

UNIVERSITY OF COLORADO

eComm

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CU eComm Cvent | Accounting processes

By Kim Egan

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Reconciliation process on the CUF IMA

Here is the business process for the CUF IMA. Managed by Phyllis Oldham, CUF Sr. Accountant, reconciles the credit card payments for the fundraising events in Cvent (currently 2, but only one has revenues right now). NOTE: CUF, Office of Gift Processing & Records processes the credit card payments (different CUF office)

Reconciliation process:

- Download a detailed monthly report from Authorize.net for the Cvent Merchant ID.
- Download a detailed monthly deposit report from Wells Fargo Clientline for the Cvent Merchant ID.
- Download the CUF IMA Report for the period-to-date. Note whether CUF IMA has been used in error and, if so, prepare documentation to book the errant cash and to wire the monies back to CU.
- Run a general ledger detail report on the WF Cvent cash account 10109
- Download monthly credit card fee reports from Clientline and American Express sites.
- Book the credit card fees to the related special event. Current month fees are booked in the current month, but are not included on the bank statement until the following month, so it is always a timing issue.
- Compare credit card portion of document provided by development staff with Authorize.net/Clientline detail. (this is info. provided by the Org Unit and sent to both my office and the CUF, Office of Gift Processing & Records)
- Prepare the actual monthly bank reconciliation form & give it to Scott for his review.

Reconciliation process on the CU IMA
Managed by Lexie Kelly, alexis.kelly@cu.edu

Run custom report in Cvent for transaction date range; has been twice a month.
Goal is to run a report on Monday/Tuesday for the previous week.

Confirm \$ amount of revenues for each event, subtracting check total, refunds, and denied transactions.

Prepare a Journal entry, allocating revenues for each event from Treasury Cvent ST into ST and account code as listed. JE approved by Treasury staff.

Successful account codes (with GL description from Finance) in order of number of events using that account code (highest # at top of list)

325100	Misc Rev-Operating Revenue
250100	Sales/Service of Educ
284512	Aux Registration
150300	Undistributed Receipts
284800	Aux Athletics Rev
240410	Rev-Spec Event Registration
240411	Rev-Spec Event Sponsorship

Before final **allocation** for the month; pull monthly report from WFMS to confirm that each successful transaction in Cvent posted to WFMS. There were a few last month that did NOT post to WFMS, so not allocated to Event ST; further research is needed on those.

After receiving the WF report for the previous month (usually 5th business day of month), allocate the WFMS monthly fees, as a percentage of the whole dollar amount processed.

MORE ABOUT SPEEDTYPES & FOPPS

ST (for AMC Library) ST is 62026582, but FOPPS is 20-20573-20514.

SPEEDTYPE: 62026582 -- LIBRARY COPY & PRINT AUX (ACTIVE)

FUND: 20 -- AUXILIARY ENTERPRISES
ORG: 20573 -- HS LIB SALES&SERVICES
PROGRAM: 20514 -- LIBRARY COPY & PRINT AUX
SUBCLASS: NO SUBCLASS