



JUSTICE ADMINISTRATIVE
COMMISSION



“Reconciling Funds”

– BOMS WEB to FLAIR

Susie Kalous

Professional Accountant I

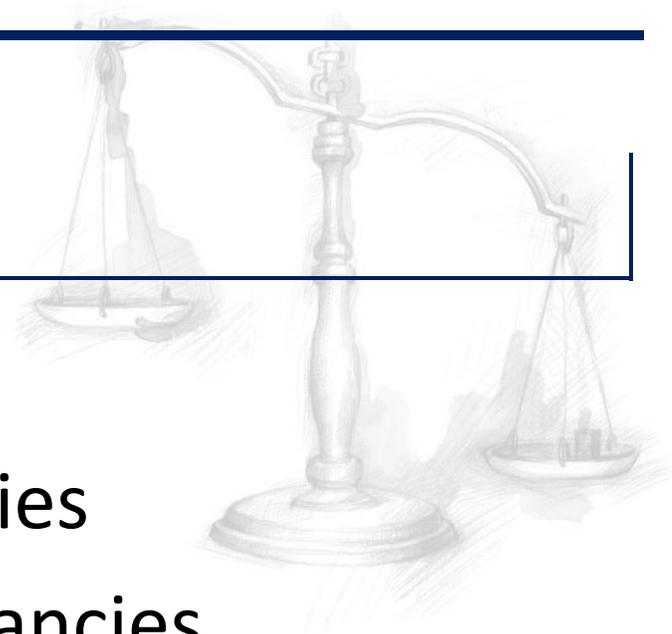
May 2, 2016

Reconciling Funds - Objectives

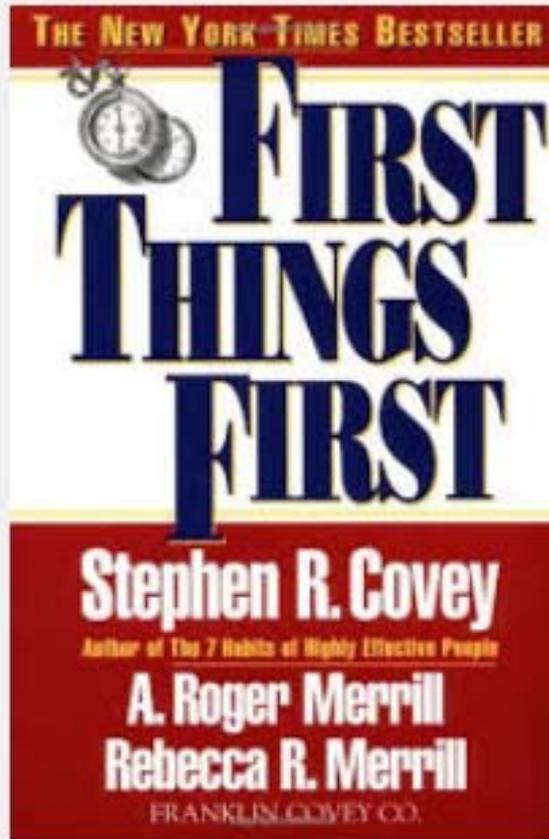
- Emphasize the importance of reconciling BOMS to FLAIR each month
- Provide an overview of the reconciling funds process
- Explain how to access various reports in BOMS WEB
- Review the process of comparing FLAIR reports to BOMS WEB reports

Why Reconcile?

- Confirm available budget
- Identify & correct anomalies
- Discover & report discrepancies
- Simplify Certified Forward process
- Keep your boss happy



Show Me the Money!



Effective leadership is putting first things first.

Effective management is discipline, carrying it out.

