Division of Student Affairs
Financial Review and Analysis Procedures

This document outlines the process for review and analysis of budgets and financial transactions within the Division of Student Affairs. The process should be conducted by identified individuals in each department, as outlined below, to ensure reasonableness and accuracy of financial transactions recorded in the University's financial system. Any exceptions to the requirements of these procedures must be submitted in writing and approved by the Chief Business Officer of the Division of Student Affairs.

Generally speaking, the process contains three main mechanisms:
1. Transaction level review and approval
2. Routine monitoring of financial transactions, and
3. A monthly review of the budget status using generated reports or corresponding data analysis from the financial system of record.

Outlined below are the activities to be performed at each level of responsibility within the PeopleSoft system. Some employees have multiple roles and/or overlapping responsibilities for certain accounts. These employees should discuss with their supervisor exactly which person will perform the processes for each account within the department.

Administrative Staff/Initiator, Business manager/Approver and Director/Leadership Team member
Daily
- All initiators and approvers have the responsibility for **each and every transaction** to ensure:
  - transaction occurred and represents official University business activities,
  - transaction complies with applicable policies,
    - If you are unsure and need additional information, use the "Hold" function and include a comment. Continue processing after you receive the necessary information
    - If your approval requires additional information that clarifies your approval, please add a comment so future approvers know what you considered in approving the transaction.
  - amounts agree to source documentation and documentation is attached to the transaction as appropriate,
    - this includes ensuring that all necessary documentation is readable and included (if missing documentation, use the "deny" feature to send the transaction back to the initiator)
    - All items which involve a logo must have the signed logo approval form attached before submitting it to an approver and/or before a reviewer approves the transaction
  - correct chart fields are used and reflect the fund source/use for the transaction,
  - adequate funds are available for transaction, and
    - To determine whether or not there are adequate funds, use the following:
      - Chartstring Budget Detail Report in UGA Budget management OR
      - The query UGA_KK_DEPT_EXP_REV_BALS_ACCT in UGA Financial Management shows both expense and revenue budgets
      - The query UGA_KK_BUDGET_BALANCE in UGA financial Management shows expense budgets only
      - Budget Status Report, Monthly Status Report or Budget Status Cube in the Data Warehouse
  - transaction is reflected in the appropriate fiscal year.
- As approvers identify errors or omissions, work with initiators to make adjustments/corrections prior to approving the transaction

Periodically, as needed or assigned
- Complete online or other training sessions related to these roles.

Additional responsibilities for Business Manager roles
Daily
- Perform a daily review of budget checking errors.
    - This can be done by creating a "favorite" query and running it for each department for which the business manager has responsibility
    - UGA_KKE_BUDGET_CK_ERRORS
        - Will provide you with error status on all transaction types other than purchase orders
        - Will return the transaction ID (voucher, Journal, or expense report), the budget exception type and other core data elements
        - Then, you can view the transaction with the following navigation:
            - Expense Reports: Main Menu > Travel and Expenses > Expense Report > View
            - Budget Journals: Main Menu> Commitment Control> Budget Journals> Enter Budget Journals > Find an Existing Value. After selecting the Journal you'd like to view, from the Budget Lines tab, Find the "Approval Header Status" link (upper right hand side) and click it to view the Approval Chain.
            - Budget Transfers: Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer > Find an Existing Value. After selecting the Transfer you'd like to view, from the Budget Lines tab, Find the "Approval Header Status" link (upper right hand side) and click it to view the Approval Chain.
            - GL Journals: Main Menu > Journals > Journal Entry > Create/Update Journal Entries > Find an Existing Value. After selecting the Journal you'd like to view, from the Approval Tab you can view the Approval Status and Chain.
            - Vouchers: Main Menu > Accounts Payable >Review Accounts Payable Info > Vouchers > Document Status > Find an Existing Value. After selecting the Voucher Document you'd like to view, you'll see the Voucher Document Status Screen for the Voucher status. By selecting the DOC ID field, you can also view the payment status.
- Perform a daily review for rejected transactions
- Perform necessary adjustments or corrections of omissions, errors, or unusual items as soon as possible, no later than the following month end (or by June 30th if discovered in June)

Weekly
- Review pending transactions (via the pending reports function in the business management workcenter Reports and Queries tab) within the system to determine if there is a problem with the transaction that needs to be corrected
- Ensure P-Card holders and approvers are signing off on the transactions within Works

Monthly
- Ensure all budget errors are resolved prior to month end and year end close
    - Failure to do so will result in the transaction being deleted and the transaction must be reentered in the next accounting period (the next month/fiscal year).
- Budget status review
    - To perform this review, Business Managers can use the budget status report (BSR), monthly status report or a similar report from the University's reporting tools which reflects the amended budget, encumbrances, and actual transactions posted to the University's financial system.
        - Perform an overall budget to actuals review of revenues and expenditures to identify overdrafts and unexpected budget balances. Determine corrective action and take action accordingly, which may include budget transfers, JV's, etc.

