



CTCLINK CONTROLLER HANDBOOK

A Guide to Success

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10 Controller Definition

In the community and technical college system a controller may go by various titles including Director of Finance, Fiscal Director, Accounting Manager, etc. but the duties are usually similar with variation from college to college.

- A controller is responsible for overseeing the accounting operations of a college or district. Some of the most common controller duties and responsibilities include:
- Collecting and consolidating financial data
- Supervising accounting and finance departments
- Creating strategic plans for financial operations
- Preparing financial statements, both internal and external
- Ensuring compliance with applicable rules, laws, and regulations

As the leader of the accounting team, a financial controller oversees the college or district's financial health and compliance with the Northwest Commission on Colleges and Universities (NWCCU), State Board for Community and Technical College, State of Washington, and Federal fiscal requirements.

Controllers typically maintain, manage, and analyze financial statements, payroll, budgets, tax compliance issues, and more.

10.10 Common Controller Oversight Areas

For each area of responsibility, the controller is usually tasked with overseeing staffing. Duties like developing job descriptions (off in cooperation with human resources, hiring, evaluating performance, training, disciplinary actions, commendation, and morale.

10.20 Finance Office Responsibilities

- General Accounting
 - Accounts Payable (including travel)
 - Cashiering
 - Receivables
 - Collections
 - Fixed Assets
 - Bank Reconciliations
- Internal Controls
- Student Financials Item Type configuration
- Student Financials Financial Aid reconciliations
- State Auditor audit liaison
- Reporting
 - OFM (State Financial Statement & Single Audit)
 - College Financial Statements
 - SBCTC (risk management, legislative, budget, etc)
 - IPEDS (financial data for Department of Education)
 - College Board (management fiscal reporting)
- Tuition and fees
- Investments
- Certificates of Participation (COPs)
- Develop and monitor budgets in finance/accounting areas
- Maintain district department tables, program tables, combo codes (payroll)

- Monitor state allocations – operating and capital
- Monthly and annual closing
- Staff training

10.30 Student Financials Responsibilities

- Updating tuition, fees, and charges
- Maintaining correct chartstrings for item types and second journal set for financial item types
- Cashiering
- Reconciliation of Student Finance transactions to the general ledger
- Reconciliation of student Financial Aid to the general ledger
- Estimating tuition and fee revenue for college budget development
- Ensure tuition and fee rates are updated for new academic year

10.40 Purchasing Office Responsibilities

- Staffing – position descriptions, hiring, evaluating, disciplinary, training, rewards and staff morale
- Requisitions, purchase orders and procurement
- Procurement/purchasing cards (PCards)
- Travel (training - credit cards – flights, etc)

10.50 Payroll Office Responsibilities

- PAY journal upload/posting
- Payroll balancing/reconciliation
- Payroll handwrite/manual check balancing
- Payroll vendor check balancing

10.60 Budget Office Responsibilities

- State allocation balancing
- Fund monitoring and revenue projections
- College board and campus budget managers reporting
- Budget planning process
- Campus budget staff training

10.70 Risk Manager Responsibilities

- Campus risk assessments
- Internal Controls
- Insurance reporting & payments
- Campus policies
- Communication and campus staff training

10.80 Banking & Investment Management Responsibilities

- Cash management
- Monitor banking fees
- Credit cost analysis
- Campus ATMs
- Expenses of banking – budget
- Investment management

20 Controller Daily Responsibilities/Tasks

20.10 Review Bank Statement Reconciliations

It is important to review and reconciliation bank statements daily. This will reduce the number of transactions to be reconciled, quickly identifies bank/colleges errors and reduces the risk of falling out of compliance with state requirements.

If the controller is not performing bank reconciliations, then the controller should set up reports to allow for review and verification that reconciliations are performed regularly and timely. For example, using Reconciliation Manager (NavBar > Menu > Banking > Reconcile Statements > Reconciliation Manager).

The screenshot shows the 'Reconciliation Manager' interface. At the top, there is a dropdown menu for '*Show Statements for' set to 'Current Month'. Below this, there are fields for 'Bank ID' (125000105), 'US Bank', 'Bank Account #', and 'US CHK'. A button 'Add/Update Accounts' is visible. A section titled 'Bank Statements' contains a table with the following data:

Statement ID	As Of Date	Load Date and Time	Trans Loaded	Reconciled	Cycle Status
28414	01/03/2024	01/04/2024 9:49:43AM	4	2	Ready
28369	01/02/2024	01/03/2024 8:06:41AM	1	1	Complete

20.20 Review/Reconcile Procurement Cards (PCards)

- Run PCard Stage and upload procurement card (PCard) statement. [See ORG PCard Upload.](#)
- Run P-Card Bank Statement Workflow process. [See ORG PCard Workflow.](#)
- Run Load Voucher Stage Process. [See ORG PCard Vchr Stage.](#)
- Run P-Card Grace Period Expired Workflow

20.30 WorkCenters

For each of the following areas, controllers are strongly encouraged to configure reports to quickly review the status of daily tasks performed either by the controller or assigned staff.

Most WorkCenters included customizable reports and queries to allow the user to limit the results.

20.40 Expenses WorkCenter

NavBar > Menu > Travel and Expenses > Expenses WorkCenter

Main

The screenshot shows the 'Main' view of the Expenses WorkCenter. The top navigation bar includes a back arrow, 'Product', and 'Expenses WorkCenter'. Below this, the 'Expenses WorkCenter' header has a settings icon and a left arrow. The left sidebar contains a 'Main' tab, a 'My Work' section with a refresh and menu icon, and a list of items under 'Current Work': 'Cash Advance (69)', 'Expense Report (323)', 'Outstanding Cash Advances **', 'Pending Expense Reports', 'Travel Authorization (369)', and 'Unapplied Travel Authorization'. A red note at the bottom of the sidebar reads '**Required filter field value not defined**'. The main content area is titled 'Welcome to the Expenses WorkCenter' and contains three paragraphs of introductory text.

Reports/Queries

The screenshot shows the 'Reports/Queries' view of the Expenses WorkCenter. The top navigation bar is identical to the 'Main' view. The left sidebar has a 'Reports/Queries' tab, a 'Queries' section with a refresh and menu icon, and a list of items: 'Query Manager', 'Ex Docs All Status' (with sub-items 'Cash Advances All Status', 'Travel Auths All Status', 'Expense Reports All Status'), 'EX Docs Not Closed' (with sub-items 'Cash Advances Not Closed', 'Travel Auths Not Closed', 'Expense Reports Not Closed'), and 'Reports' (with sub-items 'Cash Advance Aging by Dept', 'Expense Transaction by Dept', 'GL Balancing Report'). The main content area is titled 'Welcome to the Expenses WorkCenter' and contains three paragraphs of introductory text.

20.50 AP WorkCenter

NavBar > Menu > Accounts Payable > Accounts Payable WorkCenter

Main

This screenshot shows the Accounts Payable WorkCenter interface. The top navigation bar includes a back arrow, "Expenses WorkCenter", and "Accounts Payable WorkCenter". Below the navigation bar, the page title is "Accounts Payable WorkCenter" with a settings icon and a double arrow. There are two tabs: "Main" (selected) and "Reports/Queries". A "My Work" section contains a "C" icon and a menu icon, with an "Edit Filters" link. The left sidebar menu is expanded to show "Vouchers", which includes: "Vouchers Submitted for Approval **", "Available Prepayments **", "Unpaid Voucher Status **", "Incomplete Vouchers **", "Vouchers Rejected by Approvers **", "Vouchers Ready for Posting **", and "Transactions Ready for Asset Management **". Below "Vouchers" is "Voucher Exceptions", which includes "Recycled Vouchers **" and "Budget Check Errors **". The main content area is titled "Welcome to Accounts Payable WorkCenter" and contains the following text: "Welcome to the WorkCenter. This WorkCenter has one 'Task Panel' and one 'Work Area'. The 'Task Panel' is on the side displaying the pagelets assigned to the WorkCenter page and the 'Work Area' displays transaction pages such as this page." Below this is the text: "Each pagelet may have the following actions depending on its configuration: Hide/Show, Reload, Personalize." and "Within each pagelet there may be 'Open the content in a new window', 'Collapses a group of links' and 'Expands a group of links' actions available depending on the pagelet."