– Stephen Covey

Access Budget Report in BOMS WEB

Module ▾	Activities ▾	Reports ▾	Administration ▾	Help ▾
		<ul style="list-style-type: none"> Case analysis Charge to Deposits Court reporting Journal Pay to Supplies Batch sheets Audit Pending Purchase orders Forms Status 		<ul style="list-style-type: none"> Status Fund budget Fund cash Income statement



Open Budget Report in BOMS WEB

Module ▾ Activities ▾ Reports ▾ Administration ▾ Help ▾

Open report

Report: fund status

Entity ▾

Fiscal year ▾

Thru date ▾

Report

- Fund appropriation balance
- Fund appropriation balance by month
- Fund appropriation balance by year-end
- Fund release balance
- Fund release balance by year-end
- Fund/department budget balance
- Fund/department budget balance by year-end
- Fund/object budget balance
- Fund/object budget balance by year-end





Print or Open Reports from BOMS WEB

Module ▾ Activities ▾ Reports ▾ Administration ▾ Help ▾ BOMS Acc

Open report

Report: fund status

Entity ▾

Fiscal year ▾

Thru date ▾

Report ▾

Report: Fund appropriation balance

Fund appropriation balance

JAC: July 2015 thru February 2016

Fund		Appropriation	Expenses	Encumbrances
16-CS7040	Child Support Trust Fund - PeopleFirst Contract	\$74,498.00	\$55,873.50	\$0.00
16-GR01	GR Salaries and Benefits	\$5,456,148.00	\$3,594,060.91	\$0.00
16-GR0255	Foster Care Rev. Panel	\$342,160.00	\$171,079.98	\$0.00
16-GR03	Other Personal Services	\$40,772.00	\$24,039.27	\$0.00
16-GR04	Expenses	\$512,197.00	\$331,109.04	\$148,166.96



Compare Appropriations



FISCAL YEAR 2016

21000000 JUSTICE ADMINISTRATION
 21300000 PGM: JUSTICE ADMIN COMM
 21300800 EXECUTIVE DIR/SUPPORT SVCS
 1 OPERATING - CURR YEAR

ACCT YEAR	TRAN DATE	BOG CODE	TR CD	FLAIR XPR DATE	APPROPRIATION
1000 GENERAL REVENUE FUND					
010000 SALARIES AND BENEFITS					
0000	07/01/2015	APP1	50	06/30/2015	5,458,454.00
	07/01/2015	APP1	59	06/30/2015	
	08/17/2015	0007	59	08/17/2015	
	08/17/2015	0007	60	08/17/2015	2,306.00-
	09/15/2015	APP2	59	09/15/2015	
	12/15/2015	APP3	59	12/15/2015	
TOTAL: SALARIES AND BENEFITS					
010000	TOTAL APPRO.....				5,456,148.00 ✓
030000 OTHER PERSONAL SERVICES					
0000	07/01/2015	APP1	50	06/30/2015	29,572.00
	07/01/2015	APP1	59	06/30/2015	
	09/15/2015	APP2	59	09/15/2015	
	11/24/2015	7095	59	11/24/2015	
	11/24/2015	7095	67	11/24/2015	11,200.00
	12/15/2015	APP3	59	12/15/2015	
TOTAL: OTHER PERSONAL SERVICES					
030000	TOTAL APPRO.....				40,772.00 ✓
040000 EXPENSES					
0000	07/01/2015	APP1	50	06/30/2015	512,197.00
	07/01/2015	APP1	59	06/30/2015	
	09/15/2015	APP2	59	09/15/2015	
	12/15/2015	APP3	59	12/15/2015	
TOTAL: EXPENSES					
040000	TOTAL APPRO.....				512,197.00 ✓

Fund appropriation balance

JAC: July 2015 thru February 2016

Fund	Appropriation	
16-CS7040	Child Support Trust Fund - PeopleFirst Contract	\$74,498.00
16-GR01	GR Salaries and Benefits	\$5,456,148.00 ✓
16-GR0255	Foster Care Rev. Panel	\$342,160.00 ✓
16-GR03	Other Personal Services	\$40,772.00 ✓
16-GR04	Expenses	\$512,197.00 ✓



