Account Maintenance Overview

- After Officers have fully transitioned into their SOFO positions, they should make sure they have the tools and knowledge to help them maintain the group’s account during their term.

Both Officers should know about the following:

- SOFO Account Numbers
- Account Line Items
- NU Financials Chartstrings
- Ledger Books
- Voucher Books
- Audit Trails
- Check Process
- Check Distribution
- Void Check Requests
- Group Mailboxes
- Account Reconciliation
- Frozen Accounts
- Deficit Spending
In the “Officer Resources” page of the SOFO website, you can access SOFO’s **Account Action Checklist**, which outlines all the requirements for SOFO Transactions and Account Actions. We highly recommend that you reference this document when conducting account maintenance:

- [https://www.northwestern.edu/norris/services/sofo/assets/transaction-checklist4-2019.pdf](https://www.northwestern.edu/norris/services/sofo/assets/transaction-checklist4-2019.pdf)
SOFO Account Numbers

Account Number:

2001-20XX-XXX-YY-100

- All SOFO account numbers begin with 2001 and end in 100
  - When writing your account number on SOFO forms, DO NOT include the initial 2001 or final 100 unless the form calls for your entire 16-digit account number
- Every group has a SOFO seven-digit number unique to their organization (20XX-XXX).
- The last two digits signify line items (YY).
- This account number is used with every transaction submitted to SOFO.
  - Make sure to include all nine digits (20XX-XXX-YY) on the voucher.
SOFO Account Line Items

20XX-XXX-YY

- **Line Items** are meant to separate different types of expenses within your account.
  - For Example: Events, Storage, Formals, Travel

- Every account has a general “00” line item.
  - Some accounts have ONLY an -00 line, while others have several lines (such as -01, -05, -50, etc)

- If your group is ASG recognized, you will have other lines meant for ASG funding and specific events (such as -01, -02, or -60 and above).
  - To use money from these lines, you will need the signature of your Account Executive (AE) if A-Status, or your Group Executive (GE) if B-status.
## NU Financials Chartstring

<table>
<thead>
<tr>
<th>Fund</th>
<th>Department ID</th>
<th>Project ID</th>
<th>Account Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>731-213</td>
<td>DD00-700</td>
<td>PPPPP-01-AAAAA</td>
<td></td>
</tr>
</tbody>
</table>

- All groups have a 20-digit **Chartstring** (such as the one above) that can be used to transfer funds or purchase goods from Preferred Vendors or University Services.

- Chartstrings should only be shared with members of the student group that may need it for making purchases.

- All groups have a chartstring that can be retrieved from SOFO by authorized officers.
NU Financials Chartstring

- **NU Financials** is the financial system by which University services and University departments can process payments and incoming funds to an organization using their SOFO account.
  - University services include Quartet, Motor Pool, Event Planning, and many more. These transactions are processed using a chartstring number.
- NU Financials transactions may take up to **45 days** to post in a group’s audit trail.
- If your student group is expecting incoming funds through NU Financials, SOFO can check the process of the transfer with a **Journal-ID number**.
  - This ID # can be retrieved by the group from the department providing the funds.
NU Financials – Moving Funds

- NU Financials transactions will only come in and out of certain line items, depending on the structure of your account:
  - If your account HAS an -01 and -50 line:
    - NUFinancials transactions will come OUT of the -50 line
    - NUFinancials transactions will go INTO the -01 line
  - If your account DOES NOT have an -01 and -50 line:
    - NUFinancials transactions will both come OUT of and go INTO the -00 line

- NUFinancials transactions post **once a month** and can put the account into deficit when they do so. If you suspect you have NUFN charges coming up, make sure to transfer funds into the appropriate line to prevent the NUFN charges from creating a deficit.
Officer Transitions

- Officers sign in to their SOFO account by filling out a contractual signature card listing all of the officer’s SOFO responsibilities.

- One of those responsibilities states that officers must be physically present to sign out of their SOFO account and name the incoming officer.
  - Emails from outgoing officers will not be accepted.

