

How to Pull docs

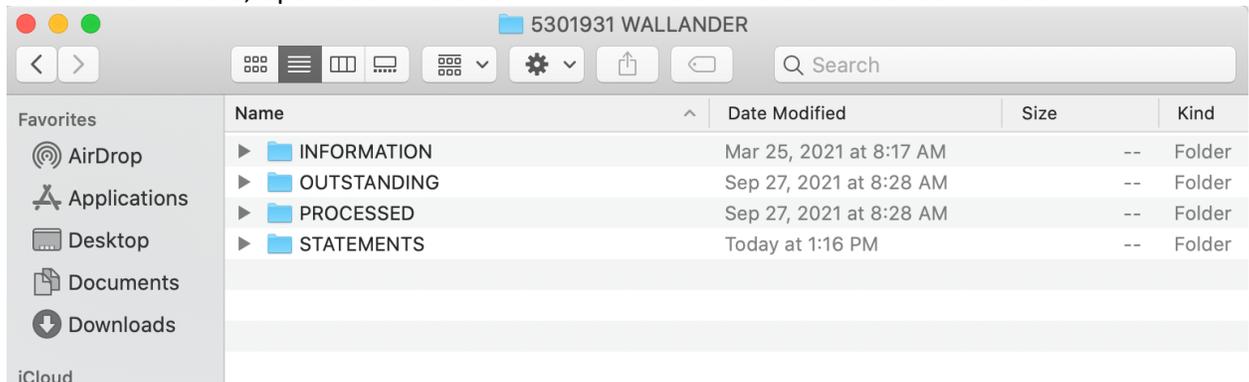
Pulling docs is the process of verifying that documents processed have cleared the account statement correctly. Pulling docs is done monthly following the reconciliation of accounts. Pull docs happens a months in arrears (ie. August docs are pulled in September, etc.). All docs should be pulled before each month ends.

Accounts for pull docs will be placed in the PULL DOCS folder on the N-drive for students to work on. Each student has a named folder for accounts assigned to their name.

The process:

It's recommend to have multiple N-drive folders windows open at the same time

1. Open the PDF account statement and find the Transactions page.
2. On the N-drive, find the corresponding accounts file under active accounts and open the folder. From there, open both the OUSTANDING folder and the PROCESSED folder



- a. Depending on what type of computer you are on (Mac or PC), you may need to open new windows so that you can have both outstanding and processed open at the same time
3. Looking at the transactions report, anything with a cleared date is ready to be “pulled”
 - a. Find the pdf of the document in the outstanding folder and open it
 - b. Verify that the document has the correct totals and object codes as what is listed on the account statement.
 - i. If all matches, great! Close the PDF and drag and drop the file from OUTSTANDING to PROCESSED
 - ii. If it doesn't match, look the document up in Kuali and research the “why” behind it (ie. Was there a correction/change after the doc was saved?)
 - iii. If you get stuck, ask a staff member for help!
 4. Repeat step 3 until all transactions listed with a cleared date have PDFs moved from the OUTSTANDING folder to the PROCESSED folder

5-301931 - TRANSACTIONS FOR 08/21

07-Sep-21

TITLE: Cultural Resource Management Project Support at the Naval Reactors Facility (NRF)

BUDGET END: 12/31/2021

RUN BY: acopp14

| OBJECT | ENTERED | CLEARED | BUDGET | EXPENSE | INDIRECT | VENDOR/PERSON | DOC# | DOC DATE | ID | NOTES |
|------------------------|-----------|---------|---------------|--------------------|------------------|--------------------------|----------|------------|----|--------------------|
| <i>SUPPLIES</i> | | | | | | | | | | |
| 6201 SUPPLIES | 8/30/2021 | 08/21 | | \$-16.14 | \$-5.49 | RAMTECH | PR34182 | 08/27/2021 | | SHERMAN - PATRI... |
| | | | \$0.00 | \$-16.14 | \$-5.49 | | | | | |
| <i>SERVICES</i> | | | | | | | | | | |
| 6777 EFFORT ALL | 8/31/2021 | 08/21 | | \$-388.92 | \$-132.23 | WALLACE,ALE... | 26009531 | 07/31/2021 | | 7/21 SALARY |
| | | | \$0.00 | \$-388.92 | \$-132.23 | | | | | |
| 08/21 TOTALS: | | | \$0.00 | \$-405.06 | \$-137.72 | DC+IC=\$-542.78 | | | | |
| <i>DOMESTIC TRAVEL</i> | | | | | | | | | | |
| 6050 TRAV ENC | 7/30/2021 | | | \$-573.25 | \$-194.91 | WALLANDER | T136911 | 07/29/2021 | | 8/30/21 - IDAHO... |
| 6050 TRAV ENC | 8/9/2021 | | | \$-1,197.50 | \$-407.15 | SHERMAN | T137363 | 08/06/2021 | | 8/30/21 - IDAHO... |
| 6050 TRAV ENC | 8/31/2021 | | | \$-534.50 | \$-181.73 | NEIDHARDT | T138391 | 08/30/2021 | | 8/30/21 - IDAHO... |
| | | | \$0.00 | \$-2,305.25 | \$-783.79 | | | | | |
| 6081 OUTSTEMP | 8/9/2021 | | | \$-500.00 | \$-170.00 | TRANS SERV | 25880717 | 08/09/2021 | | SHERMAN - SEDAN... |
| | | | \$0.00 | \$-500.00 | \$-170.00 | | | | | |
| TOTALS: | | | \$0.00 | \$-2,805.25 | \$-953.79 | DC+IC=\$-3,759.04 | | | | |

PROJECT TOTALS:

| | |
|---------------------------|--------------------|
| DIRECT BUDGETED: | \$195,110.52 |
| INDIRECT BUDGETED: | \$66,337.51 |
| DIRECT EXPENSES: | \$-158,320.03 |
| INDIRECT EXPENSES: | \$-53,828.80 |
| BALANCE | \$49,299.20 |
| TOTAL OUTSTANDING: | \$-3,759.04 |

5. Anything that does not have a cleared date should remain in the OUSTANDING folder
6. Once all docs are moved, move the account statement into the folder labeled STATEMENTS
7. Finally, clean up the OUSTANDING folder
 - a. Sometimes docs get missed. Any PDFs with an old date, look up in Kuali and figure out if they have cleared or not.
 - b. A doc is considered "old" if its greater than 60 days old
 - c. Move any cleared doc to processed
 - d. delete any docs that show disapproved status. I
 - e. Keep docs in outstanding if still routing or pending
8. Once the account is finished, close the files and move on to the next account.