Compare releases

FISCAL YEAR 2016

21000000 JUSTICE ADMINISTRATION
 21300000 PGM: JUSTICE ADMIN COMM
 21300800 EXECUTIVE DIR/SUPPORT SVCS
 1 OPERATING - CURR YEAR
 ACCT TRAN EOG TR FLAIR XPR
 YEAR DATE CODE CD DATE

1000 GENERAL REVENUE FUND		1,364,614.00
010000 SALARIES AND BENEFITS		577.00
0000	07/01/2015 AFP1 50 06/30/2015	1,364,023.00
	07/01/2015 AFP1 59 06/30/2015	1,364,044.00
	08/17/2015 0007 59 08/17/2015	
	08/17/2015 0007 60 08/17/2015	
	09/15/2015 AFP2 59 09/15/2015	
	12/15/2015 AFP3 59 12/15/2015	
TOTAL: SALARIES AND BENEFITS		4,092,104.00 ✓
010000 TOTAL APPRO.....		
030000 OTHER PERSONAL SERVICES		7,393.00
0000	07/01/2015 AFP1 50 06/30/2015	7,393.00
	07/01/2015 AFP1 59 06/30/2015	5,600.00
	09/15/2015 AFP2 59 09/15/2015	
	11/24/2015 7095 59 11/24/2015	10,193.00
	11/24/2015 7095 67 11/24/2015	
	12/15/2015 AFP3 59 12/15/2015	
TOTAL: OTHER PERSONAL SERVICES		30,579.00 ✓
030000 TOTAL APPRO.....		
040000 EXPENSES		
0000	07/01/2015 AFP1 50 06/30/2015	128,049.00
	07/01/2015 AFP1 59 06/30/2015	128,048.00
	09/15/2015 AFP2 59 09/15/2015	128,050.00
	12/15/2015 AFP3 59 12/15/2015	
TOTAL: EXPENSES		384,147.00 ✓
040000 TOTAL APPRO.....		

Fund release balance

JAC: July 2015 thru February 2016

Fund		Appropriation
16-CS7040	Child Support Trust Fund - PeopleFirst Contract	\$74,498.00
16-GR01	GR Salaries and Benefits	\$4,092,104.00 ✓
16-GR0255	Foster Care Rev. Panel	\$256,620.00
16-GR03	Other Personal Services	\$30,579.00 ✓
16-GR04	Expenses	\$384,147.00 ✓

What You Need:

- MERGED DETAIL JOURNAL BY FUND
 - (RDS Report)
- SCHEDULE OF ALLOTMENT BALANCES BY FUND ~ aka SAB
 - (RDS Report)
- BOMS WEB
- BOMS – FLAIR Reconciliation Form



Access BOMS WEB Accounting Activities, Reconcile Funds

Module ▾	Activities ▾	Reports ▾	Administration ▾	Help ▾
Purchase orders	Batch sheets			
Invoices	Create batch sheets			
Batch sheets	Submit batch sheets for approval			
Vendors	Approve batch sheets			
Travel	Post batch sheets			
Upload center	Reconcile			
Outbox	Funds			
Supplies	Deposits			
Adjustments	Warrants			
Appropriations	Warrants by invoice			
Deposits	Travel forms			
Initial balances	Post advance			
Refunds	Post authorization			
Releases	Post reimbursement			
Transfers				



Choose Reconciliation Type, Period & Fund



Module ▾ Activiti

Open Fund

Cancel Ok

Reconciliation type

- JAC: certified forward
- JAC: current year
- JAC: previous year

Period

February ▾

Fund

- 16-CS7040 Child Support Trust Fund - PeopleFirst C (todo)
- 16-GR01 GR Salaries and Benefits (todo) ^
- 16-GR0255 Foster Care Rev. Panel (todo)
- 16-GR03 Other Personal Services (todo)
- 16-GR04 Expenses (todo)

BOMS Accounting:





Reconcile!

