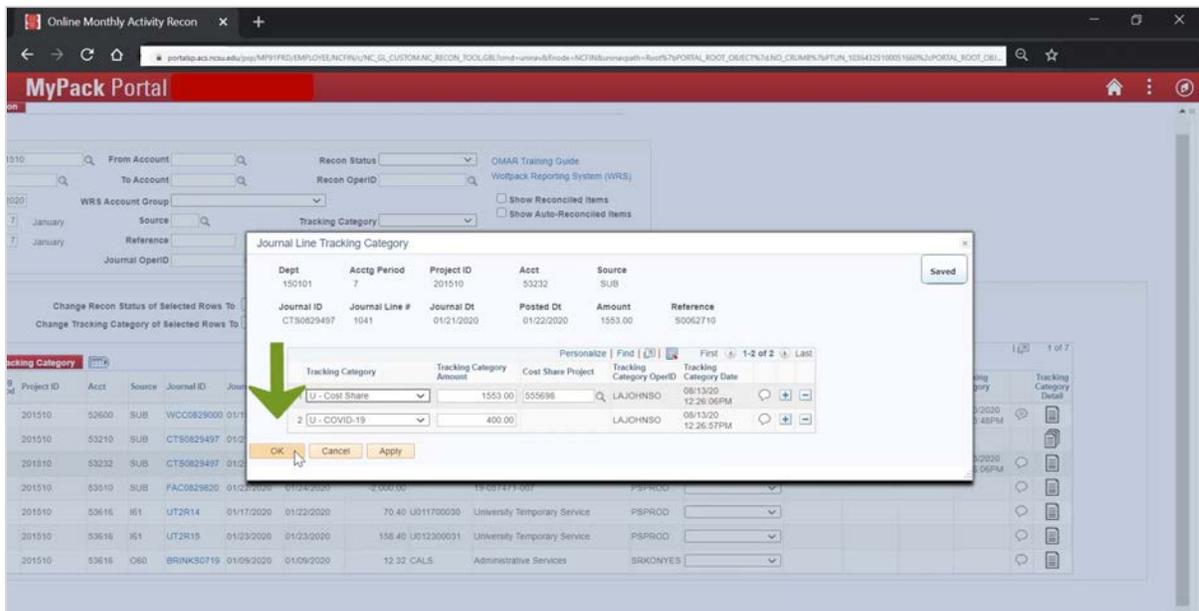
The screenshot shows the MyPack Portal interface with a dialog box titled 'Journal Line Tracking Category' open. The dialog box contains a table with columns: Dept, Acctg Period, Project ID, Acct, Source, Journal ID, Journal Line #, Journal Dt, Posted Dt, Amount, and Reference. Below the table, there are input fields for 'Tracking Category', 'Tracking Category Amount', 'Cost Share Project', 'Tracking Category OperID', and 'Tracking Category Date'. A green arrow points to the plus (+) sign in the bottom right corner of the dialog box.

Dept	Acctg Period	Project ID	Acct	Source	Journal ID	Journal Line #	Journal Dt	Posted Dt	Amount	Reference
150101	7	201510	53232	SUB	CT80829497	1041	01/21/2020	01/22/2020	1553.00	S0062710

