

Useful Reports for Year-End Budget Review



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Objectives

- 1 Identify useful reports for year end budget review.
- 2 Determine the appropriate resources needed to resolve common budget check errors.
- 3 Explain how to clean up your personal services charges for year-end.
- 4 Identify additional resources for assistance during the year-end budget review process.

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Reports to Review at Year-End

Useful Reports for Year-End Budget Review



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Useful Reports in UGA Budget Management

Department Tree

- To review the structure and identify which departments are control and which are transaction.
- Ex: Depending on the departmental structure, it is possible to overspend someone else's department or have another department overspend yours.

Quarterly Amendment Review

- The 1% funds are required to be within balance on a quarterly basis, though it may be more manageable to review more frequently rather than waiting until the end of the quarter.
- Best practice would be to run this at least *monthly*.

Budgetary Detail Report (Benefits Excluded)

- Run to check the status of budgetary balances and expenditures.

YTD Expenses Budget vs Actuals

- This is a useful report to check the status of individual departments at a high level.

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Useful Reports in the Data Warehouse

Budget Status Version 2.0 (Tableau report)	<ul style="list-style-type: none">• Useful for high level review of budgets.• Great tool for providing reports to management (department heads, directors, etc)
Project Status Report (Tableau)	<ul style="list-style-type: none">• Review of budget and transaction details for projects.
Budget Status Cube	<ul style="list-style-type: none">• Allows customization of the data to suit the needs of individual units. Transaction and budget detail.
Project Status Cube	<ul style="list-style-type: none">• Allows customization of the data to suit the needs of individual units. Transaction and budget detail.
Position Funding Cube	<ul style="list-style-type: none">• Payroll detail information for employees.• Allows customization of the data to suit the needs of individual units.

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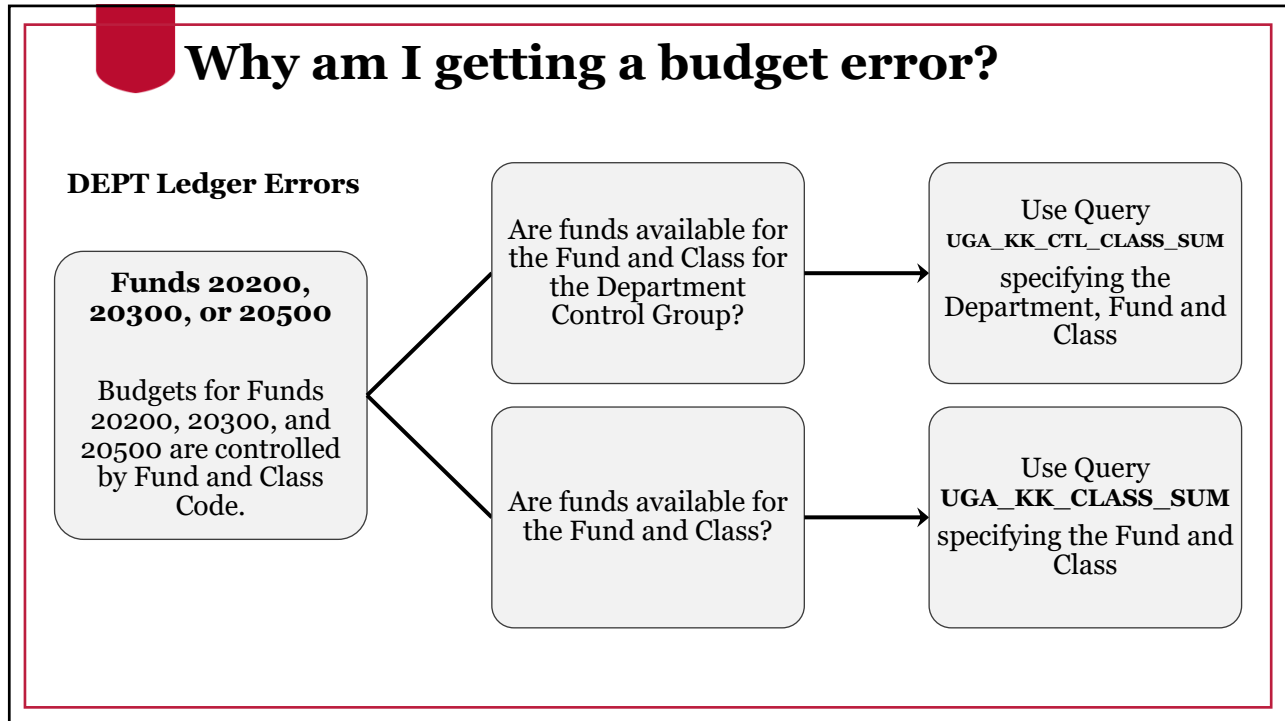
Resolving Budget Checking Errors