DTHR04-19 AS OF 02/29/16

210000000000
MERGED DETAIL JOURNAL BY FUND
FEBRUARY 29, 2016

210000 JUSTICE ADMINISTRATION
2130 JUSTICE ADMINISTRATIVE COMMISSION
10 1 000069 GENERAL REVENUE
21300800 00 EXECUTIVE DIR/SUPPORT SVCS

TRDT	TR	L3L5	EO	GL	CAT	CF	YR	AMOUNT	OBJ	PDN	INVOICE
FT AI BPIN		PID QTY			CKNO		CKDT	SDN	ODN		DESCRIPTION
CNTRT CY	PROJECT ID										
02/15/2016	30	0000000	B2	71100	040000		00	454.43	419000	C500920	JAC87
01/29/2016	51	0000000	B2	71100	040000		00	75.00	492100	V023074	0001 011793801 DROP BOX
01/29/2016	70	0000000	B2	71100	040000		00	320.00	461601	V023092	0001 3138 EJ161290001 L00202885 16-0291
01/28/2016	70	0000000	B2	71100	040000		00	493.12	341023	V023093	0001 XJTJ77D78 EJ161190001 L00202886 16-0292
01/27/2016	51	0000000	B2	71100	040000		00	7.12	261300	V023094	0001 JL162716 L00202887 16-0293
01/27/2016	51	0000000	B2	71100	040000		00	20.47	261300	V023094	0002 CM152916 L00202887 16-0293
* PDN								V023094	TOTAL	27.59	

Reconcile fund: 16-GR04

Deposits	Invoices	Ledger transactions				
<input checked="" type="checkbox"/>	V023074	\$75.00	\$75.00	02/03/2016	\$75.00	16-0300 0117938
<input checked="" type="checkbox"/>	V023092	\$320.00	\$320.00	02/03/2016	\$320.00	16-0291 3138
<input checked="" type="checkbox"/>	V023093	\$493.12	\$493.12	02/05/2016	\$493.12	16-0292 XJTJ77D78
<input checked="" type="checkbox"/>	V023094	\$20.47	\$27.59	02/05/2016	\$27.59	16-0293 CM152916
<input checked="" type="checkbox"/>	V023094	\$7.12	\$27.59	02/05/2016	\$27.59	16-0293 JL162716



Ledger transactions tab

DTHR04-19 AS OF 02/29/16

21000000000
 MERGED DETAIL JOURNAL BY FUND
 FEBRUARY 29, 2016

210000 JUSTICE ADMINISTRATION
 2130 JUSTICE ADMINISTRATIVE COMMISSION
 10 1 000069 GENERAL REVENUE
 21300800 00 EXECUTIVE DIR/SUPPORT SVCS

TRDT	TR	L3L5	EO	GL	CAT	CF	YR	AMOUNT	OBJ	PDN	INVOICE
FT	AI	BPIN	PID	QTY	CKNO	CKDT	SDN	ODN	DESCRIPTION		
CNTRT	CY	PROJECT	ID								
02/15/2016	30	0000000	B2	71100	040000	00	<input checked="" type="checkbox"/> 454.43-	419000	C500920		JAC87
0											

Reconcile fund: 16-GR04

Deposits | Invoices | **Ledger transactions**

Cleared	JAC no	JAC date	Amount	object	JAC no total	Description	type
<input checked="" type="checkbox"/>	C500920	02/15/2016	(\$454.43)	419000	(\$454.43)	Refund from Hall Insurance Agency RE: S...	ADJ

Save & Check Balance



Deposits	Invoices	Ledger transaction
Cancel	<u>S</u>ave	Check balance



Print & Approve Fund Reconciliation in BOMS WEB

Report: February 2016 Fund Reconciliation

Close Approve Print Open as v

February 2016 Fund Reconciliation

16-GR04 [Expenses]

Report: February 2016 Fund Reconciliation

Close Approve Print Open as v

<u>CLEARED:</u>	<u>APPROPRIATION</u>	<u>RELEASE:</u>
	\$512,197.00	\$384,147.00
Transfers:	\$0.00	\$0.00
Initial expenses:		\$0.00
Adjustments:		\$(45,763.89)
Invoices:		\$373,484.59
Refunds:		\$0.00
Deposits:		\$0.00
Total:	\$184,476.30	\$56,426.30

Report: February 2016 Fund Reconciliation

Close Approve Print Open as v

February 2016 Fund Reconciliation

Please confirm...

