

## **Kellogg Staff Meeting, April 2009**

### **Monthly Financial Reconciliation Procedures – Planning for Year-End**

Budget statements through March 2009 are available via **Cognos**. Reports are to be shared with the responsible account managers.

Use **Vista Plus** to view detailed payroll expense charges. These reports contain the names and salary charges by chartstring for the entire fiscal year. Provide Vista reports to all managers.

Department Assistants should be using Cognos reports and Vista Plus reports to reconcile all charges on department chartstrings. Use Cognos GL008 Revenue and Expense Activity Report to see the detailed charges each month. Make sure that you have copies of the back up for each charge. If you don't have backup, further investigation may be required to insure that the charge is accurate and appropriate. If you have a charge that you can't identify through the transaction number, you can call Andrea Munoz for help. Please let Gisela know if you need access to Cognos or Vista Plus.

Be sure to **review all encumbrances** and delete as appropriate.

**Close chartstrings that are no longer used or needed.** Do this by sending an email to Gisela Gutierrez, giving her the chartstring numbers for those to be closed. If there is a balance, let Gisela know where to transfer the funds.

Reconcile all accounts and correct any deficits. Need help?

Andrea Munoz                      1-3970

Gisela Gutierrez                7-3520

#### **Year-end Issues:**

**Faculty who are leaving Kellogg – computers are the property of Kellogg.**

**Faculty must make special arrangements if they would like to take them when they leave.**

Prepare for arrival of new faculty – offices, phones, research accounts, computers

Prepare for changes in student work force – review current work study students.

Work on position requisitions for replacing those who are graduating or not returning next year.

Department staffing – spring is a good time to review how staffing/work flow has worked during this year. Evaluate and identify problems – work with department chair. Training needs – identify needs and plan for training during down times.