

Transaction Summary

TRANSACTION SUMMARY

KAREN MILLAN • XXXX-XXXX-2340-4019 (Active) • Administration • 303 W UNIVERSITY AVE • URBANA, IL 618011746

SEARCH Criteria Advanced Search

Reporting Cycle: April 2017
03/06/2017 to 04/05/2017

Date Type: Posting Date

Date Range: From: 03/06/2017 To: 04/05/2017

Date Type: Posting Date

Data available starting: 10/09/2014

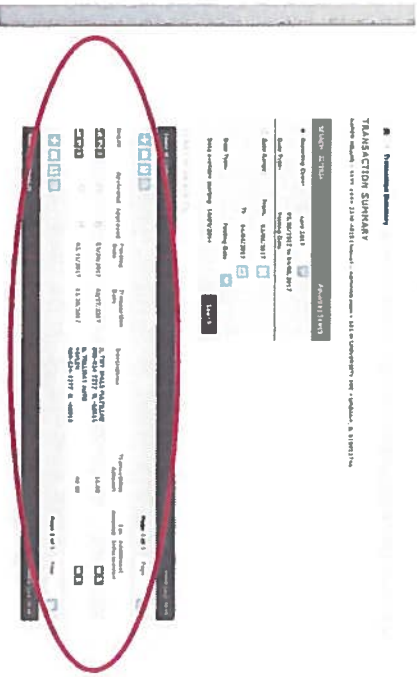
Search

SEARCH RESULTS

In the Transaction Summary screen, select the **Reporting Cycle radio button**, and in the **drop down menu**, select the current reporting cycle for which you are allocating transactions. The month indicates the end month of the reporting cycle. The date range for the cycle appears below the drop down menu.

Click **Search**.

Current transactions within the selected reporting cycle will appear below the search box:



To assign account codes to the transaction, click the single arrow Accounting Detail icon. 

SEARCH RESULTS

Expanded All | Collapse All

Search | Trend | Refresh

Page 1 of 1 Page

Detail	Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Additional Information
	<input type="checkbox"/>	<input type="checkbox"/>	03/26/2018	03/24/2018	AMAZON MICROPLACE PNTS AMZN.COM/BILL. WA -98109	(23.99)		

ACCOUNTING CODES INFORMATION

Expense Description: Cash Lockbox

Fund	Department	Program	Minor Code	Vendor
900	1	0140 - Agency Administration		
905	6	9040 - Gym	4306 - Equipment...	AMAZON.COM - 1...

Display accounting codes from Account Level

Copy to All on Page

Enter the **Expense Description**. Please limit expense descriptions to **29 characters**.


Descriptions

Be mindful that purchase descriptions are **public records reviewed by the Board of Commissioners**. Be specific and eliminate extra words and spaces. Example:

Description:	Better Description:
Lots of Markers	Markers
Tires for M-6	M-6 Tires
Dance and Fitness Whiteboard	Whiteboard
Supplies	Cups/Plates/Napkins (if 3 items or less, list items)
Cups/Plates/Napkins/Forks/Knives/Spoons	Suppl (if more than 3 items, "Suppl")

Use the drop down menus to build the expense account number and vendor number

Click **Save Icon**, located at **top or bottom of page**. Don't forget this step!


If account splits for the transaction are required, select the **Split Transaction** icon.  This will take you to a new screen, where you will divide your transaction into the necessary number of splits:

Home > Transaction Summary > Split Transaction

Split Transaction

CATHERINE ROLAND • XXXX-XXXX-2261-7413 (ACTIVE) • Administration • 303 W UNIVERSITY AVE • URBANA, IL 618011746

Financial Detail | Split Detail

Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	04/10/2012	04/09/2012	OFFICE DEPOT #0305 CHAMPAIGNE, IL -61820	112.14		112.14	
Totals:								


This transaction does not have any splits defined.