This screenshot shows the Accounts Payable WorkCenter interface with the "Voucher Exceptions" menu item expanded. The top navigation bar and page title are identical to the first screenshot. The left sidebar menu is expanded to show "Voucher Exceptions", which includes "Recycled Vouchers **" and "Budget Check Errors **". Below "Voucher Exceptions" is "Matching", which includes "To Be Matched **", "Match Exceptions Exist **", "Match Dispute **", and "Manually Overridden **". Below "Matching" is "Payments", which includes "Scheduled Payment on Hold **", "Paycycle Manager", and "Payments Ready for Posting **". At the bottom of the sidebar, there is a red error message: "**Required filter field value not defined *****". The main content area is titled "Welcome to Accounts Payable WorkCenter" and contains the same text as the first screenshot.

Reports/Queries

Accounts Payable WorkCenter [Settings] [Back]

Main | Reports/Queries

Queries [Refresh] [Menu]

- Query Manager
- Vendor Query
 - Supplier Outstanding Balance
 - Payment Aging by Supplier

.....

Reports/Processes [Refresh] [Menu]

- Reports
 - Payments Trial Register
 - Payables Open Liability
 - Supplier Liability Aging
 - Supplier Balance
 - Voucher Activity
 - Open Liability Reconciliation
 - Payment History by Bank

Welcome to Accounts Payable WorkCenter

Welcome to the WorkCenter. This WorkCenter has one "Task Panel" and one "Work Area". The "Task Panel" is on the side displaying the pagelets assigned to the WorkCenter page and the "Work Area" displays transaction pages such as this page.

Each pagelet may have the following actions depending on its configuration: Hide/Show, Reload, Personalize.

Within each pagelet there may be "Open the content in a new window", "Collapses a group of links" and "Expands a group of links" actions available depending on the pagelet.

20.60 AR WorkCenter

NavBar > Menu > Accounts Receivable > Receivables WorkCenter

Main

AR WorkCenter [Settings] [Back]

Main | Reports/Queries

My Work [Refresh] [Menu] [Edit Filters]

- Alerts
- Items
- Payments
- Interfaces Not Run
- Exceptions

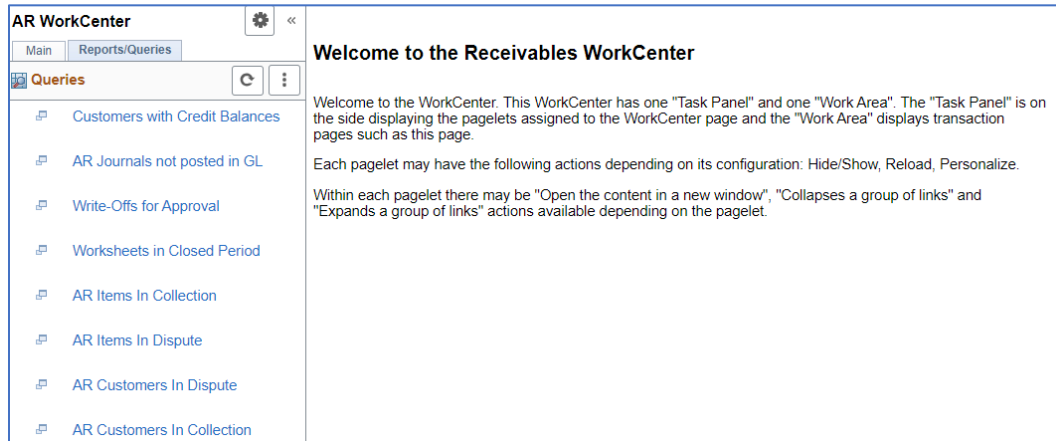
Welcome to the Receivables WorkCenter

Welcome to the WorkCenter. This WorkCenter has one "Task Panel" and one "Work Area". The "Task Panel" is on the side displaying the pagelets assigned to the WorkCenter page and the "Work Area" displays transaction pages such as this page.

Each pagelet may have the following actions depending on its configuration: Hide/Show, Reload, Personalize.

Within each pagelet there may be "Open the content in a new window", "Collapses a group of links" and "Expands a group of links" actions available depending on the pagelet.

Reports/Queries



AR WorkCenter [Settings] [Back]

Main | Reports/Queries

Queries [Refresh] [More]

- Customers with Credit Balances
- AR Journals not posted in GL
- Write-Offs for Approval
- Worksheets in Closed Period
- AR Items In Collection
- AR Items In Dispute
- AR Customers In Dispute
- AR Customers In Collection

Welcome to the Receivables WorkCenter

Welcome to the WorkCenter. This WorkCenter has one "Task Panel" and one "Work Area". The "Task Panel" is on the side displaying the pagelets assigned to the WorkCenter page and the "Work Area" displays transaction pages such as this page.

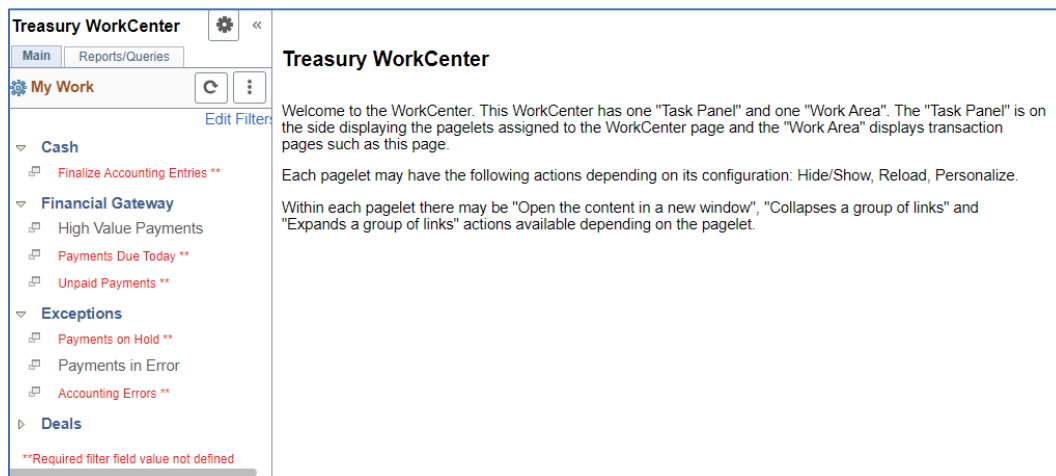
Each pagelet may have the following actions depending on its configuration: Hide/Show, Reload, Personalize.

Within each pagelet there may be "Open the content in a new window", "Collapses a group of links" and "Expands a group of links" actions available depending on the pagelet.