You are about to certify that cleared balance of 16-GR01 is in agreement with your primary accounting system.

Click OK to certify now

Cancel

OK

Open Journal: Detailed Report in BOMS WEB

Module ▾	Activities ▾	Reports ▾	Administration ▾	Help ▾
		<ul style="list-style-type: none"> Case analysis Charge to Deposits Court reporting Journal Pay to Supplies Batch sheets Audit Pending Purchase orders Forms Status 		<ul style="list-style-type: none"> Status Fund budget Fund cash Income statement



Choose Period, Fund & Report

Module ▾ Activities ▾ Reports ▾ Administration ▾ Help ▾

Report: Journal

Clear Open report Excel Edit report

Entity	JAC ▾	Fiscal year	2016 ▾
Period	February ▾		
Special condition	<div style="border: 1px solid #ccc; padding: 2px;"> (any condition) Cleared FLAIR Uncleared FLAIR Unposted On hold Certified forward Not certified forward </div>		
Sort by	<div style="border: 1px solid #ccc; padding: 2px;"> Fund Fund, then by county Fund, then by employee Fund, then by location Fund, then by object Fund, then by vendor Location Location, then by county Location, then by employee Location, then by fund Location, then by object </div>	Code	<div style="border: 1px solid #ccc; padding: 2px;"> Fund (any fund) 16-CS7040 : Child Support Trust Fund - PeopleFirst Co 16-GR01 : GR Salaries and Benefits 16-GR0255 : Foster Care Rev. Panel 16-GR03 : Other Personal Services 16-GR04 : Expenses 16-GR0534 : Civil Commitment 16-GR06 : Operating Capital Outlay 16-GR07 : Contracted Services 16-GR07PD : PD CASE MANAGEMENT </div>
Report	<div style="border: 1px solid #ccc; padding: 2px;"> Journal: Detailed Journal: Summarized Journal: Total User report: BOMS-FLAIR Reconciliation Worksheet User report: CASE COSTS User report: CASE-TEST User report: Invoices in PO Order User report: Manpower User report: Public Records User report: YTD Expd Breakdown </div>		
Page break on sort key change	No ▾		



Print or Export Detailed Report

Report: Journal: Detailed

Close Print Open as v

Journal: Detailed by fund for 2015-2016: February Page 1 of 8
 By Fund JAC @ 03/09/2016 13:48

Fund 16-GR04 Expenses

JAC No./Date	Cleared / CF	Type	Desc'
V022524 2/1/16	<input checked="" type="checkbox"/> <input type="checkbox"/>	INV	
V022524 2/1/16	<input checked="" type="checkbox"/> <input type="checkbox"/>	II	
V022524 2/1/16	<input checked="" type="checkbox"/> <input type="checkbox"/>	II	
V022524 2/1/16	<input checked="" type="checkbox"/> <input type="checkbox"/>	II	
V022524 2/1/16	<input checked="" type="checkbox"/> <input type="checkbox"/>	II	

Report: Journal: Detailed

Close Print Open as v

- Excel
- Excel (data only)
- RTF
- Word

Expenses				
	Fund Name	Journal Date	Payee name	Invoice
Forming and Wash. 40	16-GR04	2/1/16	Office Depot - Cinn. OH	818309737
for Dry-Erase Tps, Black.	16-GR04	2/1/16	Office Depot - Cinn. OH	818309737
Strad	16-GR04	2/1/16	Office Depot - Cinn. OH	818309737
Auto-Fatigue Black/White				





Open Journal: Total Report in BOMS WEB

Module ▾ Activities ▾ Reports ▾ Administration ▾ Help ▾

Report: Journal

Clear Open report Excel Edit report

Entity JAC ▾ Fiscal year 2016 ▾

Period February ▾

Special condition

- (any condition)
- Cleared FLAIR
- Uncleared FLAIR
- Unposted
- On hold
- Certified forward
- Not certified forward