- All outgoing officers should plan accordingly and make sure that they physically sign out of their positions.
Ledger Book

**Ledger Book**: The main book or file for recording and totaling financial transactions.

- Maintained by the group’s treasurer.

Groups are expected to have their own system of bookkeeping. This helps the group keep track of the current balance in SOFO, ensuring financial accuracy.

- Ledger worksheets and templates are available on the [SOFO website (link)](http://example.com).
- Your records can be in many formats. Find the one that works best for your group!
  
  - Example: Ledger Book, Excel, Google Sheets, Accounting Software, etc.
All transactions should be recorded in the organization’s ledger book; these should include:

1. Transaction date
2. Transaction type
3. Voucher #
4. Description
5. Amount of transaction
6. Debits
7. Credits
8. Running balance should always be included with each entry

<table>
<thead>
<tr>
<th>Ledger Record</th>
<th>Student Group Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Type</td>
</tr>
<tr>
<td>7/31/17</td>
<td>Payment</td>
</tr>
</tbody>
</table>

## Ledger Book – Contents
The ledger is passed on from treasurer to treasurer.

- Allowing new treasurers access to the history of previous transactions.
- The ledger must be shown to SOFO during account reconciliations.

*SOFO cannot hold the ledgers or any other type of paperwork of past officers in the SOFO office.
Voucher Books

Vouchers are required for every transaction submitted to SOFO.

- Voucher books can be used as a resource for transaction history.
  - Each voucher has two copies: a white one that is submitted to SOFO and a yellow carbon copy that stays in the book.

- New treasurers should receive at least 3 items from the previous treasurers:
  - The group’s voucher book
  - The group’s ledger
  - A file with important group documents (Vendor Contracts, Transactions that still need to be submitted, etc.)

- If a new voucher book is needed, it can be picked up at the SOFO window by authorized officers.
Audit Trails

- **Audit trail**: A detailed report of the transactions that occurred in the organization’s account during a certain period.

### ORGFund (ORGFND)

#### GL Audit Trail Report

**Periods 1 To 1**

- **Date**: 9/1/2015 To 9/30/2015

<table>
<thead>
<tr>
<th>Account Number / Description</th>
<th>Account Class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance Forward</td>
<td>CR</td>
</tr>
<tr>
<td>Debits</td>
<td>633.05</td>
</tr>
<tr>
<td>Credits</td>
<td>133.91</td>
</tr>
<tr>
<td>Net Change</td>
<td>499.14 DR</td>
</tr>
<tr>
<td>Balance</td>
<td>499.14 DR</td>
</tr>
</tbody>
</table>

**Account Class**

- **Account Class**: Income (Operating Credit)

**Trans. Detail Description**

- NUPNTR02616843_IFC_NCO_DOG101: 9 v02613 09/10/15
- NUFINA0016317_Thank a Donor Day
- TRFR#950-017 #827054 to NUFIN Motorpool
- REIMFinanceCommitteeDinner
- DPST/BATCH#0022/16451/Box Office Stamps/L.Wyatt
- DPST/BATCH#0023/16456/Box Office Stamps/Canizare
- DPST/BATCH#0024/16457/Box Office Stamps/L.Wyatt

**Balance Forward**

- 0.00 CR

**Debits**

- 633.05

**Credits**

- 133.91

**Net Change**

- 499.14 DR

**Balance**

- 499.14 DR
Audit Trails

- Audit trails contain all of the following information:
  - Account Name and Number
  - Line-by-line description of every transaction
  - Current balance
  - Debits and credits

- All transactions are labeled by the following abbreviations:
  - Payment- PYMT
  - Reimbursement- REIM
  - Transfer- TRFR
  - Check Advance- CKAD
  - Void- VOID
  - Adjustment- ADJT
  - NU Financials- NUFN
  - Deposit- DPST
  - Correction- CORR
Audit Trails

- Audit Trails are used:
  - In the account reconciliation process
  - To check if any NU Financials transactions have hit the account
  - To check if unauthorized transactions have been made

- Authorized officers can request an audit trail by coming to the SOFO office or by email.
  - If by email, be sure you use the email address you signed into the account with.
Audit Trail Breakdown