20.70 Review Cash Management

NavBar > Menu > Cash Management > Treasury WorkCenter

Main



Treasury WorkCenter [Settings] [Back]

Main | Reports/Queries

My Work [Refresh] [More]

Edit Filter:

- Cash**
 - Finalize Accounting Entries **
- Financial Gateway**
 - High Value Payments
 - Payments Due Today **
 - Unpaid Payments **
- Exceptions**
 - Payments on Hold **
 - Payments in Error
 - Accounting Errors **
- Deals**

**Required filter field value not defined

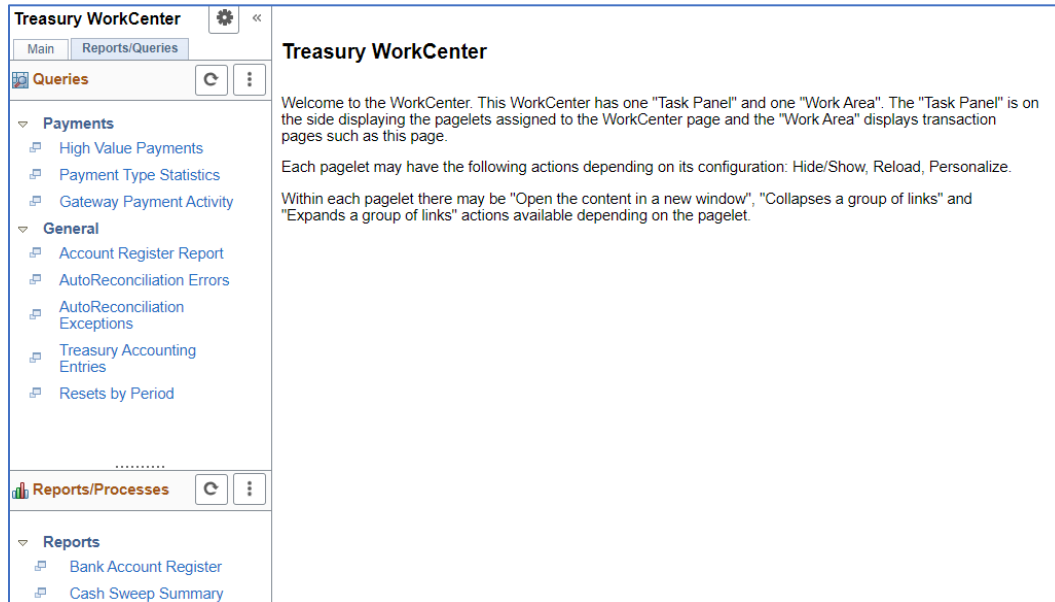
Treasury WorkCenter

Welcome to the WorkCenter. This WorkCenter has one "Task Panel" and one "Work Area". The "Task Panel" is on the side displaying the pagelets assigned to the WorkCenter page and the "Work Area" displays transaction pages such as this page.

Each pagelet may have the following actions depending on its configuration: Hide/Show, Reload, Personalize.

Within each pagelet there may be "Open the content in a new window", "Collapses a group of links" and "Expands a group of links" actions available depending on the pagelet.

Reports/Queries



Treasury WorkCenter

Main Reports/Queries

Queries

- Payments
 - High Value Payments
 - Payment Type Statistics
 - Gateway Payment Activity
- General
 - Account Register Report
 - AutoReconciliation Errors
 - AutoReconciliation Exceptions
 - Treasury Accounting Entries
 - Resets by Period

.....

Reports/Processes

- Reports
 - Bank Account Register
 - Cash Sweep Summary

Treasury WorkCenter

Welcome to the WorkCenter. This WorkCenter has one "Task Panel" and one "Work Area". The "Task Panel" is on the side displaying the pagelets assigned to the WorkCenter page and the "Work Area" displays transaction pages such as this page.

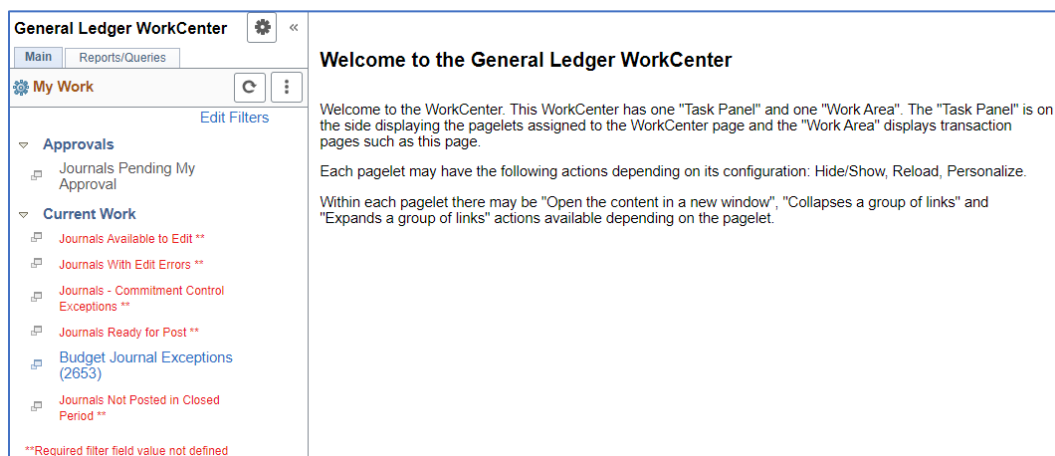
Each pagelet may have the following actions depending on its configuration: Hide/Show, Reload, Personalize.

Within each pagelet there may be "Open the content in a new window", "Collapses a group of links" and "Expands a group of links" actions available depending on the pagelet.

20.80 Review General Ledger

NavBar > Menu > General Ledger > GL WorkCenter

Main



General Ledger WorkCenter

Main Reports/Queries

My Work

Edit Filters

- Approvals
 - Journals Pending My Approval
- Current Work
 - Journals Available to Edit **
 - Journals With Edit Errors **
 - Journals - Commitment Control Exceptions **
 - Journals Ready for Post **
 - Budget Journal Exceptions (2653)
 - Journals Not Posted in Closed Period **

**Required filter field value not defined

Welcome to the General Ledger WorkCenter

Welcome to the WorkCenter. This WorkCenter has one "Task Panel" and one "Work Area". The "Task Panel" is on the side displaying the pagelets assigned to the WorkCenter page and the "Work Area" displays transaction pages such as this page.

Each pagelet may have the following actions depending on its configuration: Hide/Show, Reload, Personalize.

Within each pagelet there may be "Open the content in a new window", "Collapses a group of links" and "Expands a group of links" actions available depending on the pagelet.

Links

Daily the controller should ensure all journals are posted using links found in the WorkCenter or creating a saved journal search In Create/Update Journal Entries.

For example, both methods allow the user to enter criteria to find journals with error, incomplete, etc. to easily identify journals that should be posted.

Links

- ▼ **Manage and Monitor Journals**
 - Create/Update Journal Entries
 - Copy Journals
 - Spreadsheet Journal Import
 - Enter Budget Journals
 - Enter Budget Transfer
- ▼ **Review Information**
 - Review Journals
 - Review Ledger Data
 - GL Subsystem Reconciliation Inquiry
 - Journal Unlock
 - Review Budget Details

Select one of the following values:

D	Deleted
E	Journal Has Errors
I	Posting Incomplete
M	Valid SJE Model -- Do Not Post
N	No Status - Needs to be Edited
P	Posted to Ledger(s)
T	Journal Entry Incomplete
U	Unposted
V	Valid Journal - Edits Complete
X	Cancelled
Z	Upgrade Journal - Can't Unpost

Reports/Queries

General Ledger WorkCenter

Main | Reports/Queries

Queries

- Query Manager
- ▼ **Queries**
 - Journals
 - GL Ledger Table/Trial Balance

Reports/Processes

- ▼ **Processes**
 - Process Monitor
 - Generate Jml from Subsystem
- ▼ **Reports**
 - Report Manager
 - Print Trial Balance
 - Ledger vs Jml Integrity Rpt

Welcome to the General Ledger WorkCenter

Welcome to the WorkCenter. This WorkCenter has one "Task Panel" and one "Work Area". The "Task Panel" is on the side displaying the pagelets assigned to the WorkCenter page and the "Work Area" displays transaction pages such as this page.

