

Finance Information Center (FIC) reference guide for account managers

1. You are responsible for maintaining the records for all activity in the account(s) assigned to you. This means you should have:
 - all white copies of FCR forms and pink copies of FCR forms for cash collected, but not yet credited to the account,
 - copies of invoices, receipts, etc. for all charges to the account
 - documentation for all account transactions
2. Upon receipt of the white copies of the FCR forms, match the information recorded on the top portion of the pink copies of the FCR forms to the information recorded on the white copies. If all information is the same, the pink copies can be discarded.
3. Your account(s) need(s) to be reviewed and verified every 30/31 days. Once you **complete your first verification, you will receive reminder emails 25 days and 30/31 days after the last verification date.**
4. To verify the account, match the appropriate documentation to each transaction. If you agree with all transactions that have posted since the last time you verified, click on the “verify” button that is at the bottom of the current transaction listing.
5. You can question a transaction by checking the box to the right of the transaction. The transaction will then be highlighted in yellow. At the bottom of the transaction listing, the “verify” button will change to “submit”. Click on the “submit” button. All questioned transactions should be **resolved within 30 days**. Once you have thoroughly investigated the transaction with the financial secretary or administrator, go back into your account. **Uncheck** the box to the right of the transaction, which will remove the yellow highlight. At the bottom of the transaction listing, the box will change to “verify.” You can now click on the verify button. If any additional transactions have posted since a transaction was questioned, be sure to review them before you hit “verify”.
6. The next time you log in and view the details of the account you will see only transactions that have occurred since the last verification.
7. You can click on the **“Verified Account Data” link** towards the bottom of the page, **to view all transactions for the current year that were previously verified.**
8. You can view all transactions for the account back to July 2001 (if there was activity). This is done by selecting the fiscal year at the top on the right of your account page.
9. If the **“last verified” date appears in red**, it indicates the **account is delinquent** and needs to be reviewed and verified immediately.
10. Maintain account records for the current year plus the 7 previous years. If you are no longer the account manager and a new manager is assigned, you must give the new manager all of the account records from the current year and past 7 years.