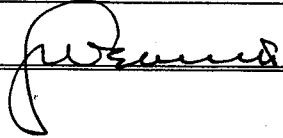




# POLICY AND PROCEDURE

<b>Subject:</b> Finance Division Reports	<b>Index:</b> Finance <b>Number:</b> 201-1-14
<b>Effective Date:</b> September 1, 2005	<b>Prepared By:</b> Finance & Administrative Services
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## 1.0 PURPOSE:

To establish Policies and Procedures that direct personnel to the reports generated by the Finance Division and available to personnel.

## 2.0 ORGANIZATIONS AFFECTED:

All departments/divisions.

## 3.0 REFERENCES:

Finance Division's Policies and Procedures.

## 4.0 POLICY:

4.1 The Finance Division shall provide periodic reports within and to other department/divisions.

## 5.0 DEFINITIONS:

Not applicable.

## 6.0 PROCEDURE:

### 6.1 Accounts Payable Reports

6.1.1 **Vendor Listing** – This report provides a listing of all vendors with their vendor numbers.

6.1.1.1 This report is generated by request to the accounting specialist.

6.1.2 **Invoice Posting List** – Accounts payable requests for payments and invoices are processed in batches. After entering a batch, there is a

invoice posting list that is created that posts the invoices to the general ledger.

6.1.2.1 This report is generated after the batch posting is completed and is available from the accounting specialist.

6.1.3 **Warrant Register (Final Check Listing)**– Accounts payable and payroll warrants are generated weekly. The critical information on this report is the warrant number, to whom the warrant was paid, a description of what the warrant was for, and the total amount of the warrant.

6.1.3.1 This report is generated after a payment cycle has been completed and warrants have been finalized and is available from the accounting specialist.

6.1.4 **Check Posting List** – This report details the warrant information on a weekly basis. The critical information on this report is the warrant number, to whom the warrant was paid, total of the warrant, and posting period.

6.1.4.1 This report is generated after warrants are created and is available from the accounting specialist.

6.1.5 **Void Check Posting List** – This report details the voiding of warrants. The critical information on this report is the warrant number, date that the warrant was voided, to whom the warrant was paid, a description of what the warrant was for, general ledger account distribution with amount, and the total amount of the warrant.

6.1.5.1 This report is run when there is a need for the voiding or re-issuance of a warrant and is available from the accounting specialist.

## 6.2 **Accounts Receivable / Cash Receipts Reports**

6.2.1 **Payments by Tran Code** – This report details all cash receipts. The use of this report is to reconcile cash drawers at the end of the day and daily deposits. The report summarizes types of transactions and transaction distribution to the general ledger.

6.2.2 **A/R Receipt Posting** – This report summarizes the accounts receivable transactions for the day and posts the accounts receivable payments into the Eden A/R module.

6.2.3 **Accounts Receivable Aging Report** – This report details the aging of accounts receivable due the City. It classifies accounts into Current, 30 to 60, 61 to 90, 91 to 120 and over 120 days old. The date of invoice,

customer, customer number, customer telephone number and total amounts due are detailed on this report.

6.2.3.1 This report is run after the close of the monthly accounting records and is available from the accountant.

6.2.4 **Accounts Receivable Invoice Posting Lists** – This report details the account receivable invoices that are generated during the current period. The report detail includes customer number, customer name, code for what the bill was for, general ledger account distribution and the amount invoiced.

6.2.4.1 This report is generated on an as needed basis after invoices are created.

### 6.3 General Ledger Reports

6.3.1 **Trial Balance Report** – This report summarizes the balance sheet accounts and is generated monthly after the closing of the monthly accounting records. It lists the balance sheet account beginning balance, cumulative transactions for the period and year to date and ending account balances.

6.3.1.1 This report is run after the monthly accounting records close and is available from the accountant.

6.3.2 **Revenue Status Report** – This report summarizes the revenue accounts and is generated monthly after the closing of the monthly accounting records. It lists the total budget associated with the account, cumulative transactions for the period and year to date, and the variance between the year to date account balance and the total budget (with percentages received).

6.3.2.1 This report is run after the monthly accounting records close and is available from the accountant.

6.3.3 **Expenditure Status Report** – This report summarizes the expenditure accounts and is generated monthly after the closing of the monthly accounting records. It lists the total budget associated with the account, cumulative transactions for the period and year to date, and the variance between the year to date account balance and the total budget (with percentages used).