Each pagelet may have the following actions depending on its configuration: Hide/Show, Reload, Personalize.

Within each pagelet there may be "Open the content in a new window", "Collapses a group of links" and "Expands a group of links" actions available depending on the pagelet.

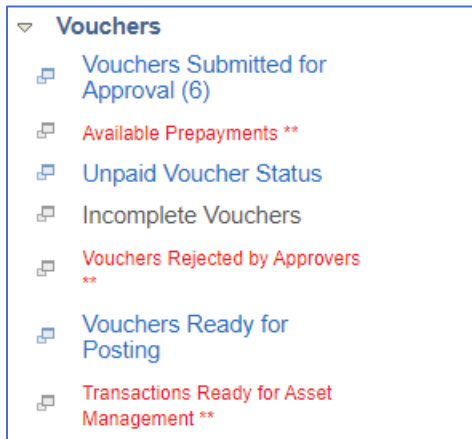
30 Controller Monthly Responsibilities

30.10 Month-End Closing

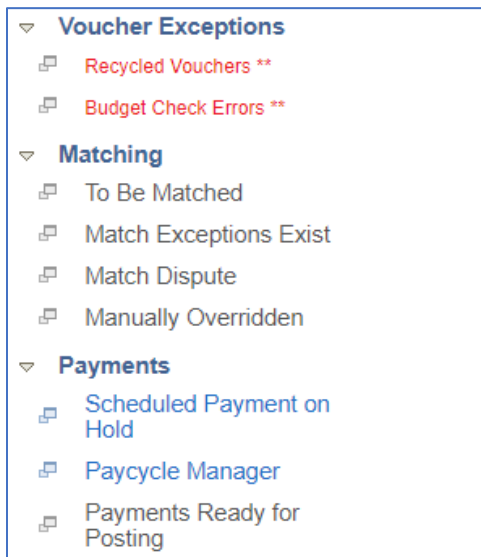
Prior to sub-module closing the controller must ensure the following items have been reviewed and processed: Available Prepayments, Vouchers Rejected by Approvers, Transactions Ready for Asset Management.

30.10.10 Accounts Payable

On the day the submodules close, any vouchers submitted for approval should be reviewed and posted. This ensures the current month vouchers will be staged for posting that occurs tonight.

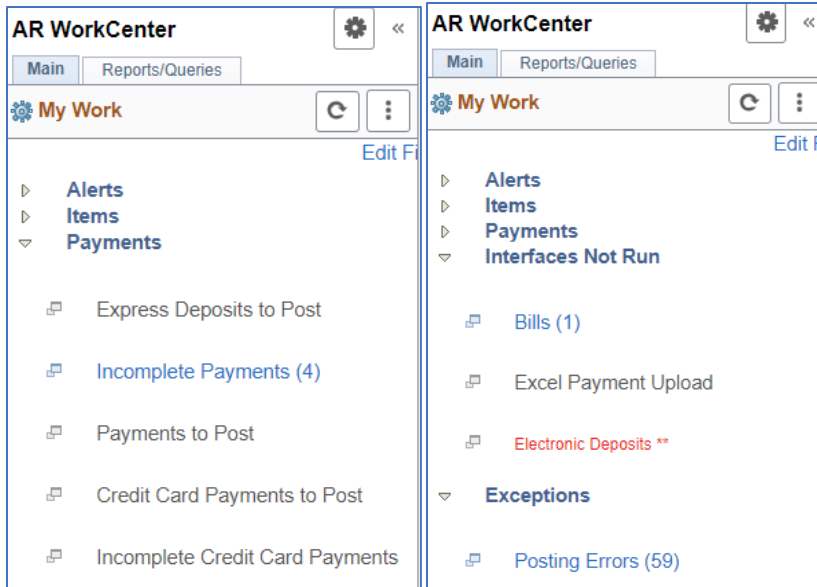


Review the AP WorkCenter to ensure no vouchers remain in the Voucher Exception or Matching section.



30.10.20 Accounts Receivable

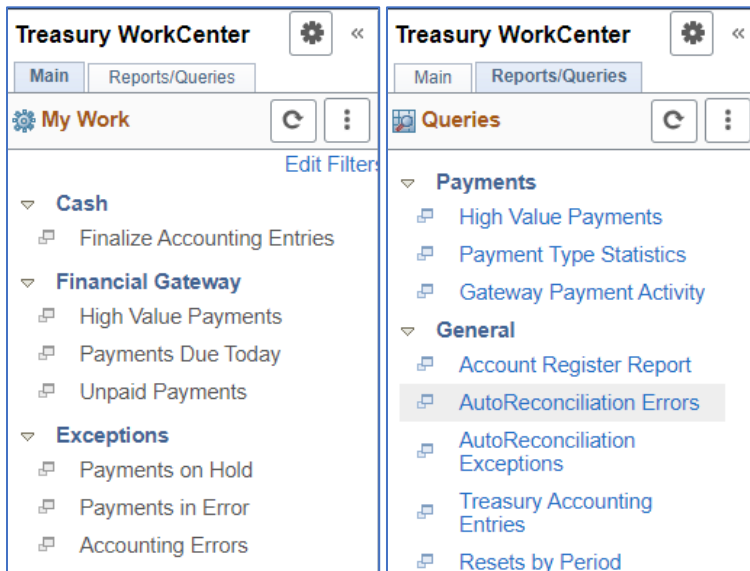
On the day the submodules close, ensure all payments are complete and ready for posting and all billing interfaces should be run.



Correct all posting errors prior to submodule closing cutoff.

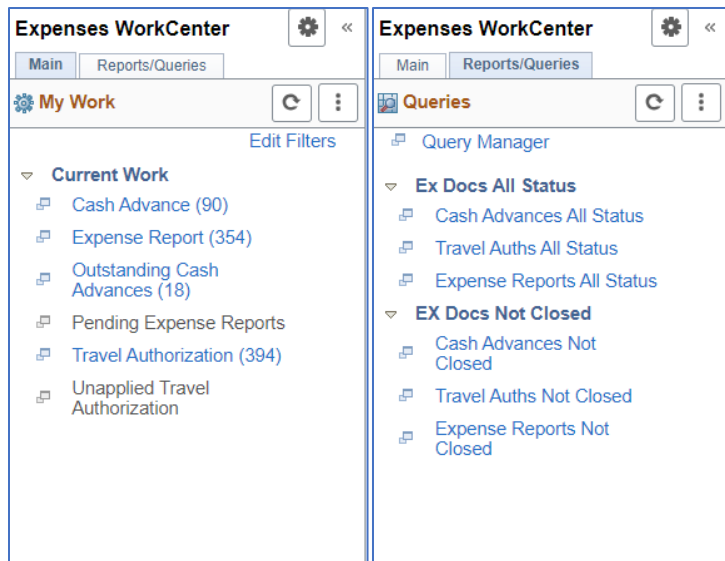
30.10.30 Treasury/Cash Management

All transactions should be set to final, and the treasury process should be run to stage for GL processing.