Split By: Amount Split and Balance To: Total Transaction Amount

Split(s): 2

Enter number of splits. Click **Add**

Financial Detail | Split Detail

Reviewed	Approved	Posting Date	Transaction Date	Description	Transaction Amount	Tax Amount	Net Transaction Amount	Additional Information
<input type="checkbox"/>	<input type="checkbox"/>	04/10/2012	04/09/2012	OFFICE DEPOT #0305 CHAMPAIGNE, IL -61820	112.14		112.14	
Totals:								

Split By: Amount Split and Balance To: Total Transaction Amount

Split(s): 2

Description	Percent	Amount	Tax Amount
Binders	92.16	103.35	0.00
Paper	7.84	8.79	0.00
Totals:	100.00	112.14	0.00

Insert **Descriptions**, not to exceed 29 text characters.
Adjust dollar amounts across splits until percent equals 100.
Click Save.

Remove **Expand All** | Collapse All

Split By: Amount Split and balance To: Total Transaction Amount

Split(s): 2 Add

Description	Percent	Amount	Tax Amount	Net Amount
<input type="checkbox"/> Split - 1-Pass Transponder	50.00	\$ 0.00	0.00	5.00
ACCOUNTING CODES INFORMATION				
Fund 900	Department 3	Program 0040 - Park Adm'n	Minor Code 4308 - Per Diem & Training	Edit Accounting Codes
ACCOUNTING CODES INFORMATION				
<input type="checkbox"/> Split - 1-Pass Transponder	50.00	\$ 0.00	0.00	5.00
ACCOUNTING CODES INFORMATION				
Fund 900	Department 3	Program 0040 - Park Adm'n	Minor Code 4308 - Per Diem & Training	Edit Accounting Codes
Totals: 100.00 10.00 0.00 10.00				

Click "Expand All" tab enter account code information.

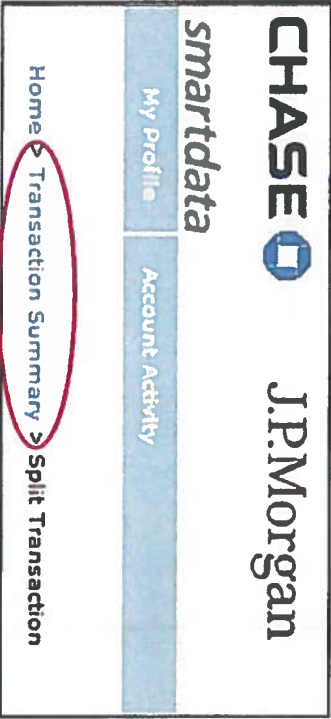
Click **Edit Accounting Codes** button to have access to build account numbers with the drop down menus.

Click Save. – It's important to click Save after the gl code is built, before moving onto the next split account build.

Sales Tax

Urbana Park District is sales tax exempt. Present the Illinois Department of Revenue Sales Tax Exemption identification letter to vendors. If you are having consistent issues with sales tax charges, consider using a different vendor for your purchasing. If staff is **charged or receives credit** for sales tax, the sales tax portion should be split and coded to the corresponding sales tax GL in the same fund that the expense was incurred. Example:

- Expense: 900-3-0040-4334 → Split Sales Tax to: 900-0-0110-1040
- Expense: 905-5-3840-4306 → Split Sales Tax to: 905-0-0110-1040
- Expense: 940-2-2240-4306 → Split Sales Tax to: 940-0-0110-1040
- Expense: 968-1-0140-4306 → Split Sales Tax to: 968-0-0110-1040



Use the “breadcrumbs” at the top of the screen to navigate back to the Transaction Summary screen to continue allocating transactions, or to go back to the Home Screen if you are finished.

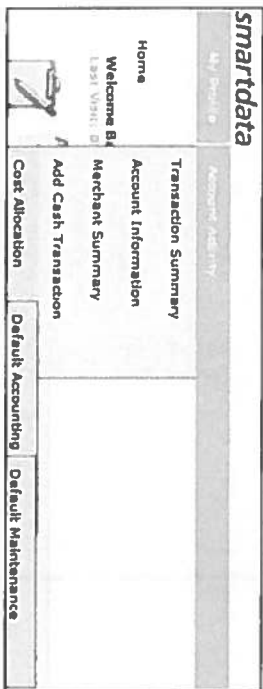
Be sure every item in your Transaction Summary is coded for the cycle. If the item appears on your Transaction Summary, but is not coded with an account/description, it will not appear when you run the Expense Report.

