

**Fiscal Contacts Group**  
**July 20: Ledger Reconciliation(  
Transaction Sampling & File  
Retention**

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Calit2 Business Office

# Transaction Sampling

1. The purpose of transaction sampling is to review & reconcile expenses for its accuracy without conducting 100% reconciliation. Reviewing the sampled transaction, can be as simple as drilling down on sampled items, or pulling department hard copy backup for review.
2. All transaction sampling tools are located at Ledger Reviewer View Sampling under Tools (in Finlink).
3. Transaction sampling includes management & sampling tools:
  - The Management Sampling Report & the Operating sample Activity Query allow a department or fiscal manager to review the overall status & progress of transaction sampling by IFOPAL, Org, Profile name, or Project code.
  - Transacting Sampling Profile allows a department or fiscal manager to target certain account as high risk transactions. These transactions will be 100% sampled. For example, Calit2 has targeted bookstore's general supplies account code 638003 to be 100% sampled.
4. The Ledger Reviewer is the transaction sampling tool for the fund manager.
  - Calit2 pull up monthly Transaction Sampling by Project code assigned to each fund manager. For example, Karen's project code is CIT\_Karen, and this project code would consist of all indices managed by Karen. The fund managers are responsible to update their own project code according to their fund assignments for any new projects.

# Transaction Sampling Continued

- Sampled transaction will appear with a small yellow circle next to the transaction.
  - The expenses that are transaction sampled are, Travel (65), Supplies (63), Entertainment (63), and Equipment (64).
  - Financial transactions less than \$2,500 will not be 100% sampled, and Financial transactions over \$2,500 will 100%.
  - Any targeted transaction account code will be 100% sampled regardless of value.
  - Sampled transactions will be reviewed by drilling down on online recharge statements or pulling department backup.
  - An example of a sampled transaction that may be accessed (drill down) online, is UCSD bookstore recharges.
  - An example of a sampled transaction that require department backup review are travel transactions.

5. Blink is also a great resource for finding information regarding transaction sampling. <http://blink.ucsd.edu/finance/tools/sampling/overview.html>

6. The next 2 slides are an example screen shots of Karen's transaction sampling for April 2010. By utilizing the transaction sampling tools, Karen's transaction review for April 2010 was reduced from 289 transaction under the 100% reconciliation method to 28 transactions to be reviewed under the Transaction sampling method.

# Transaction Sampling Continued

Example: Screen Shot of Transaction Sampling for Project Code CIT\_Karen. The image below demonstrates transaction sampling pulled by project for April 2010.

FinancialLink giauque - Windows Internet Explorer  
 https://www-act.ucsd.edu/ledger/reviewer

Friday, July 16, 2010

**For Apr 30, 2010 (201010) (Closed)**  
**Project** CIT\_KAREN Calit2 Indexes for Karen Stecher  
**Fund Manager** STECHER, KAREN E.; LEE, NAN; ZHANG, BING  
**PI** LEE, NAN  
**Query parameters: All Sampled for Global Profile/**  
 Report generated Friday, July 16, 2010 at 14:19:53 PM By LEE, NAN

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ENPET  
 ALL   Full Description  Display Max Rows [Change fontsize](#)