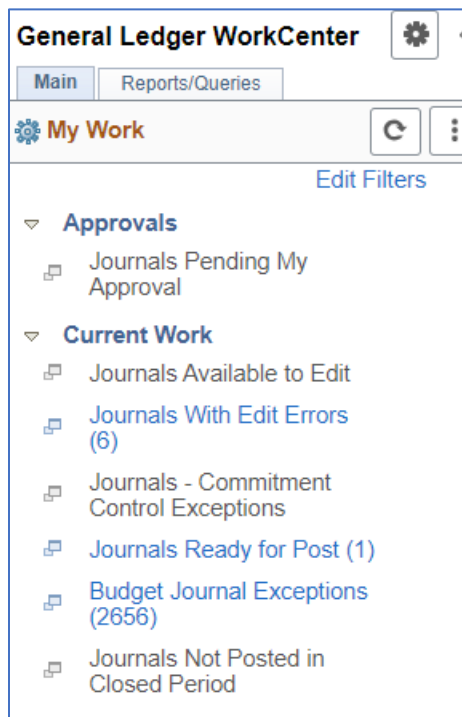
30.10.40 Travel & Expenses

On the day the submodules close, it is especially important that all items staged for payment have been processed.



30.20 General Ledger

For the general ledger, ensure all journals are posted by 5 pm of monthly closing day, especially the sub-system journals. If the sub-system journals are not posted, the sub-system will not reconcile to the general ledger.



The GL WorkCenter allows the user to customize the parameters for each report. This example above shows six (6) journals with errors and one (1) journal ready to post. These should be corrected prior to month-end close.

30.20.10 General Ledger Error Journals

By navigating to the following page, it is also possible to see which journals still must be corrected or modified: NavBar > Menu > General Ledger > Journals > Create/Update Journal Entries > Find an Existing Value

Journal Header Status	=	▼	▼ Cancelled Deleted Journal Entry Incomplete Journal Has Errors No Status - Needs to be Edited Posted to Ledger(s) Posting Incomplete Unposted Upgrade Journal - Can't Unpost Valid Journal - Edits Complete Valid SJE Model -- Do Not Post
Budget Checking Header Status	=	▼	
Source	=	▼	
Entered By	begins with	▼	
Attachment Exist	=	▼	
Journal Class	begins with	▼	

30.20.20 General Ledger – PAY Journals

All PAY journals must be posted. Journals unpostable due to errors should be corrected. However, the fund must not be changed when posting PAY journals – instead a GL Journal Payroll Transfer (Source = PTR) journal should be created to move transactions to the correct fund.

30.20.30 General Ledger – Payroll Expense Transfers

All payroll expense transfers/corrections should be posted prior to month-end close. See [CLAM 40.10.30.a](#) and [T-Transfer Recommendations](#).

30.20.40 General Ledger – TIAA Payroll Benefits Transfer

Effective 7/1/2011 the legislature passed a law limiting contributions to TIAA from state funds to 6% of retirement gross. Depending on age, college match for TIAA is 5%, 7.5% or 10%.

The SBCTC recommends colleges make these entries at least monthly and must be finalized by the end of the fiscal year.

To run the report for a selected time frame, navigate to HCM > NavBar > Menu > Payroll for North America > CTC Custom > CTC Reports > TIAA-CREF Over 6 Pct.

For instructions on running the report, see the QRG [9.2 TIAA-CREF Over 6 Pct Report](#).

30.30 AFRS Errors

When a college records transactions that pass the ctcLink combo edit rules, the transactions may not pass the State of Washington edit checks. Controllers must address all AFRS errors brought to their attention by SBCTC staff.

30.30.10 ctcLink/AFRS Reconciliations

A series of reports are available to assist controllers in assuring the district's accounting entries comply with system and state business rules. Since all system accounting entries must be uploaded to the state accounting system (currently AFRS; future to be One Washington), controllers should run the SMARTer reports to identify possible invalid accounting entries and make corrections.

SMART (Standard Monthly Analysis and Review of Transactions) was originally developed for the Legacy accounting system (FMS) to identify invalid accounting entries or balances. With the implementation of the enterprise system, ctcLink, the reports were updated and added to the ctcLink query system as SMARTer (Standard Monthly Analysis and Review of Transactions Enterprise Reporting). Currently 36 reports plus a consolidated report that outputs all the SMARTer queries in single report.

A list of all queries with descriptions can be found here: [SMARTer Queries](#)

30.30.10.1 SMARTer Query List

Query Name	Description	Folder
QFS_GL_QA_106_FUND_WISE_BAL	#106 - Prepaid Expenses	SMARTER
QFS_GL_QA_108_FUND_999	#108 - Fund 999	SMARTER
QFS_GL_QA_201_FUND_WISE_BAL	#201 - Expenditures w/o S & T	SMARTER
QFS_GL_QA_202_OBJECT_T	#202 - T-trans in Fund Type 4	SMARTER
QFS_GL_QA_203A_SUB_OBJ_PA_PD	#203A - Sub Object PA & PD	SMARTER
QFS_GL_QA_203_SUB_OBJ_PA_PD	#203 - Sub Object PA & PD	SMARTER
QFS_GL_QA_204_OBJECT_J_K	#204 - Object J & K	SMARTER
QFS_GL_QA_206_OBJECT_S	#206 - Object S	SMARTER
QFS_GL_QA_207A_DEPRECIATION	#207A - Depreciation	SMARTER
QFS_GL_QA_207B_DEPR_FUND_TYPE	#207B - Depreciation Fund Type	SMARTER
QFS_GL_QA_207C_DEPR_FUND_997	#207C - Depreciation Fund 997	SMARTER
QFS_GL_QA_208_REIMBURSEMENTS	#208 - Reimbursements Verify	SMARTER
QFS_GL_QA_209_FUND_TYPE_4_EXP	#209 Fund Type 4 expenses only	SMARTER
QFS_GL_QA_210A_REVENUE_STATE	#210A - Revenue in State Funds	SMARTER
QFS_GL_QA_210_OP_OVERSPENT_2	#210 - Overspent Op Fund 1-132	SMARTER
QFS_GL_QA_212A_INDIR_ELIM	#212A Indirect Elimination	SMARTER
QFS_GL_QA_212_OBJ_T_ELIM	#212 - Object T Elimination	SMARTER

Query Name	Description	Folder
QFS_GL_QA_213_PROP_BAD_DEBT	#213 Fund Type 4 expenses only	SMARTER
QFS_GL_QA_301_REVENUE	#301 - Revenue	SMARTER
QFS_GL_QA_302A_OP_TRANS_NOT	#302A -Op Transfer Not Allowed	SMARTER
QFS_GL_QA_302_OP_TRANSFR	#302 - Operating Transfers	SMARTER
QFS_GL_QA_303_INTRA_FUND	#303 - Intra-Fund Transfers	SMARTER
QFS_GL_QA_305A_CLEARING	#305A-Suspense, Clearing, Errors	SMARTER
QFS_GL_QA_305B_REV_SRC_149	#305B - Revenue Source 149	SMARTER
QFS_GL_QA_305C_REV_SRC_FUND	#305C - Revenue Source Funds	SMARTER
QFS_GL_QA_401_DUE_TO_FROM_FUND	#401 - Due To-From Other Funds	SMARTER
QFS_GL_QA_503_ASSET_BALANCES	#503 - Asset Balances	SMARTER
QFS_GL_QA_504_LIABILITY_BAL	#504 - Liability Balances	SMARTER
QFS_GL_QA_508_NEG_CASH	#508 - Negative Cash	SMARTER
QFS_GL_QA_CERT_OF_PART	COP activity end yr balancing	SMARTER
QFS_GL_QA_INTERNAL_CASH	Internal Cash	SMARTER
QFS_GL_QA_LEASE_PAYABLE	Lease Payable end yr balancing	SMARTER
QFS_GL_QA_LEASE_RECEIVABLE	Lease Rec'ble end yr balancing	SMARTER
QFS_GL_QA_MISSING_SUBSID	Missing Subsid Values	SMARTER
QFS_GL_QA_RVL_SRC	GL journals w/source RVL	SMARTER
QFS_GL_QA_TUIT_REV_DIST	Tuition Revenue Distribution	SMARTER
QFS_GL_SMARTER_REPORTS	College SMARTER Reports (List)	SMARTER

Reviewing all reports regularly should minimize errors when the ctclink system accounting coordinator uploads ctclink data to the state accounting system.