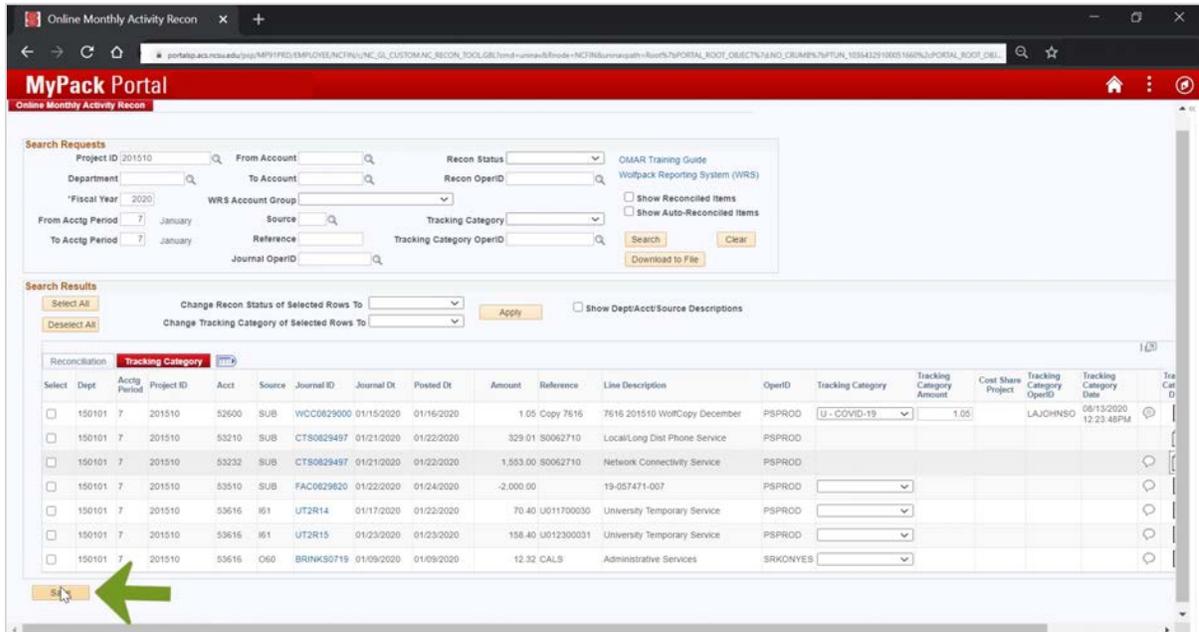
3. Enter the information for the new line.
4. Click on **Apply**.



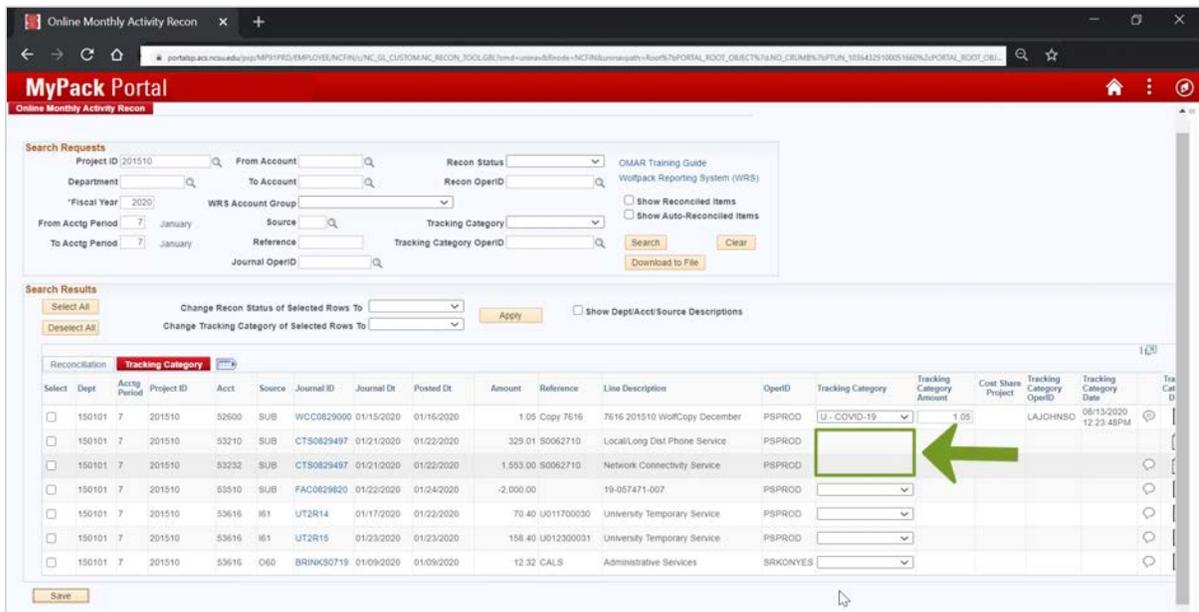
5. Click on **OK**.