6.3.3.1 This report is run after the monthly accounting records close and is available from the accountant.

## 6.4 Project Accounting Reports

6.4.1 **Expense Status Report** – This report summarizes the project expenditure accounts. It lists the project expenditure accounts budget, cumulative transactions for the period and year to date, the ending accounting balance, the variance between year to date account balance and the total budget (with percentage used).

6.4.1.1 This report can be run after the monthly accounting records close and is available to everyone with access to the project accounting module.

6.4.2 **Expense Transaction Report** - This report details the project expenditure account transactions that were generated for the period selected. It includes labor, benefits, hours, labor overhead, invoices and invoice overhead. The report can be printed as a summary report or a detailed report. The summary report summarizes the expenditure charges by project accounting strings while the detailed report lists all expenditure transactions, invoice number, JV reference number and the G/L accounts that the expenditures were charged to.

6.4.2.1 This report can be run after the monthly accounting records close and is available to everyone with access to the project accounting module.

6.4.3 **Funding Source Status Report** – This report summarizes the project funding sources. It lists the project funding sources budget, cumulative transactions for the period and year to date, the ending accounting balance, the variance between year to date account balance and the total budget (with percentage received).

6.4.3.1 This report can be run after the monthly accounting records close and is available to everyone with access to the project accounting module.

6.4.4 **Funding Source Transaction Report** - This report details the project funding source transactions that were generated for the period selected. The report can be printed as a summary report or a detailed report. The summary report summarizes the funding source transactions by project accounting strings while the detailed report lists all funding source transactions, reference number and the G/L accounts that the funding source were coded to.

6.4.4.1 This report can be run after the monthly accounting records close and is available to everyone with access to the project accounting module.

6.4.5 **Project Status Report** - This report summarizes the project account balances as of the date the report was printed.

6.4.5.1 This report can be printed any time and is available to everyone with access to the project accounting module.

## 6.5 Payroll Reports

6.5.1 **Leave Accrual and Usage Report** – This report starts with the beginning balance of leave accrual and details the accrual added and usage for a pay period by a department and/or division and concludes with it's ending balance.

6.5.1.1 This report is generated after the payroll warrants have been finalized, bi-weekly, and is available from the senior accounting specialist.

6.5.2 **Labor Distribution Report** – This report details the general ledger account distribution of employees pay.

6.5.2.1 This report is generated during the bi-weekly payroll process and is available from the senior accounting specialist.

6.5.3 **Direct Deposit Detail Report** – This report details the net pay being deposited by employees into their bank accounts.

6.5.3.1 This report is generated during the payroll process and used to transmit to the City's depository.(bi-weekly).

6.5.4 **Final Payroll Warrant Register** – This report details the net warrants issued to all employees.

6.5.4.1 This report is generated after the warrants have been printed and finalized in the computer system.

## 6.6 Utility Billing Reports

6.6.1 **Open Account Aging Report** – This report details the aging of active utility billing customer accounts receivable due to the City. It classifies accounts by 0 to 30, 31 to 60, 61 to 90, 91 to 120 and over 121 days old. The customer name, customer number, total amounts due and status of accounts are detailed in this report.

6.6.1.1 This report is run after the month end accounting records are closed. (Only the totals page of this report is retained. A similar report is generated at month-end, but it is not an aged report).

6.6.2 **Delinquent Account Report** – This report details the delinquent utility billing customer accounts receivable due to the City for active accounts and closed accounts. The date billed, customer, customer number, total amount due and status of accounts are detailed on this report.

6.6.3 **Utility Billing Transaction Register** – This report details account receivables that were generated for the current utility billing cycle (cycles are monthly). The report detail includes customer number, water usage for that billing and the amount billed.

6.6.3.1 This report is run after the month end accounting records are closed and is available from the Utility Billing department.

6.6.4 **Utility Billing Journal Trial Balance Reconciliation** – This report summarizes the utility billing for the month from each cycle billed. The purpose of this report is to reconcile and trace the flow of transactions to the general ledger at the end of the month when the accounts are closed to the general ledger.

6.6.4.1 This report is run after the month end accounting records are closed and is available from the Utility Billing department.