30.30.10.2 Reconcile Internal Cash

Use SMARTer query QFS_GL_QA_INTERNAL_CASH to determine if internal cash is out of balance. Since internal cash is only used for transactions within the college, it must net to zero by month-end.

30.30.10.3 Operating Allocation vs Expense Balances

Use SMARTer query QFS_GL_QA_210_OP_OVERSPENT_2 to review expenditures in state funds compared to authorized appropriations. Colleges are not allowed to exceed the appropriations.

Also see [CLAM 20.20.40.2 Comparing Expenditures to State Appropriations](#).

30.30.10.4 Capital Allocations vs Expense Balances

The controller should review capital allocations vs expenditures regularly, and at least monthly.

Although capital projects funds are appropriated by the Legislature, the process is sufficiently different to require a separate application to track.

To become more familiar with the process, review [CLAM Section 20 Capital Budget](#) and the [Capital Budget Allocation and Monitoring](#) web page.

To compare capital allocation versus expenditures, see the [Capital Budget Tracking](#) system.

30.30.20 Drawdowns and Remittances

Colleges are required to draw funds from the State Treasurer (the appropriations) and remit funds to the State Treasurer (building and innovation fees). In addition, colleges are required to remit funds to the SBCTC for ctcLink operating costs.

30.30.20.1 VPA – State Reimbursement

For the month-end process review, see Section B of the [State Reimbursement Processes \(VPA\)](#) document found on the [Accounting and Business Services](#) webpage.

The request must equal the amount by fund from the Vendor Payment Advance Reimbursement Report generated, adjusted for any errors from prior requests and other requests for reimbursement made during the period (i.e. large capital project requests). This report excludes all PAY journals as the requests for reimbursement are handled separately.

Record the receivable and revenue in Fund 790 as directed in the above referenced document.

The controller should also ensure the A7 form for non-payroll VPA Reimbursements is submitted to the State Treasurer.

30.30.20.2 VPA – State Reimbursement Reconciliation

Controllers should ensure the VPA is reconciled monthly (YTD).

See the [State Reimbursement \(VPA\) Reconciliation Process](#) document at the [Accounting and Business Services](#) webpage for step-by-step directions.

The request must equal the amount by fund from the Vendor Payment Advance Reimbursement Report generated, adjusted for any errors from prior requests and other requests for reimbursement made during the period (i.e. large capital project requests). This report excludes all PAY journals as the requests for reimbursement are handled separately.

Record the receivable and revenue in Fund 790 as directed in the above referenced document.

30.30.20.3 Building and Innovation Fee Remittances

Controllers must ensure the Building and Innovation Fees are remitted to the State Treasurer as directed by state regulations.

See the [Building and Innovation Fee Remittance](#) document at the [Accounting and Business Services](#) web page for step-by-step directions.

The report only includes cash received so colleges are not required to remit cash when students or third-party payers have not yet paid.

The controller should also ensure the A8 form for transmittals and funds are wired to the State Treasurer.

30.30.20.4 Running Start/International Contract Fee Remittances

Controllers must ensure the Running Start/International Contract Fees are remitted to the SBCTC as approved by the district presidents.

See the [ctcLink Running Start & International Remittance Guidance](#) document at the [Accounting and Business Services](#) webpage for step-by-step directions.

30.30.30 Procurement

30.30.30.1 Purchase Requisitions

Review Open Requisitions to identify any that may be closed.

Selecting the Requester's WorkBench will allow a search of requisitions: NavBar: Menu > Purchasing > Requisitions > Requester's WorkBench

The screenshot shows the 'Requester's WorkBench' search interface. At the top, there are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these is a section titled 'Search Criteria' with a dropdown arrow. Under 'Search Criteria', there are three search fields: '*Business Unit' with a dropdown menu set to '=' and a text input field containing 'WAxxx'; 'WorkBench ID' with a dropdown menu set to 'begins with' and an empty text input field; and 'Description' with a dropdown menu set to 'begins with' and an empty text input field. Below the search fields is a checkbox labeled 'Case Sensitive'. At the bottom of the form, there are four buttons: 'Search', 'Clear', 'Basic Search' (with a magnifying glass icon), and 'Save Search Criteria' (with a save icon).

Requester's Workbench

Filter Options

Business Unit WA
 Description REQWB
 WorkBench ID REQWB

Enter search criteria and click on Search. Leave blank for all values.

Search Criteria

Requisition To

Requisition Name

Req Date Until

Activity Date To

Due Date To

Supplier ID

Item ID

Requester

Status

Open
 Pending Appr
 Approved
 Canceled
 Lines Approved
 Denied

Sourcing

Partially or Fully Sourced

Encumbrance

Open Pre-encumbrances

ChartFields

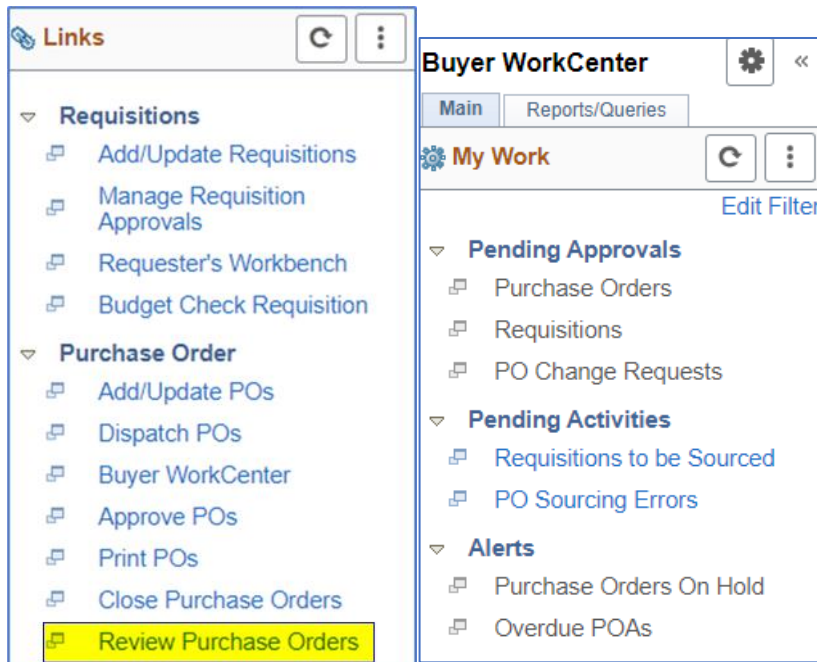
1-1 of 1 | View All

GL Unit	Account	Oper Unit	Fund	Approp	Dept	Class	State Purpose	PC Bus Unit	Project
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

[Return to Requester's Workbench](#)

30.30.30.2 Purchase Orders

Review Open POs to see if any are eligible to close. Also review Blanket POs to track outstanding invoices. By selecting the Review Purchase Orders link in the Buyer WorkCenter, POs may be searched by various criteria.



30.30.30.3 Post Procurement Card Batches

Ensure all PCard transactions for the month are posted. All grant expenses must be posted so grant billings are accurate.

