

Template E: Shared Designated Accounts

Example: Designated Account used to track activity for more than one faculty member.

For condensed overview of potential issues with expenditures and revenue see Checklist for Common Transactions and Document Types (Attachment A of the After the Fact Review Guidance)

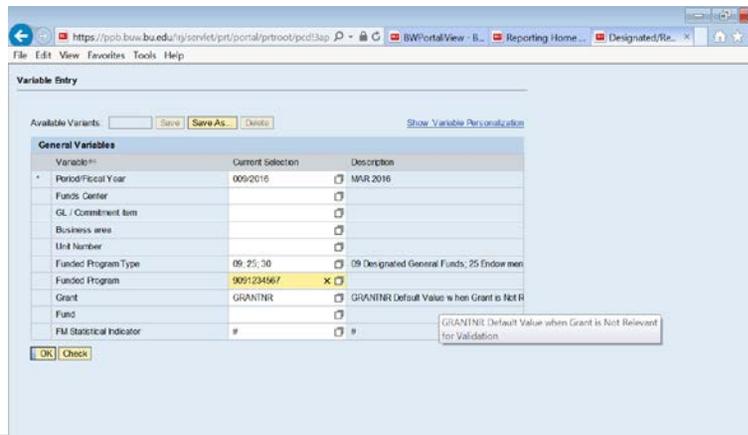
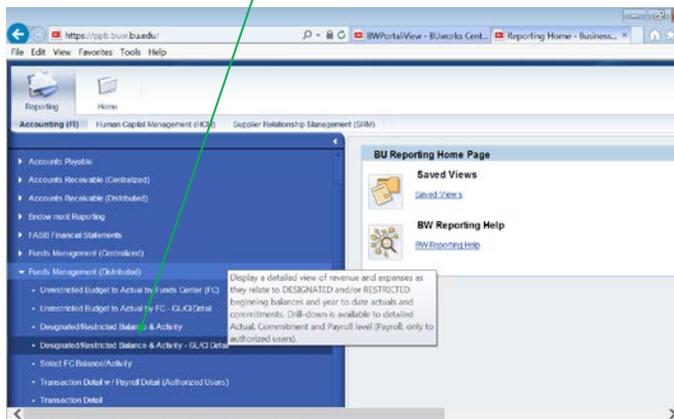
NOTE: Knowing how to use the Business Warehouse to its full capability is vital to saving you time, and avoiding mistakes that can cost your department money. If anything in this template is something you cannot do, is unclear or difficult for you to do, Business Warehouse training is available. BUworks offers training courses (See link below) on how to use the Business Warehouse with courses designed for beginners, intermediate and expert users. Even the most experienced user benefits from such training courses as there are typically subject matter experts at the sessions and the group dynamic can facilitate additional learning.

[\(Training Link\)](#)

Note: a similar review process could be used for any non sponsored research accounts that are shared by more than one faculty member.

Procedures:

1. Run "Designated/Restricted Balance & Activity - GL/CI Detail" for your respective fund center, funded program, etc...



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2. Review high level balances for reasonableness.

GL/Commitment Item	FY 2016 Beginning Balance	FY 2016 Revenue Per. 01-09	FY 2016 Expenses Per. 01-09	FY 2016 Ending Balance as of Per. 09	FY 2016 Commitments Per. 01-09	FY 2016 Net w/ Commitments as of Per. 09	% Balance Expended (Exp+Comm) / (Bal+Rev)
	\$	\$	\$	\$	\$	\$	%
399001 FM FUND BALANCE	(196,842.10)						
420030 RECEIPTS AND CREDITS		(13,471.58)			0.00		
510030 CONS SUPPL-OFFICE			7,028.00		0.00		
515000 CNTR SVCS-OTHER			50.00				
515560 CNTR SVCS-FAC.MNTC			29,999.50		0.00		
893297 ISR: BUMC ROOM SCHED			217.50		0.00		
893600 FMP: CUSTODIAL			234.00		0.00		
	(196,842.10)	(13,471.58)	37,529.00	(172,784.68)	0.00	(172,784.68)	17.8

The Ending Balances column should be a credit. The Net w/ Commitments column should also display a credit. If either of these shows a debit balance, then it could be an indication that there is a missing entry to add funding to this account (for Designated IOs only) or that expenses need to be moved out of this account.