- **Date/Time Printed**: 8/10/2016 4:25:46 PM

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**ORGFund (ORGFND)**

GL Audit Trail Report

Periods 1 To 1

9/1/2015 To 9/30/2015

Page 1

<table>
<thead>
<tr>
<th>Account Number / Description</th>
<th>Account Class</th>
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</thead>
<tbody>
<tr>
<td>3045.3065.000.00.100</td>
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</tbody>
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<table>
<thead>
<tr>
<th>Fund / FUND NUMBER</th>
<th>Fund / FUND NUMBER</th>
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</thead>
<tbody>
<tr>
<td>NU</td>
<td>NU</td>
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</table>

<table>
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<th>Trans. Date</th>
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<th>User ID</th>
<th>Trans. Description</th>
<th>Trans. Detail Description</th>
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<th>Credits</th>
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<tbody>
<tr>
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<td>FND</td>
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<td>NU/NIRED046543, IFC N00 DO1011</td>
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<td>1,100.00</td>
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<td>NU Financials Activity June 2016</td>
<td>NU/N4RD046543, Thank a Donor Day</td>
<td>GL</td>
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<td>1.00</td>
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<tr>
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<td>TRFPlp56-0613 W275065 to NU1N Missouri</td>
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<td>36.75</td>
</tr>
<tr>
<td>09/22/2015</td>
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<td>AD</td>
<td>ASHLLE LLOYD/027602</td>
<td>REIM/FinanceCommitteeDinner</td>
<td>AP</td>
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<tr>
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<td>DPFST/BATCH76022/Deposit 166446 to NU1N Missouri</td>
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</tr>
<tr>
<td>09/29/2015</td>
<td>0000000000000001</td>
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<td>DPFST/BATCH76023/Deposits 166463 - 166466</td>
<td>DPFST/BATCH76023/Deposit 166463 to NU1N Missouri</td>
<td>GL</td>
<td>30.27</td>
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</tr>
<tr>
<td>09/30/2015</td>
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<td>AD</td>
<td>DPFST/BATCH76024/Deposit 166471</td>
<td>DPFST/BATCH76024/Deposit 166471 to NU1N Missouri</td>
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**Balance**

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<tr>
<th>Account</th>
<th>Debits</th>
<th>Credits</th>
<th>Net Change</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00 CR</td>
<td>633.05</td>
<td>133.91</td>
<td>499.14 DR</td>
<td>499.14 DR</td>
</tr>
</tbody>
</table>
```

**Totals for 100 FUND NUMBER**

```
<table>
<thead>
<tr>
<th>Account</th>
<th>Debits</th>
<th>Credits</th>
<th>Net Change</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00 CR</td>
<td>633.05</td>
<td>133.91</td>
<td>499.14 DR</td>
<td>499.14 DR</td>
</tr>
</tbody>
</table>
```
Audit Trail Breakdown

- Date Range of Transactions Shown

The image shows a detailed audit trail breakdown with transaction dates, descriptions, and amounts for the ORGFund (ORGFND) from 9/1/2015 to 3/30/2015. The table includes account numbers, descriptions, and financial details such as debits, credits, and net changes.
Audit Trail Breakdown

- Account/Line Item Name & Number

---

### ORGFund (ORGFND)

**GL Audit Trail Report**

Periods: 1 To 1

9/1/2015 To 9/30/2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Trans. Reference</th>
<th>User ID</th>
<th>Account/Line Item Name</th>
<th>Description</th>
<th>Debits</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/04/15</td>
<td></td>
<td></td>
<td></td>
<td>NU Financials Activity June 2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/15/15</td>
<td>A02000028112300001</td>
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<td></td>
<td>NU Financials Activity June 2016</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/21/15</td>
<td>B0000002099800001</td>
<td>A2D</td>
<td>Transfer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/22/15</td>
<td>B0000002099800002</td>
<td>A2D</td>
<td>ASHLEY LOYD/02/7062</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/26/15</td>
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<td>A2D</td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/25/15</td>
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<td>A2D</td>
<td>DPST/BATCH#023/Deposits#168465 - 168466</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/30/15</td>
<td>B0000002099800005</td>
<td>A2D</td>
<td>DPST/BATCH#023/Deposits#168465 - 168466</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Account/Line Item Name & Number

- **3005.3005.0000.00.100** Box Office Stamps

---

### Totals for: 100 FUND NUMBER

<table>
<thead>
<tr>
<th></th>
<th>Debits</th>
<th>Credits</th>
<th>Net Change</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>633.05</td>
<td>133.91</td>
<td>499.14 DR</td>
<td>499.14</td>
</tr>
</tbody>
</table>
## Audit Trail Breakdown

- **Transaction Dates**

The image shows a GL Audit Trail Report for ORGFund (ORGFND), covering the periods from 9/1/2015 to 9/30/2015. The report details transactions for Fund 100, including account numbers, descriptions, transaction dates, transcriptions, and amounts. The report includes a table with columns for trans. date, trans. reference, user id, account number, description, and account class. The report also shows the balance forward, debits, credits, net change, and balance.
Audit Trail Breakdown

- Transaction Descriptions