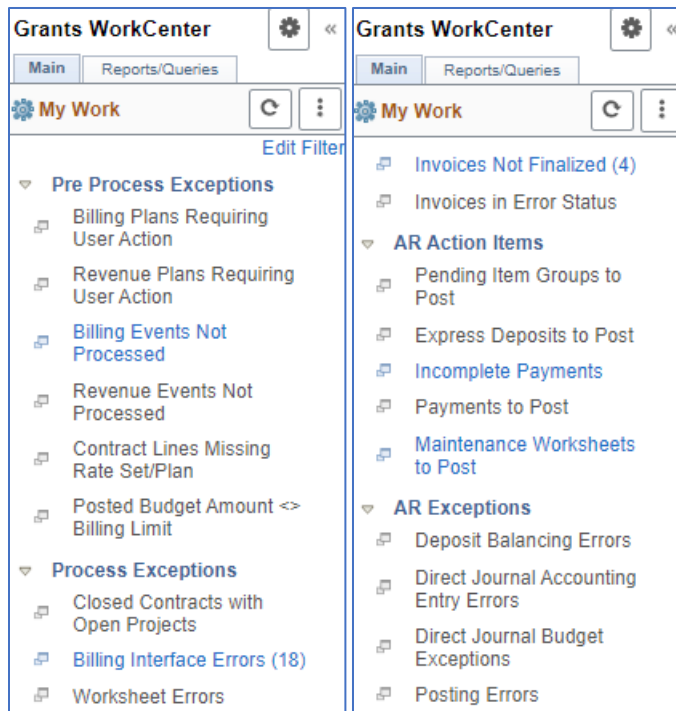
Refer to the [PCards Quick Reference Guide \(ORG\)](#) for step-by-step process guidance.

30.40 Grants Reconciliation

The controller should compare Grants module queries against GL Queries to make sure all expenses match. Revenue must equal expenses in the General Ledger. Catching errors monthly saves you a lot of work at year-end.

For example, it is possible to compare the results of the query QFS_PC_PROJ_RESOURCE_PYMNT by expenditure and revenue account to a query using the General Ledger table or the Journal Line table.

The Grants WorkCenter also has numerous predefined pages, reports and queries that may assist the controller in ensuring all expenses are posted and grants are fully reconciled:



30.50 Asset Management

Controllers should ensure fixed asset additions are reconciled between AM and the general ledger prior to the fiscal month-end. See [CLAM 40.40 Capital Assets](#).

In addition, the depreciation process should be run. Depreciation and depreciation periods should be closed. See [ORG 9.2 Closing Depreciation](#) for step-by-step instructions,

30.60 Clearing Accounts

ctcLink, by configuration uses a series of clearing chartstrings or accounts that should be monitored to ensure balances are cleared and/or errors are corrected.

Following is a list of chartstrings that must be monitored:

Fund-Class-Dept	Department	Description
790-285-98009	98009	Tuition Pre-Distribution
790-285-98049	98049	Fin Aid Error Suspense
790-285-98109	98109	Write-Off Clearing
790-285-98379	98379	Payroll Suspense
790-285-98389	98389	Travel Suspense
790-285-98399	98399	Clearing Acct Payroll Vendors
790-285-98489	98489	Bank Cash Pre-Reconciliation

The following accounts should be monitored as well as these indicate an error occurred in the recording of the transactions:

Account	Description
1010220	Third Party Errors
1011199	Student Accounts Receivable Error
4000199	Waiver Error

30.70 Sales/Use/Excise Tax Reporting

The state of Washington requires colleges to remit sales, use, excise, and leasehold taxes either monthly or quarterly depending on the amount owed. For periods in which no taxes are owed, the college still must submit a report to the Department of Revenue showing no taxes are owed.

- Sales tax is due on sale of personal property and some services, i.e. bookstore, food service, automotive services, printing services, cosmetology services.
- Use tax is a compensating tax owed when retail tax was due, but not paid at point of sale –example is a vendor with no nexus in WA State and ships by common carrier.
- The leasehold excise tax takes the place of the property tax. Businesses leasing property from a community or technical college are responsible for paying the leasehold excise tax on the fair market rental value of the property or the actual rent paid. Colleges are required to collect the tax from the lessee and remit it to the Department of Revenue.
- See the [Department of Revenue \(DOR\) website](#) for information on filing requirements, instructions, current tax rates and other topics. You will owe leasehold excise tax if you lease any facilities, equipment, or other property from a governmental entity.

40 Controller Quarterly/Semi-Annual Responsibilities

40.10 Quarterly BAR Meetings

The controller (and key staff) should attend the quarterly Budgeting, Accounting and Reporting (BAR) meetings. These meetings are important for:

- Networking with other college controllers and SBCTC staff.
- Training (controllers with more experience in the system usually provided valuable training).
- The BAR representative will report on important issues during recent Business Affairs Commission (BAC – VPs of Administration) meetings.
- State Auditor regularly reports on recent areas of concerns or upcoming audit focus.
- SBCTC staff will provide updates and discussion of policy changes.
- Office of Financial Management will occasionally provide information of significant updates/changes at the state level.

40.20 Prior Year Accruals

The controller should ensure all prior year accruals are cleared by the end of the first quarter:

- Short-term payables should be reversed.
- Accounts payable accruals should now be paid.
- Accounts receivable should have been received.
- Verify remaining balances are correct.

40.30 Uncollectible Receivables

Per state accounting requirements, colleges should estimate total uncollectible receivables at least quarterly and adjusting entries should be recorded in the college's accounting records to the allowance for uncollectible receivables account (accounts 1010260, 1100020-1100050 and 1101020).

See [CLAM 40.50.70.6 Allowance for Doubtful Accounts \(All\)](#) and the following sections for additional information.

40.40 Sales/Use/Excise Tax Reporting

If the college does not report and remit taxes monthly the college MUST do so at least quarterly. See section 30.70 *Sales/Use/Excise Tax Reporting* above.

40.50 Transfer State Allocated Financial Aid

Several state financial aid sources are allocated to colleges for determination and distribution of awards. If the college initially charges the awards to Fund 846-Class 271, the expenses should be transferred to correct state operating fund and chartstring (fund-appropriation index-class) at least quarterly.

40.60 Draw Down Federal Financial Aid

Controllers should ensure funds are drawn down from G5 for all federal financial aid sources at least quarterly but can be drawn more frequently during periods large distributions of federal financial aid.

The draw MUST equal the financial aid expenses and revenue should be recorded using the correct account. See [CLAM 40.20.70 Inter-Agency Financial Aid Billings](#).

40.70 Investments

Investment in LGIP and other financial institution statements should be reconciled to investments accounts (accounts 1000030-1000050, 1020010, 1110010-1110020) regularly. See [CLAM 40.30 Accounting for Assets](#).

Interest earned on investment and bank balances should also be distributed to funds with positive cash balances at least quarterly. See [CLAM 40.30.20.5 Investment Interest Distribution](#).

40.80 Certificates of Participation Debt Service

Controllers must ensure debt service payments on Certificates of Participation (COP) are remitted to the State Treasurer prior to the due dates.

Currently, all payments are due by June 1 and December 1; therefore, colleges should process the payments in May and November to ensure funds are received by the due date.

For additional information see [CLAM 40.70 Certificates of Participation \(COPs\)](#).

40.90 Capital Maintenance & Operations Transfers

If the college budgets its M&O capital allocation for facilities in the operating budget (i.e. Fund 149), then expenses from Fund 149 Class 09x should be transferred to the capital allocation in Fund 060 to spend it down on a monthly/quarterly basis. Then both the operating budget and capital allocation will accurately reflect the college's position.

Colleges should not wait for year-end to spend it down and adjust the operations spending.

40.95 Reconcile Asset Management

Colleges should reconcile the AM submodule to the general ledger at least quarterly by comparing Capital Asset additions to GL capital expenditures. Controllers should ensure capital assets are added to AM throughout the year and not wait until the end of the year. See CLAM 40.40 for additional information.

See [CLAM 40.40 Capital Assets](#) for additional information.