Sort by

- Employee, then by object
- Employee, then by object
- Employee, then by vendor
- Fund
- Fund, then by county
- Fund, then by employee
- Fund, then by location
- Fund, then by object
- Fund, then by vendor
- Location
- Location, then by county
- Location, then by employee

Code Fund

- (any fund)
- 16-CS7040 : Child Support Trust Fund - PeopleFirst Co
- 16-GR01 : GR Salaries and Benefits
- 16-GR0255 : Foster Care Rev. Panel
- 16-GR03 : Other Personal Services
- 16-GR04 : Expenses
- 16-GR0534 : Civil Commitment
- 16-GR06 : Operating Capital Outlay
- 16-GR07 : Contracted Services
- 16-GR07PD : PD CASE MANAGEMENT

Report

- Journal: Detailed
- Journal: Summarized
- Journal: Total
- User report: BOMS-FLAIR Reconciliation Worksheet
- User report: CASE COSTS
- User report: CASE-TEST
- User report: Invoices in PO Order
- User report: Manpower
- User report: Public Records
- User report: YTD Expd Breakdown

Page break on sort key change No ▾

Print or Export Total Report

Report: Journal: Total

Close Print Open as v

Journal: Total by fund for 2015-2016: February

By Fund

16-GR04 (Expenses)

	<u>Appropriations:</u>	<u>Released:</u>
	\$0.00	\$0.00
Transfers:	\$0.00	\$0.00
Sub Total:	\$0.00	\$0.00
(Expenditures)+Deposit:	\$(41,923.80)	\$(41,923.80)
Total:	\$(41,923.80)	\$(41,923.80)
(Encumbrance):	\$0.00	\$0.00
Total Less Encumbrance:	\$(41,923.80)	\$(41,923.80)





Compare BOMS Reports to SAB

CLEARED:	APPROPRIATION	RELEASE:
	\$512,197.00 ✓	\$384,147.00
Transfers:	\$0.00	\$0.00
Initial expenses:		\$0.00
Adjustments:	\$327,720.70 ✓ <	\$(45,763.89)
Invoices:		\$373,484.59
Refunds:		\$0.00
Deposits:		\$0.00
Total:	\$184,476.30	\$56,426.30
Encumbrances:	<61,083.59> ✓	
	\$123,392.71 ✓	

SCHEDULE OF ALLOTMENT BALANCES BY FUND
LEVEL 2 MARY
FEBRUARY 25, 2016

21 JUSTICE ADMINISTRATION
2130 JUSTICE ADMINISTRATIVE COMMISSION
10 1 000069 GENERAL REVENUE
21300800 00 EXECUTIVE DIR/SUPPORT SVCS

OBJECT DESCRIPTION	ALLOTMENTS	EXPENDITURES-MTD	EXPENDITURES-YTD	ENCUMBRANCES	ALLOTMENT BALANCES
461000 FEE-GEN	0.00	150.00	1,136.00	0.00	1,136.00-
461004 FEE-NOTAR	0.00	0.00	103.52	0.00	103.52-
* OBJ 4610XX TOTAL	0.00	150.00	1,239.52	0.00	1,239.52-
461601 FEE-REGTRN	0.00	3,520.00	23,980.00	2,860.00	26,840.00-
492100 SUBS-ELECT	0.00	178.68	3,224.68	6,150.00	9,374.68-
493007 DUES-FLBAR	0.00	0.00	1,325.00	0.00	1,325.00-
498200 TOK-NT	0.00	0.00	513.65	0.00	513.65-
60000 REF-GEN	0.00	0.00	82.74	0.00	82.74-
PRO 040000 TOTAL	512,197.00 ✓	41,582.28 ✓	327,720.70 ✓	61,083.59 ✓	123,392.71 ✓