Useful Reports for Year-End Budget Review

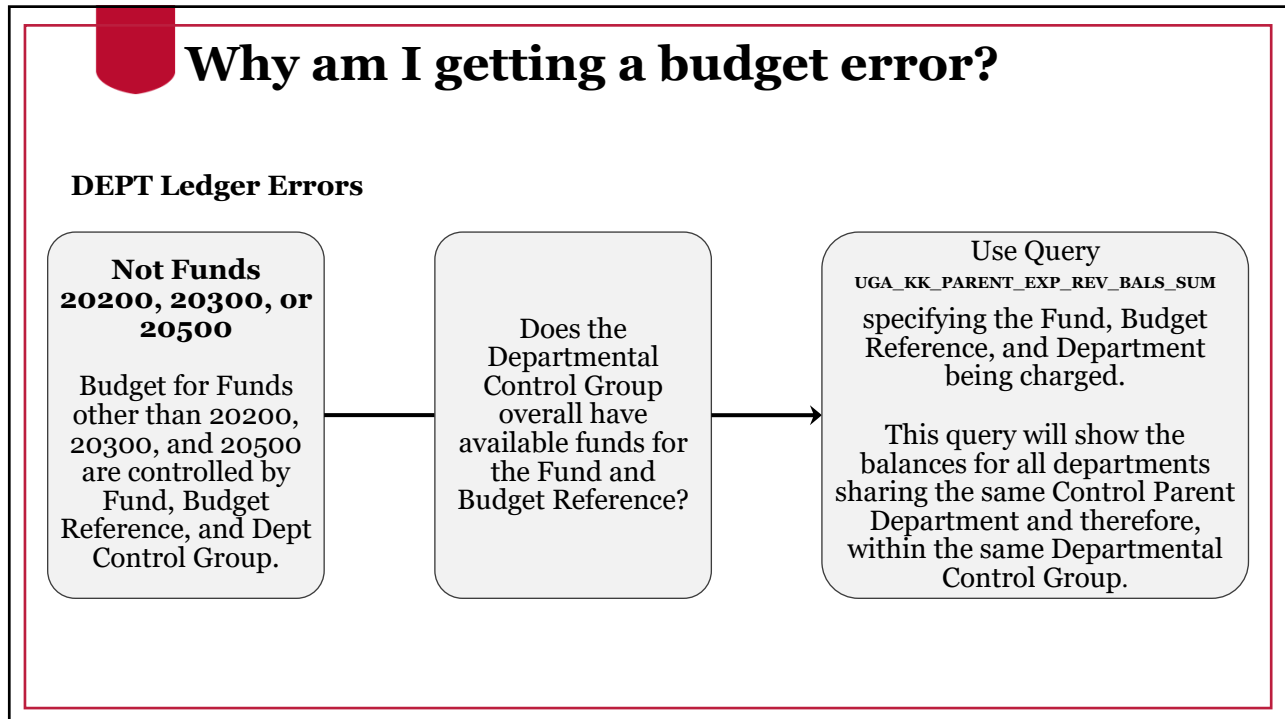


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Why am I getting a budget error?

BUDGET JOURNALS/TRANSFERS – REDUCTION SIDE

DEPT Ledger Errors

You can NOT reduce Available Budget below \$0 for a given full chartstring.