```
<table>
<thead>
<tr>
<th>Trans. Date</th>
<th>Trans. Reference</th>
<th>User ID</th>
<th>Account Number / Description</th>
<th>Account Class</th>
<th>Application</th>
<th>Debits</th>
<th>Credits</th>
<th>Income (Operating Credit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>09/04/2015</td>
<td></td>
<td></td>
<td>NU Financial Activity June 2016</td>
<td>GL</td>
<td>1,497.00</td>
<td>1,100.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/05/2015</td>
<td></td>
<td></td>
<td>NU Financial Activity June 2016</td>
<td>GL</td>
<td>1.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/21/2015</td>
<td></td>
<td></td>
<td>Transfer</td>
<td>GL</td>
<td>198.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/22/2015</td>
<td></td>
<td></td>
<td>Ashely Lloyd/027062</td>
<td>AP</td>
<td>50.00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/25/2015</td>
<td></td>
<td></td>
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<td>BR</td>
<td>38.30</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>09/25/2015</td>
<td></td>
<td></td>
<td>DPST/BATCH#0023/Deposits 168464</td>
<td>BR</td>
<td>30.27</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
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<td></td>
<td></td>
<td>DPST/BATCH#0024/Deposits 100456</td>
<td>BR</td>
<td>7.30</td>
<td></td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>Balance Forward</th>
<th>Debits</th>
<th>Credits</th>
<th>Total Debits</th>
<th>Total Credits</th>
<th>Net Change</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00</td>
<td>633.05</td>
<td>133.91</td>
<td></td>
<td></td>
<td>499.14</td>
<td>499.14</td>
</tr>
</tbody>
</table>
```
Audit Trail Breakdown

- Transaction Debits (money going out) or Credits (money coming in)

![Audit Trail Report]

<table>
<thead>
<tr>
<th>Account Number / Description</th>
<th>Account Class</th>
<th>Trans. Date</th>
<th>Trans. Reference</th>
<th>User ID</th>
<th>Trans. Description</th>
<th>Trans. Detail Description</th>
<th>Application</th>
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<td>Debit</td>
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<td>GL</td>
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<td></td>
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<td>Transfer</td>
<td>NU Financial Activity June 2016</td>
<td>GL</td>
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<tr>
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<td></td>
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<td>9020000032993200000001</td>
<td>ALD</td>
<td>Debit</td>
<td>Transfer</td>
<td>GL</td>
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<tr>
<td></td>
<td></td>
<td>09/22/2015</td>
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<td>ALD</td>
<td>Debit</td>
<td>ASHLEY LLOYD/027062</td>
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<td></td>
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<td>Debit</td>
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</tr>
<tr>
<td></td>
<td></td>
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<td>ALD</td>
<td>Debit</td>
<td>DPST/BATCH#0231/168466/Box Office Stamps L'Wyatt</td>
<td>GL</td>
</tr>
<tr>
<td></td>
<td></td>
<td>09/30/2015</td>
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<td>ALD</td>
<td>Debit</td>
<td>DPST/BATCH#0241/168471/Box Office Stamps L'Wyatt</td>
<td>GL</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Debits</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,497.00</td>
<td>1,105.00</td>
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<td>38.75</td>
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<tr>
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<tr>
<td>7.35</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Balance Forward</th>
<th>Debits</th>
<th>Credits</th>
<th>Net Change</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
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<td>633.05</td>
<td>133.91</td>
<td>499.14 DR</td>
<td>499.14 DR</td>
</tr>
</tbody>
</table>

Totals for: 100 FUND NUMBER

Balance Forward | Debits | Credits | Net Change | Balance |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
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<tbody>
<tr>
<td>0.00 CR</td>
<td>633.05</td>
<td>133.91</td>
<td>499.14 DR</td>