50 Controller Annual Responsibilities

50.10 Purchasing FYE Cutoffs

Beginning in January, fiscal year-end cutoffs should be established for purchasing so college staff can adequately manage budgets and expenses.

College managers must be aware only items in the possession of the college or an authorized agent by June 30 are legally allowed to be charged the fiscal year's budget.

50.15 Risk Assessments

Controllers are responsible for performing annual risk assessments of the district/college.

The process should begin in February of each year to allow adequate time to review all sections.

See also:

- [SAAM 20.22 Risk Assessment](#) State Administrative and Accounting Manual
- [Risk Assessment examples](#) from OFM Internal Control website

50.20 Review Closing Rules

Contact the System ctcLink Accounting Coordinator to make changes to the college's closing rules. Changes are due by the middle of April each year.

See CLAM xx.xx (future section) for additional information.

50.25 Record Unearned Revenue

In ctcLink, revenue and accounts receivable entries are generated as soon as a student registers. However, most of the receivables are not collectible since students may unenroll prior to the due date.

Thus, as of June 30 each year, revenue and receivables are overstated.

See CLAM xx.xx (Unearned Revenue/Accounts Receivable/Allowance for Doubtful Accounts) for step-by-step instructions.

50.30 Adjust Allowance for Doubtful Accounts

The Office of Financial Management recommends adjusting the allowance for doubtful accounts quarterly, however, they MUST be adjusted at least annually.

See [CLAM 40.50 Accounts Receivable/Unearned Revenue/Allowance for Doubtful Accounts](#) for step-by-step instructions.

50.35 Financial Aid Reconciliation

Prior to the fiscal year end, the controller should work with the Financial Aid office to reconcile financial aid awards and disbursements in Campus Solutions to expenses in the General Ledger.

The financial aid expense accounts are grouped based on IPEDS reporting requirements and should indicate the financial aid source/type.

Accounts	Financial Aid Source/Type
5020030-5020119	Federal financial aid
5020120-5020229	State financial aid
5020230-5020269	Foundation and local agencies
5020270-5020299	Institutional restricted financial aid
5020300-5020329	Institutional unrestricted financial aid
5020330-5020369	Not reported aid (GET, VA, etc)
5020370-5020419	Student Loans

Many colleges perform this reconciliation monthly to make the year-end reconciliation much less challenging.

50.40 Accounts Receivable Write-Off

Prior to year-end, final write-offs should be recorded. See CLAM 40.50.70.7 Non-Student accounts 50.30.60.8 for Student Write-Offs. Most write-offs will occur on student finance using item-types since students account for most of the receivables.

This process may be performed quarterly, depending on college policy.

50.50 Unemployment Compensation Pool

If the college/district uses an unemployment compensation pool (instead of direct pay, the controller should establish the pool rate for the next fiscal year by May or June prior to fiscal year end.

50.60 1099-MISC Reporting

The college district must prepare a 1099-MISC tax form for non-employee compensation of \$600 or more. See [1099 Withholding](#) in the ctcLink Reference Center for processes related to withholding and reporting for the 1099-MISC.

50.65 1098-T Reporting

The college district must prepare a 1098-T tax form for eligible students. See [1098-Ts](#) in the ctcLink Reference Center for 1098-T reporting processes and related information.

50.70 Tuition & Fee Updates

Controllers should work with Student Financials staff to ensure all tuition and fees are configured correctly. SBCTC staff will provide information on legislative required charges for tuition and building fees and maximum allowed rates for S&A fees. College class, course and miscellaneous must also be updated.

50.80 Excess Enrollment

In fiscal years in which the college district exceeds the base enrollment allotment, the district may classify all tuition revenue to fee revenue for the excess enrollment. Students' records must also be updated to indicate the non-state funded status.

This process may be performed quarterly (academic) or annually, but the final excess enrollment must only reflect the excess of the annual base enrollment.

Additional information will be provided in the ctcLink Accounting Manual (CLAM) at a later date.

60 Year-End Closing Responsibilities

60.10 Annual Closing

The controller must ensure the college district's books are balanced and closed following GASB, State of Washington and SBCTC's guidance by the required date.

See fiscal year-specific guidance at the SBCTC [Accounting & Business Services](#) web page.

Additional information will be provided in the ctcLink Accounting Manual (CLAM) at a later date.

70 Post Year-End Responsibilities

70.10 FISAP

The Fiscal Operations Report and Application to Participate (FISAP) is normally due to the Department of Education around October 1 of each year. This report includes fiscal information for Federal Perkins Loan (Perkins Loan), Federal Supplemental Educational Opportunity Grant (FSEOG), and Federal Work-Study (FWS) Programs.

70.20 Financial Statements

All college districts must submit audited annual financial statements to Northwest Commission on Colleges and Universities as part of the college accreditation process. The audits must be completed no later than March 31 for the prior fiscal year.

Colleges are responsible for obtaining the services of either the State Auditor's Office or a private CPA firm to audit the statements.

70.30 IPEDS

To continue to be eligible to award federal financial aid to its students, all college districts must submit fiscal information to the Integrated Postsecondary Education Data System (IPEDS) which is part of the federal Department of Education.

The fiscal information must be submitted by April 1 for the prior fiscal year.

70.40 Year-end State and Federal Disclosures

Colleges are also required to submit:

- Certain financial information to the state needed by OFM to complete the Annual Comprehensive Financial Report
- Federal reports

SBCTC developed the [SMARTer Disclosure System](#) to assist colleges in reporting the required information.

80 Other Responsibilities

80.10 Foundation Accounting

College foundations are separate legal non-profit organizations from the college. However, many colleges have agreed to perform the day-to-day accounting for the foundations with the controller overseeing the accounting activities.

When the occurs, the college and the foundation must have a 'quid pro quo' agreement in which the foundation agrees to provide direct benefits to the college in an amount equal to the value/cost of the accounting services provided. An analysis must be performed annually to ensure value of services provided does not exceed the benefits received.

80.20 Physical Inventory

A physical inventory of all tagged physical assets must be conducted at least once every other fiscal year. The inventory can be performed of all assets at one time or on a revolving basis.

80.30 Federal Indirect Cost Rate Proposal

The controller will generally be responsible for developing the indirect cost proposal for the Federal Indirect Cost Rate and submitting it to the federal cognizant agency. A college may, after negotiations with the federal cognizant agency, obtain an extension of the previously approved indirect rate.

Become familiar with Federal regulations ([2 CFR 200](#)), federal training materials, and past college proposals.

80.40 Internal Indirect Costs

Colleges are permitted by state law to offer educational services on a contractual basis but are required to charge the full cost of providing those services. See [RCW 28B.50.140\(16\)](#).

[SBCTC Policy 5.20.20 Contract classes and enrollment](#) allows the grant or contract to cover the direct and indirect costs of the class.

Controllers should develop an internal indirect cost rate to follow state regulations, SBCTC policy and good fiscal policy.

80.50 Accreditation

As part of the accreditation process, controllers will generally be required to provide financial information for the [Northwest Commission on Colleges and Universities](#) (NWCCU).

Criteria	Description
Eligibility Requirements 19	Requires the college to demonstrate financial stability, with cash flow and reserves necessary to support and sustain its mission, programs, and services.
Financial Accountability 20	Requires the college to undergo an annual, independent financial audit by professionally qualified personnel in accordance with generally accepted auditing standards or International Financial Reporting Standards reconciled to US-GAAP.

	The audit is to be completed no later than 15 months after the end of the fiscal year.
Standard Two – Governance, Resources, and Capacity - Financial Resources	Requires the college to provide supporting evidence that it meets these standards during accreditation reviews.



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Washington State Board for Community and Technical Colleges