- Identify and document causes for unexplained variances between budgets to actuals based on expectations and known factors.
  - o Once performed, the unit's business manager should turn in their monthly review packet and all necessary supporting documentation and explanations to their unit's Director/Leadership Team member.
    - The budget status review packet must have dated signatures from both the department director and business manager on the monthly review checklist/cover sheet.
- Ensure Department Director has completed, reviewed and signed the budget status review prior to month end for the previous month.
  - o Business manager must sign the coversheet also
  - o Maintain this paperwork for the department

Responsibility for Creating and Maintaining Monthly Budget Review Documentation	
OVPSA/CDT/LS/Staff Dev	Brandie Pentecost
Development	Brandie Pentecost
ISL	Tricia Clark
LGBT RC	Tricia Clark
MSP	Tricia Clark
Student Transitions	Tricia Clark
OSC	Tricia Clark
GLO	Tricia Clark
Recreational Sports	Marion Spearman
Tate Business Office/ODOS/ELS	Hailey Normandia
SVRC/SCO	Hailey Normandia
DRC	Sarah Kesler
UTS	Sarah Kesler
UHC	Jen Swails
University Housing	Kristy Walker

Additional responsibilities for Director/Leadership Team member
Weekly
- Perform a weekly review of all charges that hit accounts within department to assess the reasonableness and accuracy of financial transactions
  - o Reasonableness review should include:
    - Do transactions appear reasonable, including transactions originating from other departments?
    - Are the transactions expected for the given fund or department or other chart string element?
    - Do transactions appear to be appropriate for the chart string used?
  - o Please note for the larger operating departments, including Department of Recreational Sports, the Tate Business Office, University Housing and University Health Center, the Directors may delegate this responsibility to their primary Business Manager, if they so desire. Leadership Team member/Director still remains responsible to oversee that this weekly review is taking place.

Monthly Budget Status Review
- Once performed by the department's business manager, the department director should review the monthly reconciliation packet and all necessary supporting documentation and explanations, which have been created by the business manager.

- o The monthly review packet must have dated signatures from both the department director and business manager on the monthly review checklist/cover sheet.
  - o It is highly encouraged that units create an electronic review packet, with electronic signatures (dated) evidencing monthly review.
- Reporting Tools Available to Assist with Monthly Review

Name	Type	Platform	Timing	Why use?	Access
UGA_KK_DEPT_EXP_REV_BAL or UGA_KK_DEPT_BUDGET_BALANCE	Query	Financial Management	Real time budget checked transactions	Provides a basic view of budget-related balances	Training Library Topic: Viewing Budget Balances
Budget Status Report	Report	Data Warehouse	Prior day budget checked transactions	Presents budgets and balances by a single department	Training Library Topic: Running the Budget Status Report (BSR)
Budget Status Cube	Pivot Table	Data Warehouse	Prior day budget checked transactions	Presents budgets and budget balances in an Excel format with full pivot table functionality. Includes transaction details.	Training Library Topics: Data Warehouse Data Warehouse Links: How to use a Cube
Business Management WorkCenter Queries	Query	Financial Management	Transactions in various stages of entry and approval	Real time views of pre and post budget checked transactions and their current status	Training Library Topics: Introducing the Business Management Workcenter
Budget Overview Inquiry Screen	Inquiry Page	Financial Management	Real time budget checked transactions	Searchable inquiry page that allows users to enter criteria	Training Library Topic: Using the Budget Overview Tool
Quarterly Amendment Review	Report	Budget Management	Prior day budget checked transactions	Presents budget and budget balances for entire departmental hierarchies.	Training Library Topic: Running the Quarterly Amendment Review Report

Appendix: How to Determine Where Budget Checking Errors Exist and Resolving Budget Check Errors

Determine Where Budget Checking Errors Exist

UGA Financial Management System query UGA_KKE_BUDGET_CK_ERRORS was developed to identify budget checking errors by chartstring on budget journals, budget transfers, general ledger journal entries, travel expense reports and accounts payable vouchers. As more transactions are processed, other types of budget checking errors may be revealed.

This query reflects the following fields at the time the query was run. Please keep in mind that as transactions are processed, new budget checking errors may occur after this query was last run. Budget checking occurs in real-time and this query can be used multiple times during the day to pick up those real-time budget checking errors as needed.