<td>499.14 DR</td>
</tr>
</tbody>
</table>
## Audit Trail Breakdown

- **Balance Forward**: Amount in the account at the beginning of the date range.

### ORGFund (ORGFND)
**GL Audit Trail Report**

<table>
<thead>
<tr>
<th>Account Number / Description</th>
<th>Account Class</th>
</tr>
</thead>
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</table>

<table>
<thead>
<tr>
<th>Trans. Date</th>
<th>Trans. Reference</th>
<th>User ID</th>
<th>Trans. Description</th>
<th>Trans. Detail Description</th>
<th>Application</th>
<th>Debits</th>
<th>Credits</th>
<th>Income (Operating Credit)</th>
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<tbody>
<tr>
<td>09/04/2015</td>
<td>9900000022922222</td>
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<td>NUPN/TRED241552305 00 0101</td>
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<td>1,100.00</td>
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</tr>
<tr>
<td>09/15/2015</td>
<td>9900000022922222</td>
<td>ADF</td>
<td>NU Financials Activity June 2016</td>
<td>NUPN/ROD541617_Thank a Donor Day</td>
<td>GL</td>
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<td>38.75</td>
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</tr>
<tr>
<td>09/19/2015</td>
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<td>TRF/Rg#6-017 V027054 to NUFIN Motspool</td>
<td>GL</td>
<td>66.00</td>
<td>1.47</td>
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</tr>
<tr>
<td>09/22/2015</td>
<td>9900000022922222</td>
<td>ADF</td>
<td>Ashley Lloy dy/027062</td>
<td>FinanceCommittedDinner</td>
<td>AP</td>
<td>38.30</td>
<td>30.27</td>
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</tr>
</tbody>
</table>

**Balance Forward**: 0.00 CR

**Debits**: 633.05  **Credits**: 133.91  **Net Change**: 499.14  **Balance**: 499.14 DR
Audit Trail Breakdown

- Total Debits/Credits and Net Change within the date range

<table>
<thead>
<tr>
<th>Trans. Date</th>
<th>Trans. Reference</th>
<th>User ID</th>
<th>Trans. Description</th>
<th>Trans. Detail Description</th>
<th>Application</th>
<th>Debits</th>
<th>Credits</th>
<th>Net Change</th>
</tr>
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<td>NUFINA TP041605341000001</td>
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<td>1.00</td>
<td>0.00</td>
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<tr>
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<td>Transfer</td>
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<td>38.75</td>
<td>158.15</td>
</tr>
<tr>
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<td>Transfer</td>
<td>NUFINA TP041605341000001</td>
<td>GL</td>
<td>66.00</td>
<td>1.47</td>
<td>64.53</td>
</tr>
<tr>
<td>09/25/2015</td>
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<td>Deposit</td>
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<td>39.30</td>
<td>0.00</td>
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<tr>
<td>09/29/2015</td>
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<td>0.00</td>
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<td></td>
<td>GL</td>
<td>7.35</td>
<td>7.35</td>
<td>0.00</td>
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Balance Forward: 0.00 CR

<table>
<thead>
<tr>
<th>Debits</th>
<th>Credits</th>
<th>Net Change</th>
</tr>
</thead>
<tbody>
<tr>
<td>633.05</td>
<td>133.91</td>
<td>499.14 DR</td>
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</table>

Balances:
- 499.14 DR

Totals for 100 FUND NUMBER

<table>
<thead>
<tr>
<th>Balance Forward</th>
<th>Debits</th>
<th>Credits</th>
<th>Net Change</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00 CR</td>
<td>633.05</td>
<td>133.91</td>
<td>499.14 DR</td>
<td>499.14 DR</td>
</tr>
</tbody>
</table>
Audit Trail Breakdown

- Current Balance* at the end of the date range

* A number followed by **CR** indicates a POSITIVE balance, whereas a number followed by **DR** indicates a NEGATIVE balance (meaning the account is in deficit)

---

### ORGFund (ORGFND)

#### GL Audit Trail Report

**Periods 1 To 1**

9/1/2015 To 9/30/2015

---

<table>
<thead>
<tr>
<th>Fund: 100 FUND NUMBER</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Account Number / Description</th>
<th>Account Class</th>
</tr>
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</table>

<table>
<thead>
<tr>