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Obtaining actual activity for a year to date review:

3.

GL/Commitment Item ^Δ		• FY 2016 Beginning ^Δ Balance	▶ FY 2016 Revenue ^Δ Per. 01-09	▶ FY 2016 Expenses ^Δ Per. 01-09	• FY 2016 Ending Balance as of Per. 09 ^Δ	▶ FY 2016 Commitments ^Δ Per. 01-09	• FY 2016 Net w / Commitments ^Δ as of Per. 09	• % Balance Expended (Exp+Comm) / (Bal+Rev) ^Δ
		\$	\$	\$	\$	\$	\$	%
399001	FM FUND BALANCE	(196,842.10)						
420030	RECEPTS AND CREDITS		(13,471.58)			0.00		
510030	CONS SUPPL-OFFICE			7,028.00		0.00		
515000	CNTR SVCS-OTHER			50.00				
515560	CNTR SVCS-FAC MNTC			29,999.50		0.00		
893297	ISR: BUMC ROOM SCHED			217.50		0.00		
893600	FMP. CUSTODIAL			234.00		0.00		
		(196,842.10)	(13,471.58)	37,529.00	(172,784.68)	0.00	(172,784.68)	17.8



Right click on the Ending Balance in the "Overall Results" row and drill down to Transaction Detail - Actuals report.

4. Bring data into a spreadsheet and review for reasonableness using Guidelines for After-The-Fact-Review
Follow up on transactions that are incorrect.

TRANSACTION DETAIL – ACTUALS W PAY DETAIL (AUTH. USERS)

FUNDS CENTER	FUNDED PROGRAM	GL/COMMITMENT ITEM	POSTING DATE	TEXT	DOCUMENT TYPE	F.DOC.NUMBER	FSR/ISR NUMBER	VENDOR	VENDOR INVOICE	PO NUMBER	SC NUMBER	DOC CONTROL NO	AMOUNT \$	OWNER	TRANSACTION IS OKAY?	IF NOT OKAY, STATUS:		
1234567890	ANY DEPT	9091234567	420030	RECEIPTS AND CREDITS	06/30/2015	REV. CORR. DOC. 1122334455	JV SPECIAL PERIODS	1001123456	#	-	-	-	-	267.00	BEGINNING BALANCE ADJUSTMENT	YES		
1234567890	ANY DEPT	9091234567	479999	TRANSFER IN - OPERAT	06/30/2015	TFR BAL FROM 9091234566	GL ACCOUNT DOCUMENT	1001912345	#	-	-	-	-	(197,109.10)	BEGINNING BALANCE TRANSFER	YES		
1234567890	ANY DEPT	9091234567	420030	RECEIPTS AND CREDITS	07/23/2015	REV. CORR. DOC. 1122334456	GL ACCOUNT DOCUMENT	1002123456	#	-	-	-	-	(267.00)	PROF SMITH	YES		
1234567890	ANY DEPT	9091234567	420030	RECEIPTS AND CREDITS	08/20/2015	REVENUE EVENT 123	CASHIER	1002234567	#	-	-	-	-	(5,511.02)	PROF SMITH	YES		
1234567890	ANY DEPT	9091234567	420030	RECEIPTS AND CREDITS	09/15/2015	REVENUE EVENT 456	CASHIER	1002345678	#	-	-	-	-	(7,693.56)	PROF DAVIS	YES		
1234567890	ANY DEPT	9091234567	515560	CNTR SVCS-FAC MNTC	09/15/2015	EVENT B	INVOICE - GROSS	5110212345	#	VENDOR B	8765432	8500212345	1000412345	20150915	29,999.50	PROF SMITH	YES	
1234567890	ANY DEPT	9091234567	893600	FMP: CUSTODIAL	09/20/2015	ORD 9091234567	NOT ASSIGNED	NOT ASSIGNED	9061234567	-	-	-	-	234.00	PROF SMITH	YES		
1234567890	ANY DEPT	9091234567	515000	CNTR SVCS-OTHER	10/01/2015	EVENT A	VENDOR INVOICE	1900456789	#	VENDOR A	2345678	-	-	123456	50.00	PROF DAVIS	YES	
1234567890	ANY DEPT	9091234567	893297	ISR: BUMC ROOM SCHED	01/11/2016	EVENT A SCHEDULING	GL ACCOUNT DOCUMENT	1002987654	#	-	-	-	-	150.00	PROF DAVIS	YES		
1234567890	ANY DEPT	9091234567	893297	ISR: BUMC ROOM SCHED	01/11/2016	EVENT A SCHEDULING	GL ACCOUNT DOCUMENT	1002298765	#	-	-	-	-	67.50	PROF DAVIS	YES		
1234567890	ANY DEPT	9091234567	510030	CONS SUPPL-OFFICE	03/10/2016	#	VENDOR INVOICE	1900567890	#	ANY VENDOR	1234567	-	-	789012	5,000.00	PROF DAVIS	YES	
1234567890	ANY DEPT	9091234567	510030	CONS SUPPL-OFFICE	03/18/2016	SUPPLIES	INVOICE - GROSS	511012345	#	SAMPLE VENDOR	7654321	8500234567	1000512345	20160318	2,028.00	PROF SMITH	YES	
OVERALL RESULT													(172,784.68)					