Transaction Date – the query is sorted by this field from oldest budget checking error to the newest

Ledger Group – the commitment control ledger related to the budget checking error. Ledger groups are:

- DEPT_PRNT - parent budget for non-project/grant related expenditures
- DEPT_CHILD - child budget for non-project/grant related expenditures
- DEPT_REV - revenue budget for non-project/grant related revenues
- PROJ_PRNT - parent budget for project/grant related expenditures
- PROJ_CHILD - child budget for project/grant related expenditures
  Transaction Type – identifies the type of document with a budget checking error. Transaction types are:
- GL_JOURNAL - general ledger journal entry
- GL_BD_JRNL - commitment control budget journal or budget transfer
- EX_EXSHEET - travel expenditure report
- AP_VOUCHER - accounts payable voucher

Exception Type – budget checking error number

Budget Exception – description of the budget checking error number. Examples are:

- *No Budget Exists*: no budget exists for the ledger group and chartstring listed (you have not set a budget yet)
- *Spending Authority Over Budget*: generally seen when the spend or revenue transaction will change the budget. For example, an expenditure credit, when no actual expenditure exists on the chartstring to offset the credit, will cause an error with the budget balance. Budget=$100, Actual Expenditures=$20, Expense credit=-$50, would create a Budget Balance=$130, which is over the initial budget of $100.
- *Exceeds Budget Tolerance*: transaction exceeds the amount budgeted for the ledger group and chartstring (you are trying to spend more than you have budgeted)

Voucher - voucher ID with the budget checking error

Voucher Line Number – line number on the voucher with the budget checking error

Voucher Distrib Line – distribution line number on the voucher with the budget checking error

Journal ID – the general ledger journal entry number, commitment control budget journal number, or commitment control budget transfer number with the budget checking error. See the ledger group to determine if the journal ID is a general ledger journal or commitment control budget journal or budget transfer.

Journal Line Number – line number on the journal with the budget checking error

Expense Report – expense report number with budget checking error

Line Number – expense report line number with budget checking error

Bud Ref – budget reference chartfield

Fund – fund code chartfield

Program – program code chartfield

Class – class chartfield
Dept – department chartfield
PC Bus Unit – project costing business unit chartfield Project – project chartfield
Activity – activity ID chartfield
Oper Unit – operating unit chartfield
ChartField 1 – chartfield 1 chartfield
Account – account chartfield

Resolving Budget Checking Errors
Incorrect Chartstring on Entry**:** These transactions are budget checked and cannot be submitted with errors. View the transaction (expense report, journal entry, budget transfer, etc.) with the budget checking error and determine if the correct chartstring was used on the transaction.
GL Journal: If an incorrect chartstring is used on a general ledger journal entry, the initiator will receive an error and can correct the chartstring on the journal before submitting. Journal entries must be successfully budget checked before they can be submitted for workflow approval.
AP Journal Voucher**:** If an incorrect chartstring is used on an accounts payable journal voucher, the initiator will receive an error and can correct the chartstring. Journal vouchers must be successfully budget checked before they can be submitted for workflow approval.
Incorrect Chartstring**:** View the transaction (expense report, journal entry, budget transfer, etc.) with the budget checking error and determine if the correct chartstring was used on the transaction.
Budget Journal/Transfer**:** If an incorrect chartstring was used on a budget journal or budget transfer, the initiator should correct the chartstring on the budget journal or budget transfer. The initiator of a budget journal or budget transfer should always process a budget pre-check prior to submitting the journal for approval and resolve budget checking errors. If the budget journal or transfer has already been submitted for workflow approval, the approver should deny the journal with comments for the initiator to correct the chartstring.
Payment Request: If an incorrect chartstring was used on a payment request, the chartstring should be corrected on the payment request if it has not reached the voucher stage. If the payment request has reached the voucher stage and has been approved by UGA Central AP, the chartstring can only be corrected by UGA Central AP. Units should notify UGA Central AP of the correct chartstring. The voucher will be re-budget checked when the batch budget checking process runs.
Expense Report**:** If an incorrect chartstring was used on an expense report, the initiator should correct the chartstring. If the expense report is submitted for workflow approval and a budget checking error is identified, the approver should push back the expense report to the initiator so the chartstring can be corrected. If the expense report has received all the necessary approvals, including UGA Central AP Travel approval, the chartstring can only be corrected by UGA Central AP Travel. The correct chartstring should be given to UGA Central AP Travel so the expense report can be corrected. The expense report will be re-budget checked when the batch budget checking process runs. The Query *UGA_TE_DEPARTMENT_REPORT* provides current expense report details. Errors appear in the Budget Status column.