<th>Trans. Date</th>
<th>Trans. Reference</th>
<th>User ID</th>
<th>Trans. Description</th>
<th>Trans. Detail Description</th>
<th>Application</th>
<th>Debits</th>
<th>Credits</th>
<th>Income (Operating Credit)</th>
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<tbody>
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<td>NUFN/NEG 40943 JFC N00 D0101</td>
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<td>1,100.00</td>
<td><strong>499.14 DR</strong></td>
</tr>
<tr>
<td>09/15/2015</td>
<td>09000000000001</td>
<td>EIR</td>
<td>NU Financial Activity June 2016</td>
<td>NUFN/NEG 40943 JFC N00 D0101</td>
<td>GL</td>
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<td>1,100.00</td>
<td><strong>499.14 DR</strong></td>
</tr>
<tr>
<td>09/21/2015</td>
<td>09000000000001</td>
<td>ADD</td>
<td>Transfer</td>
<td>TRF/45706-17 FR127564 JUFN Motpool</td>
<td>GL</td>
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<td>38.75</td>
<td><strong>158.15 DR</strong></td>
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<tr>
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<td>ASHLEY LLOYD/02707062</td>
<td>REIM/FinanceCommitteeDinner</td>
<td>AP</td>
<td>66.00</td>
<td>1.47</td>
<td><strong>64.53 DR</strong></td>
</tr>
<tr>
<td>09/25/2015</td>
<td>09000000000001</td>
<td>ADD</td>
<td>DFST/BATCH#022/Deposit 168464-168464</td>
<td>DFST/BATCH#022/Deposit 168464</td>
<td>GL</td>
<td>38.30</td>
<td>30.27</td>
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<tr>
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<td>DFST/BATCH#022/Deposit 168464</td>
<td>GL</td>
<td>7.35</td>
<td></td>
<td><strong>7.35 DR</strong></td>
</tr>
</tbody>
</table>

**Balance 499.14 DR**

---

<table>
<thead>
<tr>
<th>Totals for: 100 FUND NUMBER</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Balance Forward</th>
<th>Debits</th>
<th>Credits</th>
<th>Net Change</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00 CR</td>
<td>633.05</td>
<td>133.91</td>
<td>499.14 DR</td>
<td>499.14 DR</td>
</tr>
</tbody>
</table>
Audit Trail Breakdown

- **Account Totals**
  - If the audit trail includes multiple line items, this section will present the totals for the entire account (as opposed to each individual line item).

---

<table>
<thead>
<tr>
<th>Trans. Date</th>
<th>Trans. Reference</th>
<th>User ID</th>
<th>Trans. Description</th>
<th>Trans. Detail Description</th>
<th>Application</th>
<th>Debits</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
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<tr>
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<td>NUFIN/TRED2465328_FO NCO 0101</td>
<td>GL</td>
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<tr>
<td>09/21/2015</td>
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<tr>
<td>09/22/2015</td>
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<td>REIM/FinanceCommitteeDinner</td>
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<td>DPST/BATCH622/168456/Box Office Stamps Wyatt</td>
<td>BR</td>
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<td>30.27</td>
</tr>
<tr>
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<td>ALD</td>
<td>DPST/BATCH623/Deposit168466 - 168471</td>
<td>DPST/BATCH623/168466/Box Office Stamps Wyatt</td>
<td>BR</td>
<td>38.30</td>
<td>30.27</td>
</tr>
<tr>
<td>09/30/2015</td>
<td>7000000000000001</td>
<td>ALD</td>
<td>DPST/BATCH624/168471/Box Office Stamps Wyatt</td>
<td>DPST/BATCH624/168471/Box Office Stamps Wyatt</td>
<td>BR</td>
<td>38.30</td>
<td>30.27</td>
</tr>
</tbody>
</table>

**Totals for: 100 FUND NUMBER**

<table>
<thead>
<tr>
<th>Balance Forward</th>
<th>Debits</th>
<th>Credits</th>
<th>Net Change</th>
<th>Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.00 CR</td>
<td>633.05</td>
<td>133.91</td>
<td>499.14 DR</td>
<td>499.14 DR</td>
</tr>
</tbody>
</table>
Check Process – Overview

- All transactions submitted to SOFO take **2-4 business days** to process.
  - If there are any issues found with the paperwork associated with the transaction, then the process will be delayed until the issue is resolved. Please allow additional time for these.

- Unless otherwise noted, reimbursements, payments, and check advances will be processed as **checks**.
Check Process – SOFO Side

- All transactions undergo a step-by-step process to maintain accuracy and efficiency.