UGA_KK_DEPT_EXP_REV_BALS_SUM

Dept	Department Des	Budget	Fund	Progra	Class	Oper Unit	ChartField 1	Account	Account Description	Expenditure B	Encumbranc	Expenditur	Budget Balance
15111111	Example Dept	2019	12230	23100	42100			641120	Travel-Employee-Air Travel	150.00	-	-	150.00
15111111	Example Dept	2019	12230	23100	42100	ATH	15TRAVEL	641120	Travel-Employee-Air Travel	2,800.00	-	2,785.00	15.00
15111111	Example Dept	2019	12230	23100	42100			641130	Travel-Employee-Meals	1,365.00	-	-	1,365.00
15111111	Example Dept	2019	12230	23100	42100	ATH	15TRAVEL	641130	Travel-Employee-Meals	-	-	1,372.00	(1,372.00)
15111111	Example Dept	2019	12230	23100	42100			727118	Other Services	10,500.00	-	-	10,500.00
15111111	Example Dept	2019	12230	23100	42100	ATH	15ADVISORY	727118	Other Services	-	-	10,300.00	(10,300.00)
15111111		2019	12230						TOTALS	14,815.00	-	14,457.00	358.00

GL JOURNAL (ACTUALS)										
Dept	Department Des	Budget	Fund	Progra	Class	Oper Unit	ChartField 1	Account	Account Description	Amount
15111111	Example Dept	2019	12230	23100	42100	ATH	15TRAVEL	641120	Travel-Employee-Air Travel	(100.00)

OKAY

BUDGET JOURNAL										
Dept	Department Des	Budget	Fund	Progra	Class	Oper Unit	ChartField 1	Account	Account Description	Amount
15111111	Example Dept	2019	12230	23100	42100	ATH	15TRAVEL	641120	Travel-Employee-Air Travel	(100.00)

ERROR

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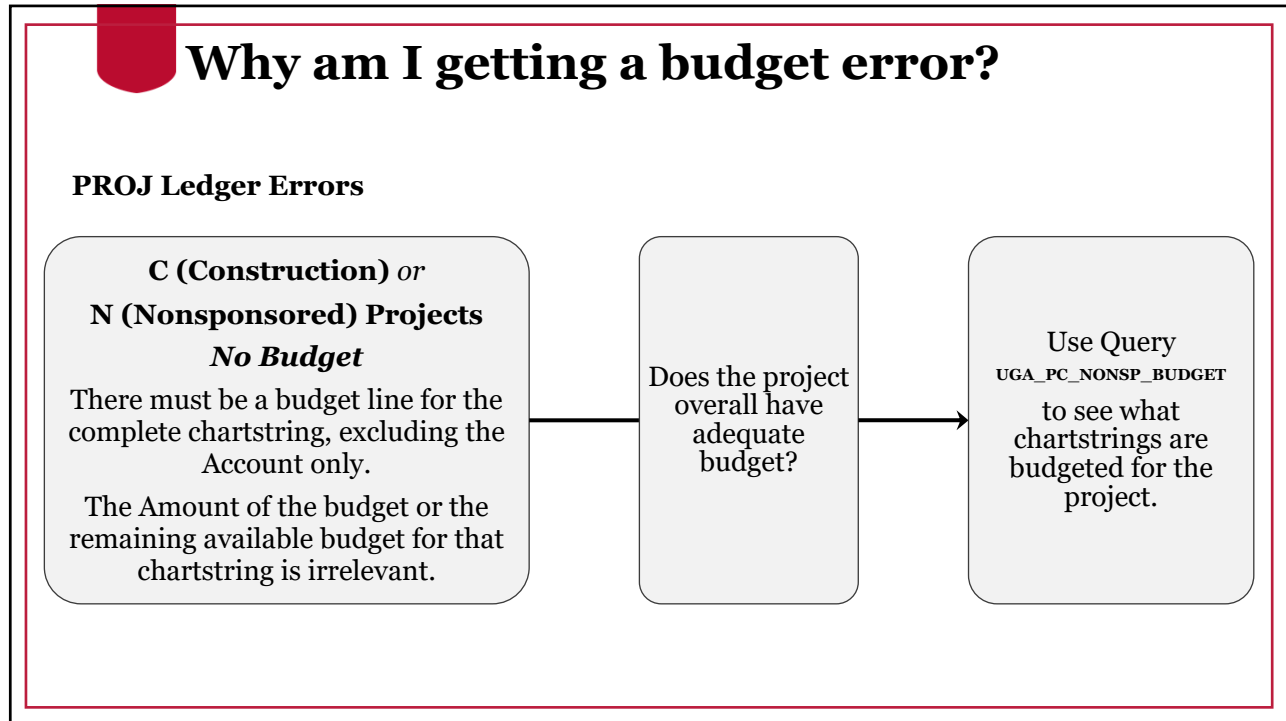
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15111111	Example Dept	2019	12230	23100	42100			641120	Travel-Employee-Air Travel	(85.00)

