

BUSINESS PROCESS GUIDE FOR FASTRAK VEHICLE CHARGES

Overview:

Financial Services maintains a FasTrak account for University vehicle bridge tolls. Each department that owns vehicles must provide a chartfield for each of its vehicles that will cross a bridge that uses the FasTrak system to charge tolls. The monthly FasTrak statements are retrieved over the internet. Financial Services records the charges by means of a Journal Reclass to the chartfields authorized by the vehicle owners.

If a department has loaned its vehicle to another department, which subsequently crossed a toll bridge, the charge can be reclassified with the Journal Reclass process to the borrowing department's chartfield at a later date.

Annually, at the start of each new Fiscal Year, the Property Program Coordinator will re-new the authorizations to charge the various chartfields being used for the Journal Reclasses. This will be obtained through use of an email and reply by the Authorized signor of a particular chartfield which will be valid for that fiscal year.

The FasTrak system is not to be used for any purpose other than bridge tolls, other functionalities of the system (such as paid travel in express lanes and parking) are not authorized uses of the University account.

Process Summary:

The FasTrak system charges a Financial Services ProCard for prepaid bridge tolls. The prepaid toll charges are coded to 107090 SO500 (no department) FSTK through Accounts Payable. The Property Program Coordinator (Mark) gives the GAU Accountant (Leilani) copies of the ProCard documents showing the prepaid toll amounts.

**Sonoma State University
US Bank ProCard**

Business Unit: SOCMP		Account Name: MARK HARLIN 707/664-2768 #00007397						Invoice Number: PC04190009	
Origin: USB								Invoice Date: April 09, 2019	
								Total Amount: \$ 35.00	

Tran Dt	Supplier	St	Line Amt	Description	Fund	Dept	Reference	Pur Cat	Upd By	Upd Dt	Disp
				Distrib Ln# BU/GL Acct			Prgm Class Proj	Amount			
1	04/01/19	FASTRAK CSC	CA	35.00 124243 TOLLS AND BRIDGE FEES						85000018044	04/09/19
				124243							
				1 SOCMP 107090 SO500			FSTK	35.00			
							Total Distribution	35.00			



Account #51379935

TRANSACTION VIEW

Generated 4/9/2019 14:14

POSTED DATE	TRANSACTION DATE	TRANSACTION TIME	TOLL TAG # / PLATE #	EXIT PLAZA	EXIT LANE	ENTRY DATE/TIME	ENTRY PLAZA	ENTRY LANE	DEBIT (-)	CREDIT (+)	BALANCE
04/08/2019	04/07/2019	04:27:19 PM	01460460164	Golden Gate Bridge	04	-	-	-	\$7.00		\$26.75
04/04/2019	04/02/2019	10:53:04 PM	1303836-CA	Richmond	02	-	-	-	\$6.00		\$33.75
04/03/2019	03/30/2019	04:12:14 PM	1233705-CA	Richmond	01	-	-	-	\$6.00		\$39.75
04/02/2019	03/29/2019	07:24:59 PM	01456990582	Richmond	02	-	-	-	\$6.00		\$45.75
03/30/2019	03/30/2019	06:26:10 AM	-	Payments	-	-	-	-		\$35.00	\$51.75



Accounting & Financial Reporting

The Property Program Coordinator prepares a Journal Reclass to record bridge toll expenses based on the FasTrak Account Summary Statement on a monthly basis. Each University vehicle has an assigned chartfield. Authorization to charge the specific chartfields are approved by appropriate signors for the fiscal year and updated annually.



FasTrak Customer Service Center
 PO Box 26926
 San Francisco, CA 94126
 www.bayareafastrak.org
 1-877-BAY-TOLL (1-877-229-8655)
 Fax 1-415-974-6356
 TDD/TTY 1-415-486-2492



0000981-0002894 PDF# 001 ----- 784623 STM
 MARK HARLIN
 SONOMA STATE UNIVERSITY
 1801 E COTATI AVE
 ROHNERT PARK CA 94928-3609

Statement Date:	04/11/2019
Account Number:	51379935
Statement Period:	03/10/19-04/09/19
Replenishment Method:	VISA
Replenishment Amount:	\$35.00

Account Summary


Please review your statement promptly. Toll and other charges not questioned within 30 days will be deemed valid.