Note: If any credits appear on your account summary, please code them (i.e. refunds/returns). Usually credits will match the original related expense. If you need help determining the account, please ask.

Setup Default Accounting Codes

To make coding easier, you have the option to set up a default account code, to which all of your purchases will automatically be coded. For example, if you frequently code to 905-5 you can set those two sections as defaults. This will save you time in dropping down lists to select account numbers. Setting default accounts does not limit the accounts available to you - when a purchase is not the default account, simply drop down and change to the correct account while coding. To set up your own default account codes, find Cost Allocation Management in the drop down menus. Select Default Accounting Code Setup for Account and then click Default Maintenance. Be sure to click Save when you are finished setting default account codes.

Note: When setting up default account codes, it is not retro-active and will only apply to transactions from that date forward.



Default Accounting Code Maintenance for Accounts
 CATHERINE R ROLAND • XXXX-XXXX-2261-7413 (ACTIVE) • Administration • 303 W UNIT

Scheme Name: GL Accounts (Effective)

Save Reset Remove

DEFAULT ACCOUNTING CODES

Field:	Assigned Default Value:	Change Default Value To:
Fund	900	900 <input type="button" value="v"/>
Department	1	1 <input type="button" value="v"/>
Program	0140 - Agency Administration	0140 - Agency Adm... <input type="button" value="v"/>
Minor Code		<input type="button" value="v"/>

Save Reset Remove

Running Expense Reports

Run this report **after** the cycle has ended, and after all transactions have been allocated.

Note: if you schedule this report prior to the end of the reporting cycle, your report will be Pending in the Scheduled Reports menu until the end of cycle date passes and will not appear in the Completed Reports menu until the full date range can be satisfied.

The screenshot shows the Chase J.P. Morgan Reports interface. At the top, there are navigation links for Home, My Profile, Account Statement, and Account Activity. Below this is a 'Reports' section with tabs for Dashboard, COMPLETED, and SCHEDULED. A table lists reports, with one entry for 'Expense Report' having a 'Run' button circled in red. The table columns include Name, Size (59.05 KB), File Format (pdf), and Completed Date (10/18/2017). Below the table is a 'Download' button. On the right side, there are links for Help, My Profile, Contact Us, and Log out, along with the 'smartdata' logo.

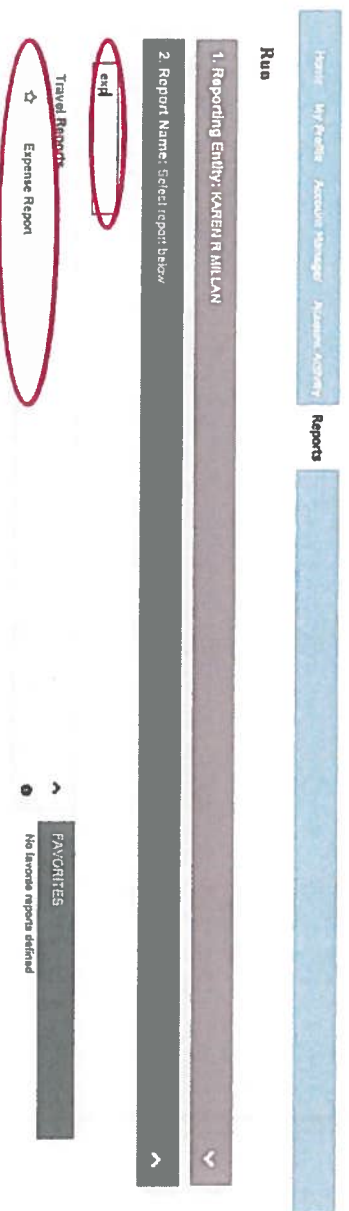
Name	Size	File Format	Completed Date
Expense Report	59.05 KB	pdf	10/18/2017

Download

Help My Profile Contact Us Log out
smartdata

From the home screen, from the Reports menu, select Run

Type "exp" in the report name box and the Travel Reports will pop up.
Click on Expense Report



Click on the **Expense Report**. This should be the only report available to you.