  - First, all transactions are reviewed by the financial assistant at the SOFO window, who will verify that the group representative is a trained officer, make sure that the account is not frozen, and look over all the attached paperwork.
  - The paperwork then undergoes a second revision by one of the student supervisors, to double check that all of the information is correct and that the student groups are following all SOFO policies.
  - The information is entered into our accounting system by a financial assistant to proceed with the check making process, then reviewed again prior to printing.
  - Once checks have been printed, they are reviewed one final time to verify that the checks were all attributed to the right groups for the exact amounts.
Check Process – Distribution

- All checks must be picked up by either the trained president or treasurer of the group (unless the officer indicates a mailing address on the voucher – in this case, the check will be mailed by SOFO).
  - The designated payee on the check cannot pick up the check, as it is the officers’ responsibility to see the transaction through to the end.

- Due to the number of checks we process, we do not notify each group when their transactions have been completed. If you would like to check on the status of a transaction, feel free to call or email us.
Check Process – Voiding

- All checks are valid for up to 90 days from the date printed on the check.

- It is the officer’s responsibility to make sure that the designated party receives the check in a timely manner. If a check is not cashed within those 90 days or the check is lost, the officers will need to have the check voided and re-issued.
  - Checks that did not have a mailing address on the voucher and were not picked up will remain in the SOFO office. If the checks have not been picked up after 90 days, we will contact the current officers informing them of the situation.

- If the check needs to be cancelled or reissued after being printed, the student group will need to submit a Void Check Request.

- Once printed, the check is a legal commitment between the student group and the payee. If the payee (whether a business or individual) was paid in another manner or no longer requires payment, then SOFO will require a confirmation from the payee confirming that this is the case in order to void the check.
Void Check Requests

- In order to void (and reissue) a check, a trained officer must submit a Void Check Request to SOFO.
  - This applies both to checks that only need to be voided and to checks that need to be voided and reissued.
- The void check request must be submitted with the original check.
- If the original check was lost, the group will need to submit a $30 stop payment fee in the form of a transfer voucher made out to SOFO.

VOID CHECK REQUEST FORM
Student Organization Finance Office
Norris University Center
(847) 491-2328 • sofo@northwestern.edu

Organization Name: ____________________________________________

Account Number: 20000000

Instructions: Student organization officers should use this form to void a check issued from their account. To do so, you must present the original check; submit a request to have the check re-issued; or present written authorization from the payee to proceed with the void.

CHECK #: ______ CHECK DATE: ________ AMOUNT: ________

PAYEE NAME: ________________________ VOUCHER #: ________________________

REASON(S) FOR VOID (Please check all that apply):

☐ The check was not cashed within 90 days of being issued.
☐ The check was lost.
  Please explain the circumstance under which check was lost: ________________________

☐ The obligation has been paid by other means or canceled by the payee.
  Please explain: ________________________

☐ Other. Please explain: ________________________

Would you like the check reissued? ☐ Yes ☐ No
If No, please explain: ________________________

If you would like the re-issued check mailed please update the address below:

________________________________________________________________________

________________________________________________________________________

Considerations for voiding checks:
1. If the original check is not presented with this form, a Stop Payment fee* will be charged to the account that originated the check.