O K	Prob. Code	A C F V	E N P E T	Notes	CHK	Dept Ref. No.	Sam- pled	Index	Account	Doc. #Seq.	Date	Description	Rule	Doc. Ref.	Budget (Allocation/ Award)	Financial (Revenue/ Expense)	Liens (Encumbrance)
<input checked="" type="checkbox"/>	OK	H	<input type="checkbox"/>	Add	<input type="checkbox"/>		S	CIT1045	637220	EC100319	04/02/10	NATIONAL ACADEMY OF ENGIN	XXCD	1003190001	0.00	200.00	0.00
<input checked="" type="checkbox"/>	OK	H	<input type="checkbox"/>	Add	<input type="checkbox"/>		S	CIT1045	636301	EC100331	04/12/10	THE HIVE GROUP	XXCD	1003310011	0.00	-199.00	0.00
<input checked="" type="checkbox"/>	OK	H	<input type="checkbox"/>	Add	<input type="checkbox"/>		S	CIT1045	638078	EC100330	04/12/10	APL*APPLE ONLINE STORE	XXCD	1003300025	0.00	659.42	0.00
<input checked="" type="checkbox"/>	OK	H	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		S	CIT1045	636510	73937823	04/15/10	Full Compass Systems 003553260	INEI	10306139	0.00	17530.49	0.00
<input checked="" type="checkbox"/>	OK	H	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		S	CIT1045	649000	73941976	04/27/10	ID SOLUTIONS 000505673	INEI	10305427	0.00	12056.17	0.00
<input checked="" type="checkbox"/>	OK	H	<input type="checkbox"/>	Add	<input type="checkbox"/>		S	CIT1045	634039	FRTL101	04/30/10	TELECOM OFF-NET SERVICE RECHG	F825		0.00	101.51	0.00
<input checked="" type="checkbox"/>	OK	H	<input type="checkbox"/>	Add	<input type="checkbox"/>		S	CIT1045	637835	FRCIA381	04/30/10	Calit2 Project Event Svc.	F586		0.00	5280.50	0.00
<input checked="" type="checkbox"/>	OK	H	<input type="checkbox"/>	Add	<input type="checkbox"/>		S	CIT1500	638070	FRBKS097	04/07/10	BOOKSTORE RECHG OFFICE SUPPLIES	F801		0.00	36.48	0.00
<input checked="" type="checkbox"/>	OK	H	<input type="checkbox"/>	Add	<input type="checkbox"/>		S	CIT1990	638070	FRBKS101	04/11/10	BOOKSTORE RECHG OFFICE SUPPLIES	F801		0.00	16.20	0.00
<input checked="" type="checkbox"/>	OK	H	<input type="checkbox"/>	Add	<input type="checkbox"/>		S	CIT1990	649900	NIRBSAJT	04/12/10	ENPET BOOKSTORE RECHG COMPUTER HDWR	FI54		0.00	6765.89	0.00
<input checked="" type="checkbox"/>	OK	H	<input type="checkbox"/>	Add	<input type="checkbox"/>		S	CIT2479	652902	00631809	04/15/10	PIERCE, DAVID W.	TRMT	00621675	0.00	2019.97	0.00
<input checked="" type="checkbox"/>	OK	H	<input type="checkbox"/>	Add	<input type="checkbox"/>		S	CIT2525	637835	NICITART	04/26/10	ENPET Calit2 Project Event Svc.	FI54		0.00	-21.00	0.00
<input checked="" type="checkbox"/>	OK	H	<input type="checkbox"/>	Add	<input type="checkbox"/>		S	CIT2869	649610	NECITAEF	04/07/10	ENPET FASTRACK MACHINE INC 000	FES4	20436315	0.00	-348.00	0.00
<input checked="" type="checkbox"/>	OK	H	<input type="checkbox"/>	Add	<input type="checkbox"/>		S	CIT3308	637250	E0002850	04/09/10	PAUL LINDEN CIT040910	PAYA	CIT0000087	0.00	458.49	0.00
<input checked="" type="checkbox"/>	OK	H	<input type="checkbox"/>	Add	<input type="checkbox"/>		S	CIT5618	637217	FRPKB101	04/30/10	PARK & TRANS-CAMPUS PARKING RECHGS	F815		0.00	-262.00	0.00
<input checked="" type="checkbox"/>	OK	H	<input type="checkbox"/>	Add	<input type="checkbox"/>		S	CIT99T3	636503	EC100402	04/16/10	MINI CIRCUITS-MO	XXCD	1004020354	0.00	74.10	0.00

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2:27 PM 7/16/2010



# Transaction Sampling Continued

When the transaction has been reviewed, we select OK. If there is a problem, we must use the drop down menu to select the best matched problem code. The transaction sampling for this period has been completed. If there were any transaction with account code 638003, then there would be a Yellow T to indicate it was a targeted transaction per the department.