6. Click on **Save**.



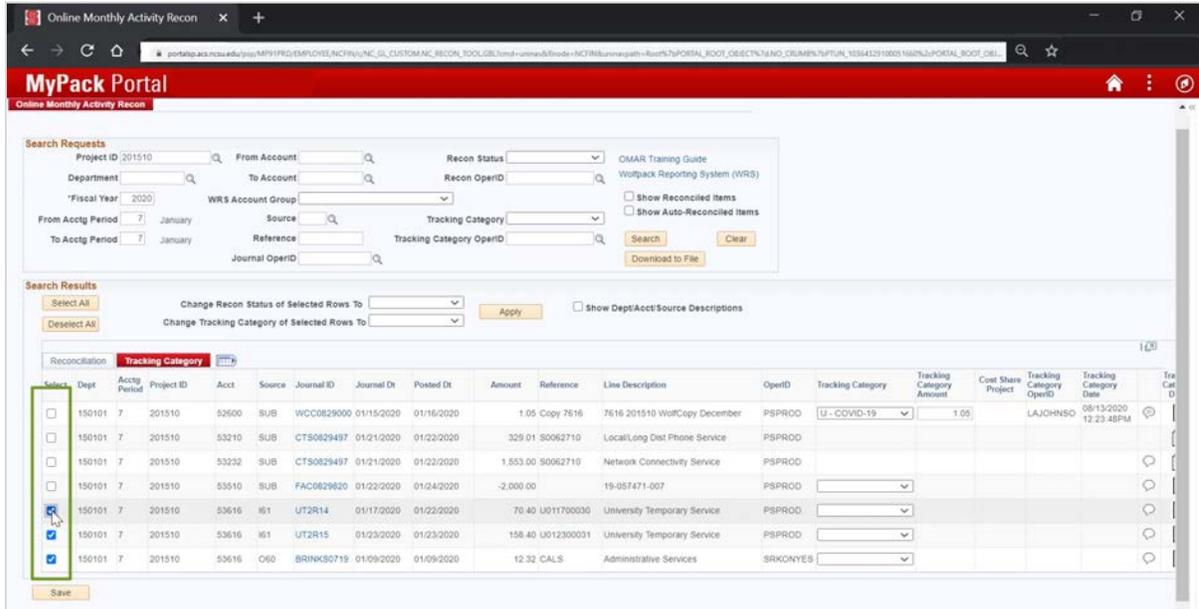
Now that there are multiple categories assigned to that line, the boxes in the Tracking Category for that line will be blank.



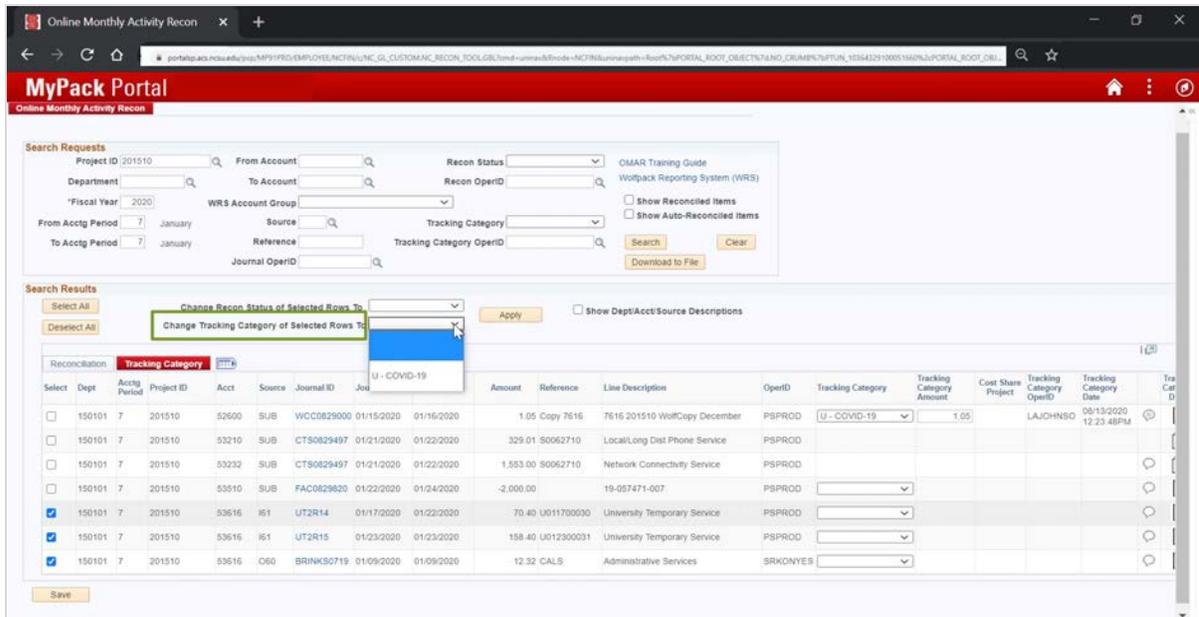
7.