	PROF SMITH	PROF DAVIS	TOTAL	CONTROL TOTAL	VARIANCE
BEGINNING BALANCE	(147,631.58)	(49,210.53)	(196,842.10)	(196,842.10)	-
ACTIVITY	26,483.48	(2,426.96)	24,057.42	24,057.42	-
REMAINING BALANCE	(121,148.10)	(51,636.99)	(172,784.68)	(172,784.68)	-
COMMITMENTS	168.93	3,258.77	3,427.70	3,427.70	
REMAINING BALANCE WITH COMMITMENTS (3/31/16)	(120,979.17)	(48,377.82)	(169,356.98)	(169,356.98)	

In this example, there are no actual commitments. This information is provided for discussion purposes. See step 9.

Performing a monthly review

The above example is an example of reviewing your department's designated/restricted account year to date activity. An effective review and reconciliation process should generally happen every month. To view individual monthly activity, you would perform steps 1 and 2 above as well as the following steps:

- 5. In order to view the fiscal period you are interested in, you would click on the triangle to open up the Actuals column. In this example, we are going to assume that we have reviewed period 08 and need to review period 09. In this example, there is year to date activity for both revenue and expenses so you need to open those separately.

GL/Commitment Item	FY 2016 Beginning Balance	FY 2016 Revenue Per. 01-09	FY 2016 Expenses Per. 01-09	FY 2016 Ending Balance as of Per. 09	FY 2016 Commitments Per. 01-09	FY 2016 Net w / Commitments as of Per. 09	% Balance Expended (Exp+Comm) / (Bal+Rev)
399001 FM FUND BALANCE	(196,842.10)						
420030 RECEIPTS AND CREDITS		(13,471.58)			0.00		
510030 CONS SUPPL-OFFICE			7,028.00		0.00		
515000 CNTR SVCS-OTHER			50.00				
515560 CNTR SVCS-FAC MNTC			29,999.50		0.00		
893297 ISR: BUMC ROOM SCHED			217.50		0.00		
893600 FMP: CUSTODIAL			234.00		0.00		
Total	(196,842.10)	(13,471.58)	37,529.00	(172,784.68)	0.00	(172,784.68)	17.8

GL/Commitment Item	FY 2016 Beginning Balance	FY 2016 Revenue Per. 01-09	FY 2016 Expenses Per. 09	FY 2016 Ending Balance as of Per. 09	FY 2016 Commitments Per. 01-09	FY 2016 Net w / Commitments as of Per. 09
399001 FM FUND BALANCE	(196,842.10)					
420030 RECEIPTS AND CREDITS		(13,471.58)			0.00	
510030 CONS SUPPL-OFFICE			7,028.00	7,028.00	0.00	
515000 CNTR SVCS-OTHER			50.00			
515560 CNTR SVCS-FAC MNTC			29,999.50		0.00	
893297 ISR: BUMC ROOM SCHED			217.50		0.00	
893600 FMP: CUSTODIAL			234.00		0.00	
Total	(196,842.10)	(13,471.58)	37,529.00	7,028.00	(172,784.68)	0.00

- 6. The revenue activity occurred in a previous period; however, there are period 09 expenses. Right-click on the Result total in the FY2016 Expenses Per. 09 column and then choose Goto Transactional Detail - Actuals. A new tab will open in the BW.