FinancialLink giauque - Windows Internet Explorer  
 https://www.act.ucsd.edu/ledger/reviewer

Status	Date	Account Code	Description	Amount
OK	04/11/10	CIT1990 638070 FRBKS101	SUPPLIES BOOKSTORE RECHG OFFICE SUPPLIES	16.20
OK	04/12/10	CIT1990 649900 NIRBSAJT	ENPET BOOKSTORE RECHG COMPUTER HDWR	6765.89
OK	04/15/10	CIT2479 652902 00631809	PIERCE, DAVID W.	2019.97
OK	04/26/10	CIT2525 637835 NICITART	ENPET Calit2 Project Event Srvc.	-21.00
OK	04/07/10	CIT2869 649610 NECITAE	ENPET FASTRACK MACHINE INC 000	-348.00
OK	04/09/10	CIT3308 637250 E0002850	PAUL LINDEN CIT040910	458.49
OK	04/30/10	CIT5618 637217 FRPKB101	PARK & TRANS-CAMPUS PARKING RECHGS	-262.00
OK	04/16/10	CIT99T3 636503 EC100402	MINI CIRCUITS-MO	74.10
OK	04/23/10	CIT99T3 637835 NECITAE	ENPET Calit2 Project Event Srvc.	-20.00
OK	04/01/10	CITCRCT 636503 EC100318	ONLINE METALS.COM	3.80
OK	04/01/10	CITCRCT 638042 P1216586	DANIEL JOHNSON CIT031010	297.54
OK	04/06/10	CITCRCT 636503 NTCITANI	ENPET DKC*DIGI KEY CORP	556.58
OK	04/19/10	CITDKEQ 636503 EC100405	NORWAY LABS INC	1215.00
OK	04/23/10	CITDVPJ 637217 NTCITANM	ENPET PARK & TRANS-CAMPUS PARKING R	27.00
OK	04/23/10	CITDVPJ 652900 NTCITANM	ENPET JOHANSSON, PER	916.90
OK	04/30/10	CITEVRR 637835 FRCIA381	Calit2 Project Event Srvc.	2006.00
OK	04/19/10	CITJS10 638078 P1223212	JERRY SHEEHAN CIT041510	30.00
OK	04/01/10	CITSDRR 636200 EC100318	GOOGLE *3ONES INC	9.00
OK	04/30/10	CITSDRR 634015 FRNGN101	NGN COMMUNICATION USER RECHARGE	17.00
OK	04/23/10	CITWNET 638195 NTCITANM	ENPET ENPET FACULTY CLUB RECHARGES	-77.00

LEGEND: ✓ ENPET'ed    ⚠ Error    ⚠ Warning    ⚡ Sampled    ⚡ Targeted    \* Unsaved Data    L Check-Off History    H Problem Code History

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# Filing & File Retention

1. Calit2 has two methods of filing department backup.
    - The first method is filing paper backup.
      - We file our paper documents first by PI name/fund, and then by index number. Within the index, we will break down by document type ex: travel has it's own folder.
    - The second method is electronic filing.
      - We are trying to go green and conserve space by filing some of our documents electronically. An example of electronic file is Payment Authorizations, which we file by using the Pay Auth number as the reference.
  
  2. Calit2 keeps all of their financial & award backup, whether it be electronic or paper, for 7 years. For contracts & grants, then it would be 7 years after award end date.
    - State & other non Research funds, files will be purged once a year base on the transaction date. This will occur at the end of the calendar year.
    - For Research & Cost Share funds, files will be purged once a year base on the award end date of the research grant. Calit2 will keep track of the funds due to be purged base on the award end date from campus COEUS system.
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