Posting Date	Transaction Date	Tag/Plate Transaction	Agency	Entry Plaza	Entry Time	Entry Lane	Exit Plaza	Exit Lane	Beginning Balance	Tolls/Charges	Credits	Ending Balance
		Beginning Balance							\$55.75			
03/13/19	03/12/19	01456990596	GGBD	GGB	18:33	02				\$7.00		\$48.75
03/13/19	03/12/19	01456990597	GGBD	GGB	18:40	04				\$7.00		\$41.75
03/13/19	03/13/19	01456990587	CALT	BEN	16:56	12				\$6.00		\$35.75
03/23/19	03/22/19	01456990597	CALT	RSR	22:27	03				\$6.00		\$29.75
03/25/19	03/22/19	CA1233705	GGBD	GGB	09:11	04				\$7.00		\$22.75
03/30/19	03/28/19	01456990582	CALT	RSR	18:44	02				\$6.00		\$16.75
03/30/19	03/30/19	Payments									\$35.00	\$51.75
04/02/19	03/29/19	01456990582	CALT	RSR	19:24	02				\$6.00		\$45.75
04/03/19	03/30/19	CA1233705	CALT	RSR	16:12	01				\$6.00		\$39.75
04/04/19	04/02/19	CA1303836	CALT	RSR	22:53	02				\$6.00		\$33.75
04/08/19	04/07/19	01460460164	GGBD	GGB	16:27	04				\$7.00		\$26.75

Plaza Descriptions:

GGB - Golden Gate Bridge BEN - Benicia-Martinez Bridge
 RSR - Richmond-San Rafael Bridge

PREPAID TOLL BALANCE	
Beginning Balance	\$55.75
Tolls/Charges	-\$64.00
Credits	+\$35.00
Ending Balance	\$26.75
TAG SUMMARY	
Tag Deposit	\$400.00



CFS Journal Reclass Form
 Email: Journal.Reclass@sonoma.edu
 Date Prepared: 04/17/2019 Prepared by:
 File: Copy of April 2019 bridge toll reclass.xls

For Accounting use only

Mark Harlin

Approved by: _____ JE# _____

Dept Name/No. **Financial Services**

Extension **4-2768**

Justification **April 2019 bridge toll statement**

Revised: 7/23/18

Business Unit	SOCMP	Source	DEP
Journal ID	NEXT	Reversal Code	
Accounting Date	04/16/2019	Reversal Date	Journal Reference
Ledger	ACTUALS	Journal Description	APRIL 20

Control Total	0.00
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Line	Bus Unit	Acct	Fund	Dept	Prgm	Proj / Grant	Class	Stat Code	Stat Amt	Monetary Amount	Line Description
1	SOCMP	107090	SO500		FSTK					(64.00)	April bridge toll statement
2	SOCMP	606001	RCC01	1361	FSTK					7.00	3/12 GGB
3	SOCMP	606001	RCC01	1361	FSTK					7.00	3/12 GGB
4	SOCMP	606001	SO500	3085	FSTK					6.00	3/13 BEN
5	SOCMP	606001	RCC01	1361	FSTK					6.00	3/22 RSR
6	SOCMP	606001	RQ017	2050	FSTK					7.00	3/22 GGB
7	SOCMP	606001	RQ017	2050	FSTK					6.00	3/28 RSR
8	SOCMP	606001	RQ017	2050	FSTK					6.00	3/29 RSR
9	SOCMP	606001	RQ017	2050	FSTK					6.00	3/30 RSR
10	SOCMP	606001	SO500	3085	FSTK					6.00	4/2 RSR
11	SOCMP	606001	SO500	3085	FSTK					7.00	4/7 GGB
12	SOCMP	101100	SO500							64.00	Cash
13	SOCMP	101100	RCC01							(7.00)	Cash
14	SOCMP	101100	RCC01							(7.00)	Cash
15	SOCMP	101100	SO500							(6.00)	Cash
16	SOCMP	101100	RCC01							(6.00)	Cash
17	SOCMP	101100	RQ017							(7.00)	Cash
18	SOCMP	101100	RQ017							(6.00)	Cash
19	SOCMP	101100	RQ017							(6.00)	Cash
20	SOCMP	101100	RQ017							(6.00)	Cash
21	SOCMP	101100	SO500							(6.00)	Cash
22	SOCMP	101100	SO500							(7.00)	Cash

Ledger Reconciliation:

The FasTrak statement is compared and reconciled to the journal lines for the chartfield 107090 SO500 FSTK on a monthly basis by the GAU Accountant.

FASTRAK ACCOUNT RECONCILIATION		
As of 3/31/19		
Reconciliation of :	FasTrak - Prepaid Cost Recovery FasTrak	
	Chartfield: 107090 - SO500 - FSTK	
FasTrak Statement Balance		\$ 455.75
FasTrak Statement		
Statement Tag Deposit	400.00	
Plus Prepaid Toll Balance Ending Balance	55.75	
Total FasTrak Statement		455.75
Chartfield Running Balance		
Balance (see attached detail)	455.75	
Difference to Reconcile, Reclassify, or Correct		-
Reconciling Item(s)		
	-	
	-	
	-	
	-	
Total of Reconciling Items		-
Unreconciled Balance (Should be Zero)		\$ -
ADDITIONAL EXPLANATORY NOTES:		
Compare FasTrak Statement to Chartfield running balance		
FasTrak initiates AP transactions to ProCard then Mark prints AP report		
Prepared by:		Date prepared: 04/17/19
Reviewed By:		Date reviewed:



Accounting & Financial Reporting



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 1-877-BAY-TOLL (1-877-229-8655)
 Fax 1-415-974-6356
 TDD/TTY 1-415-486-2492



0000618-0001729 P0PT 001 ----- 776293 STM
 MARK HARLIN
 SONOMA STATE UNIVERSITY
 1801 E COTATI AVE
 ROHNERT PARK CA 94928-3609

Statement Date:	03/12/2019
Account Number:	51379935
Statement Period:	02/10/19-03/09/19
Replenishment Method:	VISA
Replenishment Amount:	\$70.00

Account Summary

Please review your statement promptly. Toll and other charges not questioned within 30 days will be deemed valid.