Your screen should now look like this:

Home My Profile Account Manager Account Activity Reports

Run

1. Reporting Entity: KAREH R MILLAY
2. Report Name: Expense Report
3. Cost Allocation Scheme: Select scheme below
4. Filters: Select filters below
5. Criteria: Select criteria below
6. Frequency: Once
7. Delivery Options and Notifications: System User: KAMILLAY@LIBRARY.PARKS.ORG

Submit Request Cancel

Confirm Box 1, Reporting Entity, is your name
Confirm Box 2, Report Name, is "Expense Report"
Nothing to confirm in Box 3
Nothing to confirm in Box 4
Expand Box 5, Criteria and check the Include Split Transactions Box

5. Criteria: Select criteria below

Date Type	Account Status
Posting	8 Selected
Report Type	Account Type
Adobe PDF	Include Account Financials Only
Number Format	Report Notes
XX,XXX.XX	<input checked="" type="checkbox"/> Include Split Transactions
Data Format	07/024
MM/DD/YYYY	

Expand Box 6, Frequency Reporting Cycle, scroll down to check the Reporting Cycle radio button

6. Frequency Reporting Cycle

Once
 Daily
 Weekly
 Monthly
 Reporting Cycle

Reporting Cycle: October 2017 (09/06/2017 - 10/05/2017) Data Type: COSTING
Schedule Offset (in days): 0 Number of cycles to run: 1

7. Delivery Options and Notifications: System Infor & KROLLMAN@URBALAPARKS.ORG

Submit Request Cancel

Click Submit Request. This will automatically take you to the Dashboard screen. If you leave the website while the report is running and re-enter after it is complete – go to Reports, Dashboard:

To see status of scheduled report, click on Scheduled

Dashboard

Home My Profile Account Manager Account Activity Reports

COMPLETED **SCHEDULED**

Item	Frequency	From Date	To Date	Next Run Date	Status
Expense Report	Custom	09/06/2017	10/05/2017		Processing

Expense Report: KAAREN R MILLAN
Frequency: Custom
Created By: System
Next Run Date: Processing as of 10/18/2017 14:20 CDT

To see Completed report click on Completed
 Check box next to Expense Report
 Click on Download
 Click on Open

Dashboard

COMPLETED SCHEDULED

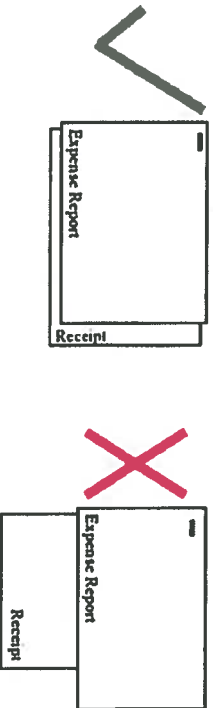
Name	Size	File Format	Completed Date	Expense Report
Expense Report	66.15 KB	pdf	10/18/2017	Download

Do you want to open or save Expense Report.pdf (66.1 KB from edg2.aadnet.com)?

Open Save Cancel 14.43 seconds

Entity Name: KAREN R MILLAN
 From Date: 03/06/2017
 To Date: 04/05/2017
 Frequency: Custom
 Created By: System
 Size: 66.15 KB
 Start Date: 10/18/2017 14:14 CDT

- Print report in landscape format
 - Attach all original, itemized receipts, in order, behind the expense report, so all receipts are within the footprint of the expense report
 - Sign report
 - Supervisor sign report
 - Submit report and receipts to Business Office
 - Compiling Expense Reports
 - Staple expense report and receipts in a horizontal (landscape) orientation, even if the receipt is printed vertically (portrait). Fold longer, dangling receipts to fit within the dimensions of the expense report. This makes for easier proofing and filing.
- Example:



All efforts should be made to utilize the P-card as primary method of payment, before other methods. According to the UPD Cash Handling Procedure, methods of payment rank as follows:

- 1. Purchase Card**
- 2. Purchase Order or Voucher Request**
- 3. Petty Cash**
- 4. Staff Reimbursement**