# How to Assign a Tracking Category to Multiple Transactions

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.)



3. Click on **Apply**.

The screenshot shows the 'MyPack Portal' interface. At the top, there are search filters for Project ID (201510), Department, Fiscal Year (2020), and various account and tracking category fields. Below the filters, there are two dropdown menus: 'Change Recon Status of Selected Rows To' and 'Change Tracking Category of Selected Rows To'. The 'Apply' button is highlighted with a green arrow pointing to it from the right. Below the dropdowns is a table of search results with columns for Select, Dept, Acctg Period, Project ID, Acct, Source, Journal ID, Journal Dt, Posted Dt, Amount, Reference, Line Description, OperID, Tracking Category, Tracking Category Amount, Cost Share Project, Tracking Category OperID, Tracking Category Date, and Tracking Category Dt.

Select	Dept	Acctg Period	Project ID	Acct	Source	Journal ID	Journal Dt	Posted Dt	Amount	Reference	Line Description	OperID	Tracking Category	Tracking Category Amount	Cost Share Project	Tracking Category OperID	Tracking Category Date	Tracking Category Dt
<input type="checkbox"/>	150101	7	201510	52600	SUB	WCC0829000	01/15/2020	01/16/2020	1.05	Copy 7616	7616 201510 WolfCopy December	PSPROD	U - COVID-19	1.05		LAJOHNSO	08/13/2020	12:23:48PM
<input type="checkbox"/>	150101	7	201510	53210	SUB	CTS0829497	01/21/2020	01/22/2020	329.01	50062710	Local/Long Dist Phone Service	PSPROD						
<input type="checkbox"/>	150101	7	201510	53232	SUB	CTS0829497	01/21/2020	01/22/2020	1,553.00	50062710	Network Connectivity Service	PSPROD						
<input type="checkbox"/>	150101	7	201510	53510	SUB	FAC0829620	01/22/2020	01/24/2020	-2,000.00		19-057471-007	PSPROD						
<input checked="" type="checkbox"/>	150101	7	201510	53616	HS1	UT2R14	01/17/2020	01/22/2020	70.40	U011700030	University Temporary Service	PSPROD	U - COVID-19					
<input checked="" type="checkbox"/>	150101	7	201510	53616	HS1	UT2R15	01/23/2020	01/23/2020	158.40	U012300031	University Temporary Service	PSPROD	U - COVID-19					
<input checked="" type="checkbox"/>	150101	7	201510	53616	OG0	BRINKS0719	01/09/2020	01/09/2020	12.32	CALS	Administrative Services	SRKONYES	U - COVID-19					

4. Click on **Save**.

This screenshot is similar to the previous one, showing the same search results table. In this view, the 'Apply' button is no longer highlighted. Instead, the 'Save' button at the bottom left of the table area is highlighted with a green arrow pointing to it from the left.

# CHAPTER 7: Best Practices

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## 1. Reconcile projects monthly.

- > Regular reconciliation 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 reconciliation can uncover fraud and errors.
- > A regular reconciliation 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

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



Video URL: <https://youtu.be/1Yknk2rD3Zg>

Video transcript: [Click here](#)

## 2. How to reconcile transactions in OMAR (2:19)



**Video URL:** <https://youtu.be/ZNx8rOQkqb0>

**Video transcript:** [Click here](#)

### 3. How to track transactions in OMAR (3:55)



**Video URL:** [https://youtu.be/xt\\_chBYFqmY](https://youtu.be/xt_chBYFqmY)

**Video transcript:** [Click here](#)

# CHAPTER 9: Resources

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- > [Basic Spending Guidelines](#)
- > [Trust Funds](#)
- > [Internal Controls Best Practices](#)
- > [Source Codes](#)
- > [Journal Mask Glossary](#)