OKAY

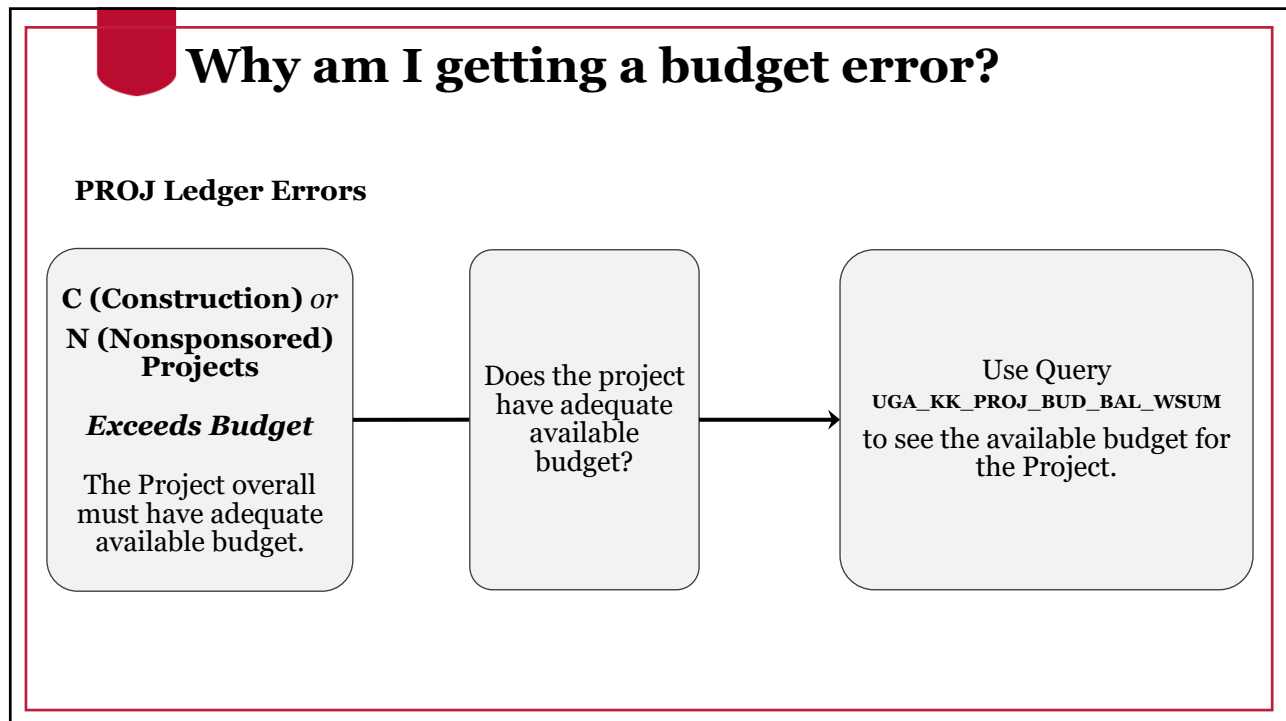
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15111111	Example Dept	2019	12230	23100	42100	ATH	15TRAVEL	641120	Travel-Employee-Air Travel	(100.00)

ERROR

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Why am I getting a budget error?

