

Updating the Shadow System

1. Use the [Instruction Guide - Getting the Monthly Financial Reports](#) to get the necessary information to start.
2. Open the Excel worksheet for the Shadow System

<div> <div> <div>County Name:</div> <div>6035XXXX</div> </div> <div> <div>Department ID:</div> <div>182</div> </div> <div> <div>Fund:</div> <div>3300</div> </div> <div> <div>Source:</div> <div>CRRNT</div> </div> <div> <div>Bud Ref:</div> <div></div> </div> </div>							
Beginning Balance						\$	5,500.00
Additional Funds/Deposits						\$	-
- Salary						\$	-
- OPS							
- Projected Salary & OPS							
- Expenses							
- Expenses Encumbered							
Available Balance :						\$	5,500.00
Description	Beginning Balance	Additional Funds/Deposits	Salary & OPS	Projected Salary & OPS	Expenses	Expenses Encumbered	Available

3. On the **Summary** tab of the workbook, update the date that says **Month End** to match the report.
4. Open the **Transaction Detail** report

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Transaction Detail

AG-LAKE

For Month Ending: May 31, 2015

Run Date: 06/04/2015

Acctg Date	Flex Code	UFID	CRIS	Transaction ID	Encumbrance ID	ID	Description Detail	Amount
Cost Center: 60353035-182 (Department-Fund)								
ALL REVENUE: Revenue Operating								
440500 SALES & SERVICES - EXTERNAL								
05/07/2015	-	-	-	DEPOSIT# 6035 - 35	-	-		60.00
05/07/2015	-	-	-	DEPOSIT# 6035 - 36	-	-		80.00
05/13/2015	-	-	-	DEPOSIT# 6035 - 44	-	-		437.76
05/13/2015	-	-	-	DEPOSIT# 6035 - 45	-	-		86.60
05/19/2015	-	-	-	DEPOSIT# 6035 - 46	-	-		1,444.97
05/22/2015	-	-	-	DEPOSIT# 6035 - 47	-	-		3,071.60
05/27/2015	-	-	-	DEPOSIT# 6035 - 48	-	-		1,683.15
05/28/2015	-	-	-	DEPOSIT# 6035 - 49	-	-		1,393.34
Subtotal 440500 - SALES & SERVICES - EXTERNAL								\$8,257.32
Subtotal ALL REVENUE								\$8,257.32
Other Operating Expenses: Utilities & Communications								
722200 CELLULAR PHONES & SERVICE PLAN								
05/05/2015	-	02630836	-	VCHR# UFLOR - P0246768	-	INVOICE# 02630836-WDA-FY15	Juanita Popenoe - 02630836-WDA-FY15	160.00
05/05/2015	-	35353810	-	VCHR# UFLOR - P0246780	-	INVOICE# 35353810-WDA-FY15	Gary England - 35353810-WDA-FY15	120.00
05/11/2015	-	35353810	-	PCard# UFLOR - TXN03078375	VCHR# UFLOR - 04689027	EMP# 35353810 - England, Gary Keith	AT&T BILL PAYMENT - Data charges for tablet - weat	86.30
Subtotal 722200 - CELLULAR PHONES & SERVICE PLAN								\$366.30

5. Using the Transaction Detail report, post each line item to their corresponding tabs.
 - a. When posting the transaction, follow these rules for easier research at future dates.
 - i. In the description of the transactions, post the **Transaction ID** and the **Description Detail** of the corresponding transaction.

- b. Make sure to post the **transaction amount** in the appropriate column of each tab in the workbook.
 - c. Remember that the fee for each **expense** is 1.61%, so you should adjust the total fee charge and distribute it appropriately with their charges.
6. Once posted, open the **Cash Summary** report and verify that the total **Available Balance** matches the total **Available Balance** of the **Summary** worksheet of the shadow system.
- a. If they do not match, do the following:
 - i. Verify that the formulas are not corrupted.
 - ii. Verify that all transactions posted.
 - 1. Take the difference between the shadow system's **Available Balance** and the **Cash Summary** report **Available Balance**.
 - iii. If the difference is less than **\$5.00** also verify that the assessment 1.61% fee was split appropriately as it could be off because of rounding.
7. Once the **Available Balances** from the **Cash Summary** and the shadow system's worksheet match, you are done!