Posting Date	Transaction Date	Tag/Plate Transaction	Agency	Entry Plaza	Entry Time	Entry Lane	Exit Plaza	Exit Lane	Beginning Balance	Tolls/Charges	Credits	Ending Balance
		Beginning Balance							\$72.75			
02/11/19	02/09/19	01456990596	GGBD	GGB	09:35	02				\$7.00		\$65.75
02/11/19	02/10/19	01456990587	GGBD	GGB	13:14	02				\$7.00		\$58.75
02/13/19	02/12/19	01456990596	CALT	RSR	23:10	02				\$6.00		\$52.75
02/13/19	02/12/19	01456990597	CALT	RSR	23:10	01				\$6.00		\$46.75
02/14/19	02/14/19	01456990585	GGBD	GGB	07:53	02				\$5.00		\$41.75
02/14/19	02/14/19	01456990586	GGBD	GGB	08:01	01				\$7.00		\$34.75
02/15/19	02/15/19	Payments									\$70.00	\$104.75
02/21/19	02/21/19	01456990596	CALT	RSR	05:01	02				\$6.00		\$98.75
02/25/19	02/25/19	01456990596	CALT	RSR	00:35	02				\$6.00		\$92.75
02/26/19	02/23/19	CA1449571	GGBD	GGB	14:02	02				\$7.00		\$85.75
02/26/19	02/24/19	CA425163	CALT	RSR	19:39	03				\$6.00		\$79.75
02/27/19	02/27/19	01456990597	GGBD	GGB	17:07	02				\$5.00		\$74.75
03/02/19	03/01/19	01456990597	CALT	RSR	21:43	02				\$6.00		\$68.75
03/04/19	03/02/19	CA425163	GGBD	GGB	10:25	02				\$7.00		\$61.75
03/08/19	03/07/19	01456990596	CALT	RSR	23:24	02				\$6.00		\$55.75

Plaza Descriptions:

GGB - Golden Gate Bridge

RSR - Richmond-San Rafael Bridge

PREPAID TOLL BALANCE	
Beginning Balance	\$72.75
Tolls/Charges	-\$87.00
Credits	+\$70.00
Ending Balance	\$55.75
TAG SUMMARY	
Tag Deposit	\$400.00



Accounting & Financial Reporting

104	AP01291509	7/9/2018	107090	SO500	FSTK	80.00	AP Voucher Accruals	AP Invoices	
105	0001286774	7/16/2018	107090	SO500	FSTK	(5.00)	July bridge toll statement	July bridge toll statement	
106	0001302017	8/16/2018	107090	SO500	FSTK	(10.00)	August bridge toll statement	August bridge toll statement	
107	0001317521	9/17/2018	107090	SO500	FSTK	(19.00)	SEPT bridge toll statement	SEPT bridge toll statement	
108	AP01338971	10/9/2018	107090	SO500	FSTK	25.00	AP Voucher Accruals	AP Invoices	
109	0001337694	10/22/2018	107090	SO500	FSTK	(97.00)	OCT bridge toll statement	October toll statement	
110	AP01354671	11/7/2018	107090	SO500	FSTK	75.00	AP Voucher Accruals	AP Invoices	
111	0001351919	11/29/2018	107090	SO500	FSTK	(85.00)	November bridge tolls	NOVEMBER BRIDGE TOLL STATEMENT	
112	AP01366751	12/7/2018	107090	SO500	FSTK	75.00	AP Voucher Accruals	AP Invoices	
113	0001362181	12/17/2018	107090	SO500	FSTK	(37.75)	December bridge tolls	DECEMBER BRIDGE TOLL STATEMENT	
114	AP01380437	1/8/2019	107090	SO500	FSTK	70.00	AP Voucher Accruals	AP Invoices	
115	0001373658	1/16/2019	107090	SO500	FSTK	(10.00)	January bridge toll statement	January bridge toll statement	
116	0001389125	2/14/2019	107090	SO500	FSTK	(12.00)	February bridge toll statement	February bridge toll statement	
117	AP01410685	3/7/2019	107090	SO500	FSTK	70.00	AP Voucher Accruals	AP Invoices	
118	0001404435	3/15/2019	107090	SO500	FSTK	(87.00)	March 2019 toll statement	March 2019 bridge toll stateme	
119									
120						455.75	TOTAL		
121									