PROJ Ledger Errors

**R (Research Foundation) or
S (Sponsored) Projects**
No Budget

There must be a budget line for the same Fund, Program, Department and Class with the appropriate Budget Account for the Account being used.

The Amount of the budget or the remaining available budget for that chartstring is irrelevant.

Does the project overall have adequate budget?

Use Query
`UGA_GM_BUDGET_BY_CFS`
to see what chartstrings are budgeted for the project.

Note: See SPAs Budget Account Identifier for the Budget Account.

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Why am I getting a budget error?

PROJ Ledger Errors

**R (Research Foundation) or
S (Sponsored) Projects**
Exceeds Budget

The Project overall must have adequate available budget.

Does the project have adequate available budget?

Use Query
`UGA_KK_PROJECT_BUDGET_BALANCE`
or
`UGA_KK_PROJ_BUD_BAL_WSUM`
to see the available budget for the Project.

Note: Over budget conditions in Cost Share reduce the budget available for the Project.

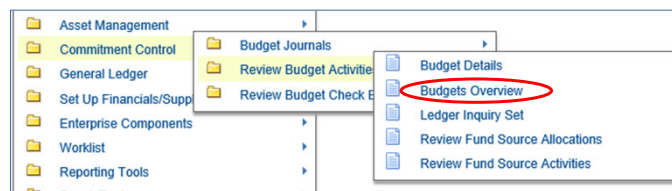
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Tools to See Budget Balances

Another way to view budget balance information that includes totals (without exporting to Excel) is the **Budgets Overview** page in UGA Financial Management.

Navigation:

UGA Financials Classic Home > Main Menu > Commitment Control > Review Budget Activities > Budgets Overview



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Some other questions to ask yourself:



Did I enter my chartstring correctly?



Is my fund/class combination valid? Refer to the Chart of Accounts Code Structure document at onesource.uga.edu.



Has the end date for my project already passed? Ended Project Dates will result in Date Out of Bounds Errors

UGA Financials Query Viewer: **UGA_GM_DATES_BY_ACTIVITY** – this query runs by department, range, project and can also show only a range of project end dates.

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Open Encumbrances and Outstanding Transactions

UGA_PO_CLOSE_NONEXPENSE

- To view open PO encumbrances status for balance sheet accounts (1% - 3%)
- Access in UGA Financials Query Viewer

UGA_PO_OPEN_AMOUNT

- Open PO encumbrance status for non-balance sheet accounts (4%-9%)
- Access in UGA Financials Query Viewer

Business Management Workcenter

- Available for TAs, Expense Reports, Payment Requests, GL Journals, Budget Journals, Budget Transfers, Journal Vouchers
- Access in the UGA Financials Business Management WorkCenter

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Cleaning Up Personal Services

Useful Reports for Year-End Budget Review



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Cleaning up Personal Services Budgets

- Keep in mind that if you need to move personal services charges from the split implementation period (July 2018 to December 2018) then you will need to process a GL Journal.
- Because we are no longer connecting to the mainframe, we have to provide more information than we have in the past.
- The deadline to submit GL journals is **12:00pm on July 13, 2020.**

Position Funding Cube

- Can be used to pull the breakdown of expenses by employee, account code, and month.
- Access in the UGA Data Warehouse

Payroll Expenses Detail

- Query to view payroll expenses for department, combo code, pay group, Empl ID, and more
- Access in OneUSG Connect on the System Manager Reporting Page

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Resources



Course materials, including a recording of this webinar and tutorials for the reports and queries discussed, can be found in the [OneSource Training Library](#) under **Financials Topics by Module > Reporting and Data Warehouse**



You can also view the course [Managing Budget Checking Errors](#) under **Financials Topics by Module > Monitoring Business Transactions.**



Additional resources, including job aids and reference materials, can be found on the [Quick Reference Materials for Practitioners](#) page in the Training Library.

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Questions?

Need Help?

Call or email the
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