7. Bring data into a spreadsheet and review for reasonableness using Guidelines for After-The-Fact-Review
 Follow up on transactions that are incorrect.

FUNDS CENTER	FUNDED PROGRAM	GL/COMMITMENT ITEM	POSTING DATE	TEXT	DOCUMENT TYPE	FI DOC.NUMBER	VENDOR	VENDOR INVOICE	PO NUMBER	SC NUMBER	DOC CONTROL NO	AMOUNT	OWNER	TRANSACTION IS OKAY?	IF NOT OKAY, STATUS:		
1234567890	ANY DEPT	9091234567	510030	CONS SUPPL-OFFICE	03/10/2016	#	VENDOR INVOICE	1900567890	ANY VENDOR	1234567	-	-	789012	5,000.00	PROF DAVIS	YES	
1234567890	ANY DEPT	9091234567	510030	CONS SUPPL-OFFICE	03/18/2016	SUPPLIES	INVOICE - GROSS	511012345	SAMPLE VENDOR	7654321	8500234567	1000512345	20160318	2,028.00	PROF SMITH	YES	
OVERALL RESULT													7,028.00				

	PROF SMITH	PROF DAVIS	TOTAL	CONTROL TOTAL	VARIANCE
BEGINNING BALANCE	(123,176.10)	(56,636.59)	(179,812.68)	(179,812.68)	-
ACTIVITY	2,028.00	5,000.00	7,028.00	7,028.00	-
REMAINING BALANCE	(121,148.10)	(51,636.59)	(172,784.68)	(172,784.68)	-
Commitments	168.93	3,258.77	3,427.70	3,427.70	-
Remaining Balance with Commitments (3/31/16)	(120,979.17)	(48,377.82)	(169,356.98)	(169,356.98)	-

In this example, there are no actual commitments. This information is provided for discussion

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8. Review commitments

Export to PDF Filter Settings		▪ FY 2016 Beginning Balance	▼ FY 2016 Revenue Per. 01-09	▪ FY 2016 Revenue Per. 09	▼ FY 2016 Expenses Per. 01-09	▪ FY 2016 Expenses Per. 09	▪ FY 2016 Ending Balance as of Per. 09	► FY 2016 Commitments Per. 01-09	▪ FY 2016 Net w / Commitments as of R
GL/Commitment item		\$			\$	\$	\$	\$	
399001	FM FUND BALANCE	(196,842.10)		Analysis Area					
420030	RECEIPTS AND CREDITS		(13,471.58)					0.00	
510030	CONS SUPPL-OFFICE				7,028.00	7,028.00		0.00	
515000	CNTR SVCS-OTHER				50.00				
515560	CNTR SVCS-FAC MNTC				29,999.50			0.00	
893297	ISR: BUMC ROOM SCHED				217.50			0.00	
893600	FMP: CUSTODIAL				234.00			0.00	
		(196,842.10)	(13,471.58)		37,529.00	7,028.00	(172,784.68)	0.00	(172,784.68)



To review commitments, right click on the results bar and select Go to "Transaction Detail - Commitments"
A new tab will open in the BW.

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9.

Bring data into a spreadsheet and review for reasonableness using Guidelines for After-The-Fact-Review

Follow up on transactions as warranted.

Note: in the above example, the commitments were \$0 so there were no open commitments to review.

For discussion purposes, here's an example of how to review detailed commitments:

Funds Center		Funded Program	GL/Commitment item	Posting date	Text	FI doc.number	FSR/ISR Number	Vendor	Vendor Invoice	PO Number	SC Number	Doc Control No	Amount	OWNER	Transaction is okay?	If not okay, status:
1234567890	ANY DEPT	9091234567	890100 ISR Catering	7/1/2015	abc 1235	Not assigned	9041234567	-	-	-	-	-	3,258.77	PROF DAVIS	yes	
1234567890	ANY DEPT	9091234567	515000 CNTR SVCS-OTHER	11/10/2014	abc 1234	Not assigned	#	Iron Mountain Inc.	-	8612345978	123456789	-	168.93	PROF SMITH	yes	
Overall Result													3,427.70			