2. Voids due to SOFO error will be processed at no additional cost to the student group.
3. Voided checks must be re-issued if the payment obligation with the payee has not been met, canceled or forgiven.
   - An obligation is met when the check clears the bank.
   - An obligation is canceled when the original transaction is voided.
   - An obligation is forgiven when the payee no longer requires payment and notifies the student organization of this in writing—either by Northwestern University e-mail or by submission of a notarized letter of intention.

* The Stop Payment fee is currently $30.00, but subject to change without notice.

Student Officer Name & Title (Please print) ________________________ Signature ________________________ Date ________________________
Group Mailboxes

- All groups have a designated mailbox in the SOFO office in which copies of deposit slips and other documents from transactions that may have had issues are held.

- Officers have the responsibility to periodically check the group’s mailbox.
Account Reconciliation

- All groups must reconcile at the end of every quarter (including summer), even if no transactions were made.

- In order to reconcile the account, an authorized officer must present their ledger book to SOFO along with the completed Account Reconciliation Form.

- If an officer fails to reconcile at the end of the quarter, the account will be frozen.
Account Reconciliation

- **Account Reconciliation**: An accounting process that uses two sets of records to ensure figures are accurate and in agreement.

- An **audit trail** should be compared to the group’s ledger. Any questions, concerns, or errors should be immediately reported to SOFO or corrected by the treasurer on the account reconciliation.
Account Reconciliation

A. All account line item balances should be listed here.
   - From both the group’s ledger and the SOFO audit trail.

B. Transactions recorded in the organization’s ledger but not yet in the SOFO audit trail: should be identified here.

C. Posting errors on the audit trail: Any mistake made by SOFO should be identified here.

D. Total Account Balance: add or subtract the amounts listed in sections B and C from the SOFO column so that both totals (the ledger and audit trail) match
Frozen Accounts

- Accounts may be FROZEN for any of the following reasons:
  1. Either officer has not been trained or taken the quiz
  2. Failure to reconcile at the end of the quarter
  3. Either officer has not signed in
  4. Account or line item is in deficit
  5. Unreconciled Check Advance
  6. Unreconciled Debit Card
  7. Request from the advisor, sponsoring authority, or a Norris department
Frozen Accounts

- An account that is frozen for any reason cannot process any type of transaction until the officers have taken the necessary steps to unfreeze the account.

- No tax-exempt forms can be given out to any groups that are frozen.

- Checks that have already been made may be picked up by a trained group officer while the account is frozen.

- Any transactions submitted prior to freezing the account will still be processed if no lines are in deficit.
Deficit Spending

- Normally, if an account is in deficit, it will be frozen and no further transactions will be accepted until the deficit has been cleared.

- However, if the group is expecting funds to be transferred into the account they can be authorized for **deficit spending**.
  - The officers would need to present the NU Financials Journal-ID number of the expected transfer, which SOFO will use to check the status of the funds.
    - The office or department providing the funding should be able to provide the officers with this Journal-ID.
  - If an officer has submitted a deposit to the account and it has not yet posted to the audit trail, they should present a copy of the deposit slip (provided by the Cashier’s Office) to SOFO in order to authorize the use of those funds.
Account Maintenance Wrap-Up

Both officers should now be familiar with:

- SOFO Account Numbers
- Account Line Items
- NU Financials Chartstrings
- Ledger Books
- Voucher Books
- Audit Trails
- Check Process
- Check Distribution
- Void Check Requests
- Group Mailboxes
- Account Reconciliation
- Frozen Accounts
- Deficit Spending