Compare BOMS Journal reports to SAB



Report: Journal: Total

Close Print Open as v

Journal: Total by fund for 2015-2016: February

By Fund

16-GR04 (Expenses)

	<u>Appropriations:</u>	<u>Released:</u>
	\$0.00	\$0.00
Transfers:	\$0.00	\$0.00
Sub Total:	\$0.00	\$0.00
(Expenditures)+Deposit:	\$ (41,923.80)	\$ (41,923.80)
Total:	\$ (41,923.80)	\$ (41,923.80)
(Encumbrance):	\$0.00	\$0.00
Total Less Encumbrance:	\$ (41,923.80)	\$ (41,923.80)

LEVEL OF ALLOTMENT BALANCES BY FUND
LEVEL 2 MARY
FEBRUARY 25, 2016

	ACTUALS-MTD	EXPENDITURES-YTD	ENCUMBRANCES	ALLOTMENT BALANCES
	150.00	1,136.00	0.00	1,136.00-
	0.00	103.52	0.00	103.52-
	150.00	1,239.52	0.00	1,239.52-
	3,520.00	23,980.00	2,860.00	26,840.00-
492100 SUBS-ELECT	0.00	178.68	0.00	9,374.68-
493007 DUES-FLBAR	0.00	0.00	0.00	1,325.00-
498200 TOK-NT	0.00	0.00	0.00	513.65-
860000 REF-GEN	0.00	0.00	92.74	92.74-
** APPRO 040000 TOTAL	512,197.00 ✓	41,582.28 ✓	327,720.70 ✓	61,083.59 ✓

Close Print Open as v

Journal: Total by fund for 2015-2016: February

By Fund

16-GR04 (Expenses)

	<u>Appropriations:</u>	<u>Released:</u>
	\$0.00	\$0.00
Transfers:	\$0.00	\$0.00
Sub Total:	\$0.00	\$0.00
(Expenditures)+Deposit:	\$(41,923.80)	\$(41,923.80)
Total:	\$(41,923.80)	\$(41,923.80)
(Encumbrance):	\$0.00	\$0.00
Total Less Encumbrance:	\$(41,923.80)	\$(41,923.80)

2100000000
SCHEDULE OF ALLOTMENT BALANCES BY FUND
LEVEL 2 - MARY
FEBRUARY 25, 2016

DATE RUN 03/

	EXPENDITURES-MTD	EXPENDITURES-YTD	ENCUMBRANCES	ALLOTMENT BALANCES
	150.00	1,136.00	0.00	1,136.00-
	0.00	103.52	0.00	103.52-
	150.00	1,239.52	0.00	1,239.52-
	0.00	3,520.00	2,860.00	26,840.00-
492100 SUBS-ELECT	0.00	178.68	6,150.00	9,374.68-
493007 DUES-FLBAR	0.00	0.00	0.00	1,325.00-
498200 TOK-NT	0.00	0.00	0.00	513.65-
860000 REF-GEN	0.00	0.00	92.74	92.74-
** APPRO 040000 TOTAL	512,197.00	41,582.28	61,083.59	123,392.71

Month FEB 2016 BOMS - FLAIR Reconciliation Fund GR04 - Expense
General Revenue Fund

BOMS	FLAIR	Voucher #	Notes
\$ 41,923.80	\$ 41,582.28	←	Expenditure Balance
	\$ 341.52	V022524	JAN FLAIR, FEB BOMS
\$ 41,923.80	\$ 41,923.80		



Contact Information

- BOMS Reconciling Questions
 - Susie Kalous, Professional Accountant I
 - Susie.Kalous@justiceadmin.org
- Missing Payroll Documents
 - Carolyn Horwich, Director of H.R.
 - payrollgroup@justiceadmin.org
- Other Missing Voucher Documents / J.T.s
 - Michael Mauterer, Director of Financial Services
 - Michael.Mauterer@justiceadmin.org
 - Vicki Nichols, Director of Accounting
 - Vicki.Nichols@justiceadmin.org



Any Questions?

